

VU POLYTECHNIC HANDBOOK 2021

DISCLAIMER

The information contained in Victoria University's 2021 VU Polytechnic was current at 04 December 2020

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

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HOW TO USE THIS HANDBOOK

Victoria University's 2021 VU Polytechnic Handbook is designed to provide students with detailed information on course structures and unit details for undergraduate and postgraduate courses offered by the college in 2021.

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 VU Polytechnic in 2021.

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

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

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

OTHER INFORMATION

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

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UNITS

Below are details of courses offered by the VU Polytechnic in 2021.

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

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

Diploma of Health Coaching

Course Code: 10237NAT

Campus: Online.

About this course: Develop the skills and knowledge to work confidently in the health and wellbeing sector as a Health Coach, providing healthy eating, exercise and lifestyle management to individuals, groups or in the workplace. Victoria University Polytechnic's Diploma of Health Coaching is designed to provide you with the capabilities to deliver life coaching advice and practice, nutrition and fitness plans as well as develop your business management skills. This qualification is ideal for those currently working in the sports or health industry who are looking to expand their skillset or for those looking to enter the sector. You will gain confidence and knowledge in:

- evaluating client health information;
- safe exercise and movement;
- nutrition and diet;
- behaviour change assessment;
- coaching health and wellbeing goals;
- legal and ethical compliance, and;
- work priorities and professional development.

You will have access to Victoria University's \$68 million sport precinct that includes an aquatic centre, commercial gym with the latest equipment and group exercise spaces. You will also gain hands-on work experience in a supported learning environment at our custom designed teaching gym on campus.

Course Objectives: The role of a Health Coach requires the application of advanced and specific skills and knowledge in the areas of health assessment, life coaching methodology and practice, nutrition, fitness, self and business management and to have a broad range of cognitive, technical and communication skills to select and apply methods and technologies to:

- analyse information to complete a range of activities, including health assessment of individuals, identification of most appropriate support services or facilities available and referral of individuals to the relevant services
- provide and transmit solutions to sometimes complex problems, applying life coaching skills to work with individuals to plan a better approach to their overall health and to address specific challenges in a realistic manner, and running their own business
- transmit information and skills to others, communicating effectively with a range of individuals, groups, clients, service providers or other practitioners in order to achieve the best possible outcome for clients when providing health coaching services

Graduates at this level will apply knowledge and skills to demonstrate autonomy, judgement and defined responsibility in known or changing contexts and within broad but established parameters. They will be able to demonstrate a broad skill set, enabling them to work as Health Coaches, who may run community or care institutions based programs, deliver workplace health programs, counsel individuals to achieve their health goals, or may be active on social media platforms (for example bloggers), or a combination of these. They are promoting healthy eating, exercise and lifestyle on a broader level.

Careers: Possible career opportunities emerging from the completion of 10237NAT Diploma of Health Coaching include:

- Health Coach.

Course Duration: 1 year

Admission Requirements: Applicants must: - be over 18 years of age, and; - have a level of language, literacy and numeracy skills likely to facilitate successful completion of the course - sufficient to interpret complex documents and guidelines, liaise effectively with a range of health care professionals. Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

Selection Processes: Other

COURSE STRUCTURE

To be awarded the 10237NAT Diploma of Health Coaching, a student must successfully complete a total of nine (9) units of competency, comprising of:

- nine (9) core units.

CORE UNITS

BSBWOR501	Manage personal work priorities and professional development	60
CHCLEG003	Manage legal and ethical compliance	80
CHCPOL003	Research and apply evidence to practice	65
CHCPRP005	Engage with health professionals and the health system	40
DHCCCG503	Coach clients to achieve health and wellbeing goals	100
DHCCHI501	Collect and evaluate client health information	50
DHCSEM502	Promote safe exercise and movement	60
HLTHPS010	Interpret and use information about nutrition and diet	50
HLTPOP014	Assess readiness for and effect behaviour change	50

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited

towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate IV in Clinical Classification

Course Code:2227 4VIC

Campus:Online.

About this course:Get set to launch your career as a clinical coder in the health industry with this interactive online course. This certificate equips you with the knowledge required to apply data coding to medical information. You will develop skills to translate descriptions of medical diagnoses and procedures into codes, which are recorded as health data. This requires a good understanding of medical terminology, but doesn't require hands-on contact with patients. Clinical coders work with hospitals, government organisations and other medical institutes to code medical records. They ensure coded data meets national and legal reporting requirements. The data you create will contribute to:

- medical research;
- health service planning;
- monitoring patient safety, and;
- hospital funding models.

This course is offered fully online through our award-winning blended learning model. You will be guided through a series of eLearning activities and attend weekly webinars to consolidate your learning. Assessments are conducted through a combination of webinar and discussion board attendance and online tests.

Course Objectives:The Certificate IV in Clinical Classification develops the skills and knowledge to translate descriptions of medical diagnoses and procedures into codes, which are recorded as health data. Clinical coders are responsible for the coding of moderately complex medical records.

Careers:The career outcome from this course is a clinical coder.

Course Duration: 1 year

Admission Requirements:Applicants are best placed to successfully undertake this qualification if they have language, literacy and numeracy skills that align to Level 3 of the Australian Core Skills Framework (ACSF). Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

Selection Processes: OtherN/A

COURSE STRUCTURE

To be awarded 2227 4VIC Certificate IV in Clinical Classification, a student must successfully complete a total of twelve (12) units of competency.

CORE UNITS

BSBMED301B	Interpret and apply medical terminology appropriately	60
BSBMED305B	Apply the principles of confidentiality, privacy and security within the medical environment	20
BSBWHS201A	Contribute to health and safety of self and others	20

BSBWOR401A	Establish effective workplace relationships	50
BSBWOR501B	Manage personal work priorities and professional development	60
HLTHIR402D	Contribute to organisational effectiveness in the health industry	30
VU21 652	Apply knowledge of the health system for clinical coding purposes	30
VU21 653	Prepare for clinical coding	40
VU21 654	Analyse clinical documentation	40
VU21 655	Abstract clinical information to support clinical coding	60
VU21 656	Assign codes to an episode of care	50
VU21 657	Participate in clinical coding audits	50

Advanced Diploma of Legal Practice

Course Code:2227 6VIC

Campus:Footscray Nicholson.

About this course:Take the next step in your career as a paraprofessional in the legal practice industry with an Advanced Diploma of Legal Practice at Victoria University Polytechnic. This course will provide you with extensive training in the workings of today's professional legal office. You will gain essential skills for work as a legal paraprofessional, including how to:

- provide advice on legal services to potential clients;
- practise in a legal area of your interest;
- manage legal practice operation resources;
- interpret legislation, and;
- produce complex legal documents.

You will also develop a basic understanding in the following areas:

- family law;
- property law;
- contract law;
- commercial law;
- criminal law, and;
- conveyancing.

Our experienced teachers will ensure you are job-ready by the time you graduate. You could also go on to further study, as this course can be the first step towards becoming a lawyer.

Course Objectives: 22276VIC Advanced Diploma of Legal Practice qualification learning outcomes are as follows: Knowledge Graduates of an Advanced Diploma will have specialised and integrated technical and theoretical knowledge with depth within one or more fields of work and learning, through a demonstrated in-depth understanding of specialised legal knowledge within a range of areas of legislation: including law of torts, contracts, property, civil and criminal procedures, evidence, privacy, and/or administration, cyber law, consumer protection, family, and

employment, in order to work within the operational and/or assistant level of organisations in the legal practice environment. Skills Graduates at this level will have a broad range of cognitive, technical and communication skills to select and apply methods and technologies to:

- demonstrate a command of wide-ranging, highly specialised technical, creative or conceptual skills in the application of legal research techniques to identify legal information from a range of sources;
- demonstrate accountability for personal outputs within broad parameters in developing own action/work plan according to own responsibilities and the legal project brief, and;
- demonstrate accountability for personal and group outcomes within broad parameters in coordinating and facilitating team work.

Application of knowledge and skills Graduates at this level will apply knowledge and skills to demonstrate autonomy, judgment and defined responsibility to:

- analyse, diagnose, design and execute judgments across a broad range of technical or management functions in the application of relevant legislation in a legal practice environment, and;
- generate ideas through the analysis and review of information and concepts at an abstract level of a range of information sources to draft complex legal documents.

Careers: Possible career opportunities emerging from the completion of 22276VIC Advanced Diploma of Legal Practice include:

- Law Clerk (litigation debt recovery, property, mortgage recovery);
- Legal Probate Clerk;
- Conveyance Clerk;
- Corporate Law Clerk;
- Mortgage Clerk;
- Legal Clerk;
- Family Law Assistant;
- Probate/Deceased Estate Law Clerk;
- Compliance Officer;
- Assistant to Parliamentary Counsel;
- working in Victoria Police;
- Land Title Officer;
- Legal Assistant/Secretary;
- Legal Research Assistant;
- Trainee Court Registrar, and;
- Paralegal.

Course Duration: 1.5 years

Admission Requirements: Applicants are best placed to successfully undertake this qualification if they have language, literacy and numeracy skills that align to Level 4 of the Australian Core Skills Framework (ACSF). Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

Selection Processes: OtherN/A

COURSE STRUCTURE

To be awarded 22276VIC Advanced Diploma of Legal Practice, a student must successfully complete twenty-four (24) units of competency, comprising of:

- thirteen (13) core units, and;
- eleven (11) elective units, of which:

four (4) units must be selected from Group A; seven (7) may be selected from Group A or Group B of which: two (2) elective units may be selected and substituted for Group B units, from any currently endorsed training package or accredited course first packaged at AQF Level 4, 5 or 6.

CORE UNITS

BSBWHS301A	Maintain workplace safety	40
VU21631	Investigate and apply legal process	50
VU21632	Research and evaluate legal research method	50
VU21633	Analyse and apply law of contract	50
VU21634	Analyse and apply law of torts	50
VU21635	Define and evaluate law of evidence	50
VU21636	Determine appropriate aspects of commercial law	50
VU21637	Employ property law principles and concepts	50
VU21638	Apply conveyancing process	50
VU21639	Explore and apply wills, probate and administration procedures	50
VU21640	Analyse and apply civil procedure	50
VU21641	Analyse and evaluate concepts and principles of criminal law	50
VU21642	Practise in a legal environment	70

ELECTIVE UNITS

Group A

VU21644	Examine and apply land contract law	50
VU21647	Research the application of administrative law	50
VU21649	Define and research the application of corporations law	50
VU21651	Evaluate the concepts and principles of family law	50

Group B

BSBCUS301B	Deliver and monitor a service to customers	35
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BSBITU303A	Design and produce text documents	90
BSBITU304A	Produce spreadsheets	35
BSBITU307A	Develop keyboarding speed and accuracy	50
BSBLEG418A	Produce complex legal documents	80
BSBWRT401A	Write complex documents	50
Imported		
BSBLEG403	Maintain trust accounts	50

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate I in Transition Education

Course Code:22301VIC

Campus:Footscray Nicholson, St Albans.

About this course:This course is designed for young people with special learning needs. You will gain independence, community awareness, and an understanding of other courses you can go on to study. You will also be more prepared to enter the workforce. This course will support your special needs, with a range of learning activities to develop valuable learning and social skills. You will explore:

- independent living;
- personal development;
- vocational and employability skills;
- community involvement;
- volunteering effectively;
- basic literacy and numeracy, and;
- use of everyday technology.

We will help you find the best option for you after leaving school, whether that is employment, volunteer work or further study. When you finish this course, you will have improved skills and confidence for your next step.

Course Objectives:The outcomes of the 22301VIC Certificate I in Transition Education are consistent with Australian Qualifications Framework (AQF) Level 1 and are listed below. Developing knowledge of strategies to:

- identify personal goals for community participation or further learning;
- develop independent living skills to participate in activities in the community;
- identify information and resources about everyday activities such as travel, health and participation in recreational activities, and;
- rights and responsibilities to participate in the community.

Developing skills to:

- develop a personal learning plan to explore different options;

- access information and resources to support independent living skills and activities;
- apply strategies for self-development including participation in interpersonal relationships, and;
- use technology to access information and resources to support independent living skills and activities.

Application of skills and knowledge in highly structured, familiar and personally relevant contexts.

Careers:There are no specific career outcomes from completing 22301VIC Certificate I in Transition Education. The focus of the curriculum is to enable:

- entry level employment, and;
- further study to gain employment.

Course Duration: 1 year

Admission Requirements:Applicants must be recognised as having an intellectual disability or learning difficulty. Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

Selection Processes: OtherN/A

COURSE STRUCTURE

To be awarded 22301VIC Certificate I in Transition Education, a student must successfully complete a total of ten (10) units of competency, comprising of: six (6) core units, and; four (4) elective units, of which: elective units may be selected from the 22301VIC Certificate I in Transition Education qualification; up to two (2) elective units may be selected from units first packaged in Certificate I qualifications in endorsed training packages or accredited courses. Electives must be industry relevant as well as be approved by the Polytechnic.

CORE UNITS:

VU21776	Develop and document a learning plan with support	150
VU21777	Enhance self development	150
VU21778	Participate in travel activities	150
VU21779	Investigate future options for further training, work or community activities	150
VU21780	Participate in the community	150
VU21781	Use technology for a range of purposes	150

ELECTIVE UNITS:

CHCVOL201B	Be an effective volunteer	25
VU21434	Read and write short basic messages and forms	70
VU21451	Participate in short simple exchanges	80

VU21785	Participate in recreational activities	50
VU21786	Participate in creative activities	50
VU21787	Apply communication for a range of purposes	50
VU21788	Apply numeracy for a range of purposes	50

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate I in Work Education

Course Code:22302VIC

Campus:Footscray Park, Footscray Nicholson, St Albans.

About this course:This course is designed for young people with additional learning needs. You will gain independence, community awareness and an understanding of other courses you can go on to study. You will also improve your employment prospects and be more prepared to enter the workforce. This course will provide you with an understanding of basic workplace expectations. The staff at the Polytechnic will support you to gain skills in:

- job seeking and employability;
- personal management;
- teamwork and communication;
- basic literacy and numeracy, and;
- use of everyday technology.

You will learn through a combination of classroom learning, supported practical placement and vocational electives.

Course Objectives:The outcomes of the 22302VIC Certificate I in Work Education are consistent with the Australian Qualifications Framework (AQF) Level 1 and are listed below. Developing knowledge of:

- work related WHS procedures and requirements;
- sources of information on a range of industries;
- sources of information to identify the job seeking process and employment opportunities;
- strategies for setting work related goals, and;
- education/training requirements for specific jobs.

Developing skills to:

- develop a personal vocational plan to explore different options;
- access information and resources to support achievement of vocational goals;
- apply strategies for self-development to support workplace participation, and;
- use technology to access information and resources to support vocational goals.

Application of skills and knowledge in highly structured, personally relevant and supported contexts.

Careers:- entry level employment, and;- further study to gain employment.

Course Duration: 1 year

Admission Requirements:Applicants must be recognised as having an intellectual disability or learning difficulty. Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

Selection Processes: Interview, OtherN/A

COURSE STRUCTURE

To be awarded the 22302VIC Certificate I in Work Education, a student must successfully complete a total of ten (10) units of competency, comprising of:

- seven (7) core units, and;
- three (3) electives which may be selected from:
- units listed in the 22302VIC Certificate I in Work Education qualification;
- units first packaged in Certificate I qualifications in endorsed training packages or accredited curriculum, and/or;
- units first packaged in a 'Course in..' in accredited curriculum.

CORE UNITS

BSBWHS201	Contribute to health and safety of self and others	20
VU21664	Prepare for employment	30
VU21771	Develop an individual vocational plan with support	100
VU21772	Develop personal management skills for work	80
VU21773	Participate in vocational activities	400
VU21774	Participate in practical placement with support	300
VU21775	Develop interpersonal communication skills for the workplace	30

ELECTIVE UNITS

ICTICT103	Use, communicate and search securely on the internet	50
SISXCA1001	Provide equipment for activities	10
SISXCA1002	Assist with activity sessions	15
TLIG1001A	Work effectively with others	40
VU21307	Work with numbers and money in simple familiar situations	30
VU21785	Participate in recreational activities	50

Certificate II in Plumbing (Pre-Apprenticeship)

Course Code:22304VIC

Campus:Werribee, Sunshine.

About this course: Lay the groundwork for an apprenticeship in the plumbing industry with a Certificate II in Plumbing (Pre-apprenticeship) at the Polytechnic. This practical course will ensure you are prepared to enter the trades industry by introducing you to a range of foundational plumbing skills and knowledge including:

- working safely as part of a team;
- measuring and calculating;
- using industry terminology to communicate effectively;
- reading plans and specifications;
- using plumbing tools, equipment and materials;
- producing simple technical drawings;
- using basic welding equipment, and;
- using plumbing pipes, fittings and fixtures to simulate plumbing installations.

When you graduate from this course, you'll be on your way towards a plumbing apprenticeship.

Course Objectives: The Certificate II in Plumbing (Pre-apprenticeship) will prepare graduates with the skills and knowledge for entry into an apprenticeship (Certificate III in Plumbing) in one of the various sectors of the plumbing industry. This qualification has a range of units that introduce the learner to basic plumbing skills and knowledge including:

- working safely as part of a team;
- measuring and calculating;
- using basic industry terminology to communicate effectively;
- reading plans and specifications;
- selecting and using plumbing tools, equipment and materials;
- producing simple technical drawings;
- using basic welding equipment, and;
- using plumbing pipes, fittings and fixtures to simulate plumbing installations.

This qualification is not linked to any occupational regulatory outcome. Vocational Education Training in Schools (VETiS) This qualification forms part of the credit suite specified by the Victorian Curriculum and Assessment Authority (VCAA) and may contribute towards the satisfactory completion of the Victoria Certificate of Education (VCE) or the Victoria Certificate of Applied Learning (VCAL).

Careers: The 22304VIC Certificate II in Plumbing (Pre-apprenticeship) will prepare graduates with the skills and knowledge for entry into an apprenticeship (CPC32413 Certificate III in Plumbing) in one (1) of the various sectors of the plumbing industry.

Course Duration: 3 months

Admission Requirements: It is recommended that applicants have basic communication, literacy and numeracy skills that are sufficiently well developed for them to participate in the training. Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs. VETiS: The literacy and numeracy levels of applicants will be assessed through consultation with the relevant secondary school.

Selection Processes: Other/Not Applicable.

COURSE STRUCTURE

To be awarded the 22304VIC Certificate II in Plumbing (Pre-Apprenticeship), a student must successfully complete all nineteen (19) core units.

CORE UNITS

BSBWRT301	Write simple documents	30
CPCCCM1015A	Carry out measurements and calculations	20
CPCCCM2001A	Read and interpret plans and specifications	36
CPCCOHS1001A	Work safely in the construction industry	6
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry	20
CPCPCM2039A	Carry out interactive workplace communication	10
CUVACD303A	Produce technical drawings	50
HLTAID002	Provide basic emergency life support	12
VU21789	Apply basic sheet metal practices	50
VU21790	Cut and penetrate building materials and structures	30
VU21791	Fabricate simple plumbing pipe systems	30
VU21792	Identify career pathways in the plumbing industry	30
VU21793	Perform basic oxy-acetylene welding and cutting	20
VU21794	Prepare to work in the plumbing industry	20
VU21795	Use and apply basic levelling equipment for plumbing	8
VU21796	Use basic electric welding equipment and techniques	20
VU21797	Use basic plumbing hand tools	50
VU21798	Use basic power tools	20
VU21799	Use plumbing pipes, fittings and fixtures to simulate plumbing installations	30

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate IV in Tertiary Preparation

Course Code: 22313VIC

Campus: Footscray Park.

About this course: 22313VIC Certificate IV in Tertiary Preparation provides the skills and knowledge required for a successful transition into higher vocational education and training pathways and/or higher education. Designed to cater to the needs of two specific cohorts, this course will:

- develop academic writing, problem solving, planning and organising skills, technology and research skills, collaborative learning and team work skills of the general student population,

All skills are developed with an emphasis on their application in a higher education or vocational education context.

Course Objectives: The purpose of the Certificate IV in Tertiary Preparation is to assist entry to VET and Higher Education courses across a range of disciplines. The term 'Tertiary Studies' as used within the context of this course refers to both higher education undergraduate study and higher level vocational (VET) courses of study. Such courses of study have their own entry requirements and this course is not intended to either replace those requirements or to guarantee access to individual courses of study. However, in undertaking this course students will be better prepared for future training and education options.

Careers: Completion of the 22313VIC Certificate IV in Tertiary Preparation, enables a number of pathway outcomes including:

- vocational study at the same or higher AQF level, and;
- higher education undergraduate programs.

Course Duration: 0.5 years

Admission Requirements: Applicants are best placed to successfully undertake this qualification if they have language, literacy and numeracy skills that align to Level 3 of the Australian Core Skills Framework (ACSF). Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

Selection Processes: OtherN/A

COURSE STRUCTURE

To be awarded 22313VIC Certificate IV in Tertiary Preparation, a student must successfully complete a total of ten (10) units of competency, comprising of:

- five (5) core units, and;
- five (5) elective units of which:

units may be selected from the 22313VIC Certificate IV in Tertiary Preparation qualification and/or; units first packaged in any other endorsed training package or other accredited curricula. Note: units imported from endorsed training packages or other curricula must:

- reflect the needs of the learner;
- reflect the integrity of the AQF level of this qualification, and;
- support the intent of this qualification.

CORE UNITS

VU21864	Set study goals and plan education pathway	50
VU21865	Prepare for tertiary reading and writing	80
VU21866	Communicate verbally in a further study context	40
VU21867	Participate in collaborative learning	30
VU21868	Conduct online research for further study	40

ELECTIVE UNITS

General

BSBCMM401	Make a presentation	30
BSBITU304	Produce spreadsheets	35
BSBITU404	Produce complex desktop published documents	50
VU20746	Apply essential further study skills	90
VU21058	Use a range of techniques to solve mathematical problems	110

Certificate IV in Liberal Arts

Course Code: 22317VIC

Campus: Footscray Nicholson.

About this course: This course introduces you to university study in arts and social sciences, and provides a pathway to further study. You will develop skills in the following areas:

- complex writing;
- problem solving;
- cultural analysis;
- planning and organising activities;
- research;
- communication and presentation;
- social inquiry, and;
- information technology.

Successful completion will give you credits towards a Bachelor of Arts or a Bachelor of Education Studies, where you can specialise in your area of interest and benefit from our work-placement opportunities.

Course Objectives: 22317VIC Certificate IV in Liberal Arts provides an alternative pathway to access further study by developing study skills and knowledge for effective participation in tertiary learning environments. The aim of the course is to provide academic support to students interested in the arts, humanities, education and social sciences by enabling development of critical skills and knowledge to progress into higher education and/or to extend vocational skills and training.

Careers: Completion of the 22317VIC Certificate IV in Liberal Arts, enables a number of pathway outcomes including:

- vocational study at the same or higher AQF level, and;
- higher education undergraduate programs.

Course Duration: 1 year

Admission Requirements: Applicants are best placed to successfully undertake this qualification if they have language, literacy and numeracy skills that align to Level 3 of the Australian Core Skills Framework (ACSF). Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

Selection Processes: OtherN/A

COURSE STRUCTURE

To be awarded the 22317VIC Certificate IV in Liberal Arts, a student must successfully complete a total of seven (7) units comprising of:

- two (2) core units, and;
- five (5) electives, which may be selected from:

units listed in the 22317VIC Certificate IV in Liberal Art qualification, and/or; units first packaged in Certificate IV qualifications in the source training package or accredited curriculum. Imported units must support the outcomes of this qualification as well as be approved by the Polytechnic.

CORE UNITS

VU21881 Apply essential further study skills 90

VU21882 Research fields of study and enquiry 40

ELECTIVE UNITS

VU21883 Examine approaches to citizenship and public life 90

VU21884 Analyse stories/narratives within cultures 90

VU21885 Analyse human transformations of nature 90

VU21886 Examine approaches to economy and society 90

VU21887 Analyse texts in their cultural context 90

Certificate IV in Cyber Security

Course Code:22334VIC

Campus:Footscray Nicholson, St Albans, Sunshine.

About this course:Develop the knowledge and skills to work in one of the fastest growing sectors, the cyber security and IT industry. You will develop skills that involve a blend of problem solving, critical thinking, collaboration, data analytics, penetration testing, cloud-based networking, scripting, privacy and ethics. With exposure to leading industry platforms such as Amazon Web Services, Splunk and Cisco, your training will ensure you gain the skills for the technologies industry demand. Upon completion of this course you will have gained knowledge and skills in:

- monitoring the risk of cyber security attacks;
- implementing appropriate software;
- using a range of tools and procedures to mitigate cyber security threats, and;

- protecting an organisation from insider security breaches and developing systems to minimise network vulnerabilities and risks.

Unique to the Certificate IV in Cyber Security are connections to industry that are embedded early on in your training. You will have access to expert panel discussions, inspirational story-telling and industry events. With access to our Cybersecurity Training Centre, you will have the opportunity during your course to train in a simulated working environment for collaboration and practical experience, forming teams to produce solutions to industry standard problems.

Course Objectives: This course is aligned with Level 4 of the Australian Qualifications Framework (AQF) in that graduates will have:

- cognitive skills to identify and analyse risk of security attacks and recommend appropriate strategies to mitigate the attacks;
- cognitive, technical and communication skills to implement and use a range of tools and procedures to mitigate cyber security threats in a wide variety of contexts;
- specialist technical skills to apply solutions to a defined range of unpredictable problems by methodically verifying compliance of all aspects associated with network security;
- broad knowledge base of relevant Australian standards, codes of practice and industry guidelines on network security;
- ability to evaluate information from a variety of sources and analyse the data gathered on the network security to assess compliance, and;
- ability to take responsibility for own outputs and contributions as part of a team to maintaining an organisation's cyber security system and incident response plan.

The Volume of Learning for the Certificate IV in Cyber Security is typically 0.5 - 2 years. This incorporates structured training delivery and opportunities for practice and reinforcement of skills including, self-directed study, research, project work and written assignments.

Careers:Possible career opportunities emerging from the completion of 22334VIC Certificate IV in Cyber Security, include: IT Administrator; Cyber Security Practitioner; IT Security Analyst, and;

- Junior Security IT Analyst.

Course Duration: 1 year

Admission Requirements:Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

COURSE STRUCTURE

To be awarded the 22334VIC Certificate IV in Cyber Security, a student must successfully complete a total of sixteen (16) units of competency, comprising of:

- ten (10) core units, and;
- six (6) elective units.

Electives must be industry relevant as well as be approved by the Polytechnic.

CORE UNITS		
BSBRES401	Analyse and present research information	40
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	50
ICTICT418	Contribute to copyright, ethics and privacy in an ICT environment	40
ICTPRG407	Write script for software applications	40
RIICOM301D	Communicate information	30
VU21988	Utilise basic network concepts and protocols required in cyber security	80
VU21989	Test concepts and procedures for cyber security	60
VU21990	Recognise the need for cyber security in an organisation	60
VU21991	Implement network security infrastructure for an organisation	80
VU21992	Develop a cyber security industry project	120
ELECTIVE UNITS		
ICTPRG405	Automate processes	40
VU21993	Secure a networked personal computer	60
VU21994	Perform basic cyber security data analysis	20
VU21995	Manage the security infrastructure for the organisation	80
VU21996	Evaluate and test an incident response plan for an enterprise	40
VU21997	Expose website security vulnerabilities	40

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate II in Building and Construction Pre-apprenticeship

Course Code:22338VIC

Campus:Industry, Werribee, Sunshine.

About this course:Lay the foundation for a career in the building industry with a Certificate II in Building and Construction Pre-apprenticeship at the Polytechnic. Increase your chances of getting an apprenticeship by developing basic skills and knowledge in bricklaying and carpentry. This course will ensure you are prepared to work in labouring roles in the construction industry with studies in:

- erect and safely use working platforms;

- apply basic bricklaying techniques;
- construct basic sub-floor;
- construct basic wall frames;
- install basic external cladding, and;
- interior fixings.

You will also gain valuable knowledge about construction industry policies and procedures. When you graduate from this course, you'll be on your way towards a bricklaying or carpentry apprenticeship. Students undertaking this course as part of Vocational Education and Training in Schools (VETiS), the duration of the course will be delivered over two years.

Course Objectives:This qualification has been developed to enable participants to achieve the underpinning skills, knowledge and ability to meet AQF Level 2 requirements and to provide them with a solid foundation from which to undertake future apprenticeship training at the Certificate III level. The course outcomes of the 22338VIC Certificate II in Building and Construction Pre-apprenticeship are consistent with the distinguishing features of the learning outcomes specified in the Australian Qualifications Framework. This qualification forms part of the credit suite specified by the Victorian Curriculum and Assessment Authority (VCAA) and may contribute towards the satisfactory completion of the Victoria Certificate of Education (VCE) or the Victoria Certificate of Applied Learning (VCAL).

Careers:Possible career opportunities emerging from the completion of 22338VIC Certificate II in Building and Construction Pre-apprenticeship include:

- carpentry apprentice, and;
- bricklaying apprentice.

Course Duration:3 months

Admission Requirements:Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs. VETiS: The literacy and numeracy levels of applicants will be assessed through consultation with the relevant secondary school.

COURSE STRUCTURE

To be awarded the 22338VIC Certificate II in Building and Construction Pre-apprenticeship, a student must successfully complete the following:

- ten (10) core units, and;
- all the elective units from one trade stream.

CORE UNITS

CPCCCM1012A	Work effectively and sustainably in the construction industry	20
CPCCCM1014A	Conduct workplace communication	20
CPCCCM1015A	Carry out measurements and calculations	20
CPCCCM2006	Apply basic levelling procedures	8
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the	20

	construction industry	
CPCCWHS1001	Prepare to work safely in the construction industry	6
HLTAID002	Provide basic emergency life support	12
VU22014	Prepare for work in the building and construction industry	16
VU22015	Interpret and apply basic plans and drawings	25
VU22016	Erect and safely use working platforms	24
ELECTIVE UNITS		
Stream: Bricklaying		
VU22017	Identify and handle bricklaying tools and equipment	76
VU22018	Apply basic bricklaying techniques	126
VU22019	Apply brick veneer construction techniques	80
VU22020	Apply cavity brick construction techniques	80
VU22021	Apply masonry blockwork techniques	50
Stream: Carpentry		
VU22022	Identify and handle carpentry tools and equipment	100
VU22023	Perform basic setting out	24
VU22024	Construct basic sub-floor	48
VU22025	Construct basic wall frames	48
VU22026	Construct a basic roof frame	40
VU22027	Install basic external cladding	24
VU22028	Install basic window and door frames	24
VU22029	Install interior fixings	40
VU22030	Carry out basic demolition of timber structures	20
VU22031	Construct basic formwork for concreting	40

Graduate Certificate in Management

Course Code:22443VIC

Campus:Industry, Online.

About this course:Extend your skills and prepare for roles in complex senior and middle management. You will develop high-level skills to initiate and develop plans and lead teams towards operational success. On completion, you will be equipped with the confidence and tools to provide strategic direction in your field. Areas of study include:

- development, resourcing and integration of organisational strategic business planning;

- development and implementation of innovation;
- management of people, change, and organisational culture;
- management of risk and compliance;
- human resource practices;
- project management, and;
- leadership of strategic transformation.

Course Objectives: Graduates of the qualification will be able to meet the current and future industry requirements to effectively work within complex senior and middle management roles across a wide range of industry sectors with the skills and knowledge to oversee the: development, resourcing and integration of organisational strategic business planning; development and implementation of innovation and its corollary, management of people, change, and organisational culture; management of risk and compliance, and, depending on individual or combined management focus, a range of specific functions of marketing; human resource practices; global business opportunities; financial resources and/or sustainability.

Careers:Possible career opportunities emerging from the completion of 22443VIC Graduate Certificate in Management include:

- senior management positions;
- generalist managers;
- complex project managers, and;
- specialist managers in: human resources; finance; marketing; sustainability; compliance; risk management; global business.

Course Duration: 1 year

Admission Requirements:Applicants must have either a Diploma or Advanced Diploma qualification in a related field and three (3) years equivalent full-time work experience at a management level OR a Bachelor degree in a related field and one (1) year equivalent full-time work experience at a management level OR five (5) years equivalent full-time work experience at a management level. Applicants must have a demonstrated capacity in learning, reading, writing, oracy and numeracy skills that align to Level 4 of the Australian Core Skills Framework (ACSF). Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

COURSE STRUCTURE

To be awarded the 22443VIC Graduate Certificate in Management, a student must successfully complete a total of five (5) units of competency, comprising of:

- two (2) core units, and;
- three (3) elective units which may be selected from the units listed in the 22443VIC Graduate Certificate in Management qualification or any relevant units first packaged at AQF level 7 or 8 in the source training product from any currently endorsed training package or accredited course.

Electives must be industry relevant as well as be approved by the Polytechnic.

CORE UNITS

VU22225	Manage the development, implementation and review of strategic business plans	70
VU22226	Lead creative thinking and innovation practices in an organisational environment	70
ELECTIVE UNITS		
BSBLDR805	Lead and influence change	80
VU22227	Manage multiple projects	80
VU22228	Manage legal, regulatory and ethical compliance requirements in an organisational environment	60
VU22229	Develop and implement a risk management strategy	60
VU22230	Manage people in an organisational environment	60
VU22234	Oversee the management of financial resources in an organisation	60
VU22235	Develop and manage an integrated marketing strategy	60

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate II in Mumgu-dhal tyama-tyt

Course Code:22448VIC

Campus:Werribee.

About this course: Develop your personal strengths and explore Aboriginal and/or Torres Strait Islander culture, history and community with the Certificate II in Mumgu-dhal tyama-tyt at VU Polytechnic. You will develop language literacy and numeracy skills whilst strengthening your knowledge of Aboriginal culture and its influence on current events and attitudes. You will gain knowledge and skills in:

- health and safety of others;
- study skills and learning pathway development;
- investigating language acquisition;
- mentoring of Aboriginal and/or Torres Strait Islander community members;
- community project development;
- aboriginal and/or Torres Strait Islander history;
- aboriginal and/or Torres Strait Islander culture, and;
- effective communication tools.

Electives can be chosen from a variety of other courses on offer at VU Polytechnic to compliment your training and education.

Course Objectives: The outcomes of the 22448VIC Certificate II in Mumgu-dhal tyama-tyt meet AQF level 2 criteria through the:

- development of knowledge of Aboriginal and/or Torres Strait Islander history and culture and its influence on current events and attitudes, education and training options to support identified learning goals and occupational health and safety procedures
- development of skills to work with Aboriginal and/or Torres Strait Islander communities to develop as a mentor, contribute to community activities and plan for own further education and training to support personal goals
- application of knowledge and skills in supported contexts within the known environment of the local Aboriginal and/or Torres Strait Islander community.

Careers:This course is a foundation course with pathways into higher-level vocational education.

Course Duration: 0.5 years

Admission Requirements:Learners enrolling in the Certificate II in Mumgu-dhal tyama-tyt are best equipped to successfully undertake the qualification if they have minimum language, literacy and numeracy skills that align to Level 2 of the ACSF. Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

COURSE STRUCTURE

To be awarded the 22448VIC Certificate II in Mumgu-dhal tyama-tyt a student must successfully complete a total of thirteen (13) units of competency, comprising of:

- eight (8) core units, and;
- five (5) elective units, of which:

units may be selected from the 22448VIC Certificate II in Mumgu-dhal tyama-tyt qualification, Mumgu-dhal tyama-tyt Curriculum or any other accredited course or endorsed training package. The selection of elective units should be guided by the vocational, educational and/or personal development needs of learners and support the AQF level of the qualification as well as be approved by the Polytechnic.

CORE UNITS

BSBWHS201	Contribute to health and safety of self and others	20
VU22093	Develop study skills	10
VU22100	Investigate language acquisition	30
VU22110	Develop a learning pathway	15
VU22111	Work with Aboriginal and/or Torres Strait Islander community members to develop mentoring skills	25
VU22112	Support others to complete a small scale community project	70
VU22113	Investigate the influence of Aboriginal and/or Torres Strait Islander history	60

VU22114	Investigate and present on features of Aboriginal and/or Torres Strait Islander culture	20
ELECTIVE UNITS		
CUARES202	Source and use information relevant to own arts practice	30
ICTICT103	Use, communicate and search securely on the internet	50
ICTWEB201	Use social media tools for collaboration and engagement	20
VU22094	Explore your story	35
VU22096	Participate in Aboriginal and/or Torres Strait Islander events of significance	20

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Diploma of Teacher Education Preparation

Course Code: 22451VIC

Campus: Footscray Park, Learning Links Geelong..

About this course: Start your journey towards a rewarding career in education with the Diploma of Teacher Education Preparation. This course provides you with the essential teaching and learning skills required to pathway into an undergraduate teacher education program. You will develop fundamental knowledge of the education environment, inclusive education, the teaching profession and approaches to learning in the context of early childhood, primary and secondary schooling. You will graduate with knowledge of twenty-first century learning and teaching practices and have the confidence to pursue further study in the field. You will develop the skills to:

- critically examine approaches to learning and the ways in which contemporary issues in education impact on teaching and teachers;
- collaborate with and lead others;
- use language, literacy and numeracy at a level required to enter undergraduate level teaching qualifications, and;
- develop self-management strategies to support resilience in the context of the teaching profession.

Course Objectives: The purpose of the qualification is to support successful transitions into an undergraduate initial teacher education qualification for those from diverse backgrounds and life stages, without compromising the rigour of their preparation as teachers. Note: Completion of this qualification will not result in registration as a teacher.

Careers: Possible career opportunities emerging from the completion of 22451VIC Diploma of Teacher Education Preparation, include:

- education support worker.

This course also provides a pathway into undergraduate initial teacher education qualifications for those students who decide to continue into a teaching career.

Course Duration: 1 year

Admission Requirements: Applicants are best placed to successfully undertake this qualification if they have language, literacy and numeracy skills that align to Level 3 of the Australian Core Skills Framework (ACSF). Prior to enrolment, all applicants will be required to complete a Pre-Training review, including a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs. For employment and practical placement purposes, this vocational sector typically requires a current and satisfactory Working with Children Check. Failure to provide the required document in the timeframe specified by the Course Coordinator, means you will be unable to undertake practical placement in a workplace and therefore not eligible to progress in this course. The following is a suggested site you could visit to obtain this check: - Working with Children Check - <http://www.workingwithchildren.vic.gov.au/>

COURSE STRUCTURE

To be awarded the 22451VIC Diploma of Teacher Education Preparation, a student must successfully complete a total of twelve (12) units of competency, comprising of:

- nine (9) core units;
- one (1) unit from the education practice stream, and;
- two (2) elective units, selected from:

the electives listed within the 22451VIC Diploma of Teacher Education Preparation qualification; the units listed within the education practice stream of 22451VIC Diploma of Teacher Education Preparation that have not previously been selected, and/or; any other accredited course or endorsed training package where the unit is first packaged at AQF level 4 or above in the source training product. The selection of elective units should be guided by the vocational, educational and/or personal development needs of learners as well as be approved by the Polytechnic.

CORE UNITS

CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	25
VU21356	Engage with a range of complex texts for learning purposes	30
VU21360	Create a range of complex texts for learning purposes	30
VU22074	Use a range of techniques to solve mathematical problems	110
VU22271	Develop academic skills for the tertiary learning environment	95
VU22272	Investigate the education system	50
VU22273	Examine approaches to learning	70
VU22274	Investigate contemporary issues in teaching	80
VU22275	Investigate the digital education environment	50

EDUCATION PRACTICE STREAM

CHCEDS022	Work with students in need of additional support	50
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ELECTIVE UNITS

CHCEDS019	Support students' mathematics learning	45
CHCEDS020	Support students' literacy learning	40

Certificate II in Engineering Studies

Course Code:22470VIC

Campus:Sunshine.

About this course:Start your training towards a rewarding career in the growing engineering industry at VU Polytechnic. This hands-on course is designed for people looking to enter an engineering apprenticeship or who are already doing some engineering work and would like to gain accreditation and a pathway to a full apprenticeship. During this course you will be introduced to a range of fundamental skills used in the engineering industry. This course can also provide credit into an engineering industry Australian Apprenticeship. Upon completion of this course you will have developed knowledge and confidence in:

- welding;
- reading and creating engineering drawings;
- basic machining;
- fabrication, and;
- use of basic hand and power tools.

During this course you will be able to undertake elective options that provide an introduction to an engineering occupation of your choice such as a fabricator, mechanical engineer (maintenance, diesel or workshop).

Course Objectives:The aim of this course is to provide pre-employment training and a pathway into the engineering, manufacturing or related industries. Specifically a graduate of this course will be eligible to: undertake a work-based traineeship or apprenticeship in a range of engineering, manufacturing or related areas; enrol in Certificate III qualifications in the engineering, manufacturing or related areas, and; seek entry level employment in the engineering, manufacturing or related industries. Vocational Education Training in Schools (VETiS) This qualification forms part of the credit suite specified by the Victorian Curriculum and Assessment Authority (VCAA) and may contribute towards the satisfactory completion of the Victoria Certificate of Education (VCE) or the Victoria Certificate of Applied Learning (VCAL).

Careers:Possible career opportunities emerging from the completion of 22470VIC Certificate II in Engineering Studies include:

- Apprenticeship.

Course Duration:3 months

Admission Requirements:Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs. VETiS: The literacy and numeracy levels of applicants will be assessed through consultation with the relevant secondary school.

COURSE STRUCTURE

To be awarded the 22470VIC Certificate II in Engineering Studies, a student must successfully complete a total of eleven (11) units of competency, comprising of:

- seven (7) core units, and;
- four (4) elective units, of which:
- two (2) elective units must be selected from the 22470VIC Certificate II in Engineering Studies qualification;
- two (2) elective units may be selected from any endorsed training package or accredited course provided they are consistent with the course outcomes and the AQF level of the qualification.

Electives must be industry relevant as well as be approved by the Polytechnic.

CORE UNITS

MEM13014A	Apply principles of occupational health and safety in the work environment	10
MEM18001C	Use hand tools	20
MEMPE006A	Undertake a basic engineering project	80
VU22329	Report on a range of sectors in the manufacturing, engineering and related industries	30
VU22330	Select and interpret drawings and prepare three dimensional (3D) sketches and drawings	20
VU22331	Perform basic machining processes	40
VU22332	Apply basic fabrication techniques	40

ELECTIVE UNITS

MEM18002B	Use power tools/hand held operations	20
MEM30011A	Set up basic pneumatic circuits	40
VU22333	Perform intermediate engineering computations	40
VU22334	Produce basic engineering components and products using fabrication and machining operations	60
VU22335	Perform metal machining operations	60
VU22336	Perform metal fabrication operations	60
VU22339	Create engineering drawings using computer aided systems	60
VU22340	Use 3D printing to create products	40

Recognition of Prior Learning and/or Credit Transfers:

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate I in General Education for Adults

Course Code:22472VIC

Campus:Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine.

About this course: You will develop important skills and gain confidence in:

- reading and writing;
- numeracy and mathematics;
- communication – listening and speaking, and;
- use of computers.

You will learn in a supportive and encouraging environment. This course will help you meet your personal needs as well as help you to participate in the community. You will also be prepared for further study and increase your employment opportunities. This certificate is designed for adults (both migrants and native English speakers) who have had limited formal education, wish to improve their skills to return to work or for formal study. When you complete this course, you will be able to:

- clarify project goals with a support person;
- understand familiar texts;
- create simple texts, and;
- use simple mathematics.

Course Objectives: 22472VIC Certificate I in General Education For Adults qualification learning outcomes are as follows: Knowledge Graduates at this level will have foundational knowledge for everyday life, further learning and preparation for initial work through knowledge:

- of the importance of documenting learning to support progress and factors which can support or hinder progress in learning;
- of different learning strategies and how they contribute to learning;
- that texts have different audiences and purposes;
- of reading strategies and features in a range of familiar and less familiar text types;
- of basic structural conventions of text types, and;
- that signs/prints/symbols represent meaning in familiar mathematical information.

Skills Graduates at this level will have foundational cognitive and communication skills to:

- clarify project goals with an appropriate support person, plan, carry out, document and evaluate a project;
- develop, implement and review learning goals;
- read, interpret and evaluate familiar and less familiar texts;
- create a range of familiar and some less familiar texts with some specialised vocabulary;
- interpret, use, estimate and calculate a range of simple numerical information for immediate personal purposes and some less familiar contexts, and;
- use paper based and web based mediums to engage with and create texts of limited complexity.

Application of knowledge and skills Graduates at this level will apply knowledge and skills to demonstrate autonomy in highly structured and stable contexts and within narrow parameters through:

- working to an agreed program to plan, implement and monitor progress towards achievement of learning goals;
- practical application of an agreed action plan in a project activity in a familiar and some less familiar contexts and/or around a specific content area of interest;
- interpreting and evaluating a range of familiar and less familiar text types of limited complexity in a range of familiar contexts;
- creating a range of familiar and less familiar paper based and web based texts of limited complexity related to different purposes, which may include some unfamiliar aspects, and;
- applies mathematical information and problem solving strategies in familiar contexts.

Careers: Completion of 22472VIC Certificate I in General Education for Adults will assist in further education and training.

Course Duration: 0.5 years

Admission Requirements: Applicants are best placed to successfully undertake this qualification if they have language, literacy and numeracy skills that align to Level 2 of the Australian Core Skills Framework (ACSF). Prior to enrolment, all applicants will be required to attend an interview and complete a literacy and numeracy assessment.

Selection Processes: Interview

COURSE STRUCTURE

To be awarded the 22472VIC Certificate I in General Education for Adults, a student must successfully complete a total of sixteen (16) units of competency, comprising of:

- two (2) core units, and;
- fourteen (14) elective units, comprising of:
- three (3) core skills reading and oracy units;
- three (3) core writing units;
- four (4) core skills numeracy and mathematics units, and;
- four (4) special interest electives units, which can be selected from:

units listed in the special interest electives list, which have not previously been completed, and/or; core skills reading and oracy, writing and numeracy and mathematics units from the 22476VIC Certificate I in General Education for Adults (Introductory), or the 22472VIC Certificate I in General Education for Adults or the 22473VIC Certificate II in General Education for Adults, which have not previously been completed, and/or; units/modules which are first packaged in AQF level 1 or 2 qualifications in nationally endorsed training packages or accredited curriculum. Electives must be industry relevant as well as be approved by the Polytechnic.

CORE UNITS

VU22384	Develop and document a learning plan and portfolio	20
VU22385	Plan and undertake a project	30

ELECTIVE UNITS

Core Skills: Reading and Oracy

VU22386	Engage with texts of limited complexity for personal purposes	25
VU22387	Engage with texts of limited complexity for learning purposes	25
VU22389	Engage with texts of limited complexity to participate in the community	25

Core Skills: Writing

VU22391	Create texts of limited complexity for personal purposes	25
VU22392	Create texts of limited complexity for learning purposes	25
VU22394	Create texts of limited complexity to participate in the community	25

Core Skills: Numeracy and Mathematics

VU22395	Work with a range of numbers and money in familiar and routine situations	30
VU22396	Work with and interpret directions in familiar and routine situations	30
VU22397	Work with measurement in familiar and routine situations	30
VU22400	Work with and interpret numerical information in familiar and routine texts	30

Special Interest Electives

BSBITU102	Develop keyboard skills	40
PUATEA001B	Work in a team	20
VU22401	Undertake a simple investigation of science in the community	40
VU22402	Undertake a simple investigation of health and well being	20

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate II in General Education for Adults

Course Code:22473VIC

Campus:Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine, Online.

About this course:22473VIC Certificate II in General Education for Adults provides students with an accredited general education qualification at AQF Level II. The

course focuses on the development of literacy skills to read, interpret, evaluate and produce a range of texts and to apply knowledge of everyday and formal numeracy in a range of contexts. Outcomes also focus on the skills and knowledge to conduct a project and to investigate pathways and develop, implement and review a learning plan. Preparation for entry into the Australian Defence Force For persons seeking to enlist in the Australian Defence Force (ADF) and who do not have formal documentation of their educational achievements, this course facilitates preparation for entry. Please contact the Polytechnic for more information.

Course Objectives: 22473VIC Certificate II in General Education for Adults qualification learning outcomes are as follows: Knowledge Graduates at this level will have basic factual, technical and procedural knowledge of a defined area of work and learning through knowledge of:

- processes for developing an individual learning plan;
- features and components of an individual learning plan;
- basic project methodology to complete a project in an activity in a selected context and/or around a specific content area;
- techniques used by writers to convey meaning and achieve purpose;
- structure and conventions of a range of familiar and unfamiliar text types, and;
- signs/prints/symbols and their representation in mathematical texts and materials.

Skills Graduates at this level will have cognitive skills to access, record and act on a defined range of information from a range of sources and cognitive and communication skills to apply and communicate known solutions to a limited range of predictable problems to:

- develop a learning plan in relation to identified goals, assemble a portfolio, and evaluate progress in relation to goals;
- discuss aspects of own learning plan such as purpose and preferred learning styles to support development of the plan;
- gather and analyse information from a variety of sources to complete a project;
- identify and address issues and barriers which affect project goals;
- select and apply reading strategies to interpret and analyse a range of familiar and unfamiliar texts;
- discuss features and content of texts to establish relevance and effectiveness;
- access and navigate web based digital text to locate information;
- gather and order information required to create a range of familiar and unfamiliar complex written and digital texts, and;
- investigate, interpret and apply knowledge of everyday and formal mathematics in a range of contexts.

Application of knowledge and skills Graduates at this level will apply knowledge and skills to demonstrate autonomy and limited judgement in structured and stable conditions and within narrow parameters through:

- accessing and noting relevant information about possible pathway options and discussing options;
- reviewing and revising progress of learning plan and project;

- undertaking project tasks efficiently and monitor activities against action plan;
- contributing to effective group interaction by recognising responsibilities of others;
- selecting texts relevant to own purposes and evaluating effectiveness;
- selecting appropriate format, structure and language to create texts, and;
- applying mathematical information and problem solving strategies in a range of contexts.

Careers: Completion of 22473VIC Certificate II in General Education for Adults will assist in further education and training.

Course Duration: 0.5 years

Admission Requirements: Applicants are best placed to successfully undertake this qualification if they have language, literacy and numeracy skills that align to Level 3 of the Australian Core Skills Framework (ACSF). Prior to enrolment, all applicants will be required to attend an interview and complete a literacy and numeracy assessment.

Selection Processes: Interview

COURSE STRUCTURE

To be awarded the 22473VIC Certificate II in General Education for Adults, a student must successfully complete a total of eleven (11) units of competency, comprising of:

- two (2) core units, and;
- nine (9) elective units comprising of:

two (2) core skills reading and oracy units; two (2) core skills writing units; two (2) core skills numeracy and mathematics units, and; three (3) special interest electives units, which can be selected from:

- units listed in the special interest electives, which have not previously been completed, and/or;
- core skills reading and oracy, writing and numeracy and mathematics units from the 22473VIC Certificate II in General Education for Adults, or the 22472VIC Certificate I in General Education for Adults or the 22474VIC Certificate III in General Education for Adults, which have not previously been completed, and/or;
- units/modules which are first packaged in AQF level 2 or 3 qualifications in nationally endorsed training packages or accredited curriculum.

Electives must be industry relevant as well as be approved by the Polytechnic.

CORE UNITS

VU22411	Research pathways and produce a learning plan and portfolio	20
VU22412	Implement and review a project	30

ELECTIVE UNITS

Core Skills: Reading and Oracy

VU22414	Engage with a range of complex texts for learning purposes	30
VU22415	Engage with a range of complex texts for employment purposes	30
VU22416	Engage with a range of complex texts to participate in the community	30

Core Skills: Writing

VU22419	Create a range of complex texts for learning purposes	30
VU22420	Create a range of complex texts to participate in the workplace	30
VU22421	Create a range of complex texts to participate in the community	30

Core Skills: Numeracy and Mathematics

VU22422	Investigate and interpret shapes and measurements and related formulae	50
VU22423	Investigate numerical and statistical information	50
VU22424	Investigate and use simple mathematical formulae and problem solving techniques	50

Special Interest Electives

BSBADM302	Produce texts from notes	60
BSBITU201	Produce simple word processed documents	60
ICTICT103	Use, communicate and search securely on the internet	50

Units specific to preparation for entry into the Australian Defence Force: Online only

VU22414	Engage with a range of complex texts for learning purposes	30
VU22415	Engage with a range of complex texts for employment purposes	30
VU22419	Create a range of complex texts for learning purposes	30
VU22420	Create a range of complex texts to participate in the workplace	30
VU22422	Investigate and interpret shapes and measurements and related formulae	50
VU22424	Investigate and use simple mathematical formulae and problem solving techniques	50

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate III in General Education for Adults

Course Code: 22474VIC

Campus: Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine.

About this course: 22474VIC Certificate III in General Education for Adults, provides students with an accredited general education course at Australian Qualification Framework Level 3. The course focuses on the development of literacy skills to read, interpret, critically analyse and create complex texts and to perform a range of complex mathematical tasks. 22474VIC Certificate III in General Education for Adults, also includes the ability to research a range of pathway options and identify and progress towards further study goals.

Course Objectives: 22474VIC Certificate III in General Education for Adults qualification learning outcomes are as follows: Knowledge Graduates of a Certificate III will have factual, technical, procedural and theoretical knowledge in an area of work and learning through knowledge of:

- processes for developing an individual learning plan;
- sources of information about broad pathway options;
- devices used by writers to convey meaning and achieve purpose;
- complex grammatical structures to accurately and effectively express content and meaning;
- a broad and/or specialised vocabulary to accurately express content, and;
- mathematical and problem solving techniques and strategies in a broad range of highly complex contexts.

Skills Graduates at this level will have cognitive and communication skills to interpret and act on available information, apply and communicate known solutions to a variety of predictable problems and to deal with unforeseen contingencies using known solutions and provide information to a variety of specialist and non-specialist audiences to:

- read and interpret a range of information about potential pathway options;
- apply research skills to locate and evaluate information relevant to own goals and options;
- develop, document and evaluate a learning plan according to identified processes;
- select and evaluate types of evidence to assemble a portfolio;
- read interpret and critically analyse a broad range of highly complex texts;
- plan and produce a folio of highly complex texts, and;
- perform a range of complex mathematical tasks and use a variety of formal and informal mathematical language in a broad range of contexts.

Application of knowledge and skills Graduates at this level will demonstrate the application of knowledge and skills:

- through identification of barriers to the achievement of learning goals and strategies to address these;
- to adapt and transfer skills and knowledge within known routines, methods, procedures and time constraints through the application of a range of strategies to engage with and create a broad range of highly complex text types and apply problem solving strategies and techniques to a range of mathematical contexts, and;
- to take responsibility for own outputs in learning including participation in teams and taking limited responsibility for the output of others within established parameters through the design, development, monitoring and evaluation of own learning plan and implementation of a project where responsibilities of other members are identified and own role is clarified.

Careers: Completion of 22474VIC Certificate III in General Education for Adults will assist in further education and training.

Course Duration: 0.5 years

Admission Requirements: Applicants are best placed to successfully undertake this qualification if they have language, literacy and numeracy skills that align to Level 4 of the Australian Core Skills Framework (ACSF). Prior to enrolment, all applicants will be required to attend an interview and complete a literacy and numeracy assessment.

Selection Processes: Interview

COURSE STRUCTURE

To be awarded the 22474VIC Certificate III in General Education for Adults, a student must successfully complete a total of eight (8) units of competency, comprising of:

- one (1) core unit, and;
- seven (7) elective units, comprising of:

four (4) core skills units from either reading, writing, numeracy and mathematics; three (3) special interest electives units, which can be selected from: units listed in the special interest electives list, which have not previously been completed, and/or; core skills reading, writing and numeracy and mathematics units from the 22474VIC Certificate III in General Education for Adults, or the 22473VIC Certificate II in General Education for Adults, which have not previously been completed, and/or; units/modules which are first packaged in AQF level 3 or 4 qualifications in nationally endorsed training packages or accredited curriculum. Electives must be industry relevant as well as be approved by the Polytechnic.

CORE UNIT

VU22434	Evaluate pathway options, design a learning plan and compile a portfolio	60
Core Skills: Reading		
VU22436	Engage with a range of highly complex texts for	30

	learning purposes	
VU22438	Engage with a range of highly complex texts to participate in the community	30
Core Skills: Writing		
BSBWRT401	Write complex documents	50
VU22440	Create a range of highly complex texts for learning purposes	30
VU22441	Create a range of highly complex texts to participate in the community	30
Core Skills: Numeracy and Mathematics		
VU22442	Analyse and evaluate numerical and statistical information	50
VU22443	Use algebraic techniques to analyse mathematical problems	50
VU22444	Use formal mathematical concepts and techniques to analyse and solve problems	50
Special Interest Electives		
BSBLIB304	Develop and use information literacy skills	40
HLTAAP001	Recognise healthy body systems	70

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate I in General Education for Adults (Introductory)

Course Code:22476VIC

Campus:Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine.

About this course:Develop foundational technical and communication skills with a Certificate I in General Education for Adults (Introductory) at the Polytechnic. You will develop skills and gain confidence in:

- reading and writing;
- numeracy, and;
- digital literacy/computing.

You will learn in a supportive and encouraging environment. This course will help you meet your personal needs as well as help you to participate in the community. On completion, you will be prepared for further study in the 22472VIC Certificate I in General Education for Adults or to move into the workforce. When you complete this course, you will be able to:

- plan and carry out a simple project with a support person;
- understand familiar print and digital texts;

- construct simple and familiar texts with a support person, and;
- use basic mathematics.

Course Objectives: 22476VIC Certificate I in General Education for Adults (Introductory) qualification learning outcomes are as follows: Knowledge Graduates at this level will have foundational knowledge for everyday life, further learning and preparation for initial work through knowledge of:

- own short term learning objectives;
- highly familiar and predictable text types relevant to own needs;
- basic reading strategies to engage with familiar paper based and web based text types, and;
- stages or processes of writing including planning, drafting and editing.

Skills Graduates at this level will have foundational cognitive, technical and communication skills to:

- identify and review achievement of own short term learning objectives;
- undertake defined routine activities such as planning and carrying out a simple project based on own identified interests;
- identify and report simple issues and problems such as identifying problems in achieving learning goals;
- use a limited range of reading strategies to create meaning from simple familiar and predictable text types;
- convey and discuss information about texts;
- construct simple and familiar text with appropriate support;
- apply simple mathematical knowledge in familiar and everyday situations, and;
- use paper based and web based mediums to engage with and create simple texts.

Application of knowledge and skills Graduates at this level will apply knowledge and skills to demonstrate autonomy in highly structured and stable contexts and within narrow parameters through:

- working with a support person to discuss, identify and implement own short term learning objectives;
- completing project tasks according to agreed steps;
- working with other learners to discuss roles and expected outcomes for a project;
- locating, reading and interpreting specific information in simple, familiar and predictable paper based and web based text types;
- creating texts for a limited purpose and audience, and;
- applying relevant mathematical information in familiar contexts.

Careers:Completion of 22476VIC Certificate I in General Education for Adults (Introductory) will assist in further education and training.

Course Duration:0.5 years

Admission Requirements:Applicants are best placed to successfully undertake this qualification if they have language, literacy and numeracy skills that align to Level 2 of the Australian Core Skills Framework (ACSF). Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment.

Selection Processes: Interview

COURSE STRUCTURE

To be awarded the 22476VIC Certificate I in General Education for Adults (Introductory), a student must successfully complete a total of sixteen (16) units of competency, comprising of:

- two (2) core units, and;
- fourteen (14) elective units, comprising of:
- three (3) core skills reading and oracy units;
- three (3) core skills writing units;
- four (4) core skills numeracy and mathematics units, and;
- four (4) special interest electives, which can be selected from:

units listed in the special interest electives list, which have not been previously completed, and/or; core skills reading and oracy, writing and numeracy and mathematics units from the 22476VIC Certificate I in General Education for Adults (Introductory), or the 22471VIC Course in Initial General Education for Adults or the 22472VIC Certificate I in General Education for Adults, which have not been previously completed, and/or; units/modules which are first packaged in AQF level 1 or 2 qualifications in nationally endorsed training packages or accredited curriculum. Electives must be industry relevant as well as be approved by the Polytechnic.

CORE UNITS

VU22358	Develop learning goals	20
VU22359	Conduct a project with guidance	20

ELECTIVE UNITS

Core Skills: Reading and Oracy

VU22360	Engage with simple texts for personal purposes	25
VU22361	Engage with simple texts for learning purposes	25
VU22363	Engage with simple texts to participate in the community	25

Core Skills: Writing

VU22365	Create simple texts for personal purposes	25
VU22366	Create simple texts for learning purposes	25
VU22368	Create simple texts to participate in the community	25

Core Skills: Numeracy and Mathematics

VU22369	Work with simple numbers and money in familiar situations	30
VU22370	Work with simple measurements in familiar situations	30

VU22371	Work with simple design and shape in familiar situations	30
VU22450	Work with and interpret simple directions in familiar situations	30
Special Interest Electives		
FDFO2061A	Use numerical applications in the workplace	30
VU22375	Apply basic computer skills to language learning	20
VU22376	Access the internet for language learning	20
VU22379	Identify community options	20

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Advanced Diploma of Building Design (Architectural)

Course Code: 22477VIC

Campus: Werribee, Sunshine, Learning Links Geelong.

About this course: Open the door for a creative and rewarding career designing buildings with an Advanced Diploma of Building Design (Architectural) at Victoria University Polytechnic. You will become proficient in the design, presentation and documentation process for residential, industrial and commercial buildings. With this qualification and the required industry experience, you will be eligible to register as a drafting practitioner through the Victorian Building Authority (VBA) (external link). This course combines hands-on learning, industry projects and theoretical training. You will develop specialist skills and knowledge in:

- construction technology;
- design solutions and producing working drawings;
- building codes and compliance;
- computer-aided drafting (CAD);
- designing safe and sustainable buildings;
- complex project management, and;
- small business planning.

Course Objectives: The 22477VIC Advanced Diploma of Building Design (Architectural) provides an accredited training program and vocational outcomes for a person to be employed as a building designer or draftsman. On completion of the 22477VIC Advanced Diploma of Building Design (Architectural) participants will have the skills and knowledge to design and develop architectural working drawings for the construction of residential, commercial and industrial buildings, thereby enabling them to:

- interpret client needs through sketch and design;
- interpret building legislation;
- utilise technology to develop plans and documentation for construction methods and specifications;

- liaise with building surveyors and builders;
- negotiate with local council;
- understand probable cost comparisons, and;
- process contract administration.

Careers: Graduates in 22477VIC Advanced Diploma of Building Design (Architectural) are likely to be employed as:

- building designers,
- architectural assistants,
- building design assistants, and/or;
- architectural draftspersons.

Graduates may apply for registration to become registered building practitioners with the Victorian Building Authority (VBA), subject to meeting specified criteria. This qualification is the only qualification recognised by the VBA that leads to a registered outcome for this occupation and is cited within the Building Interim Regulations 2017.

Course Duration: 2 years

Admission Requirements: Applicants are best placed to successfully undertake this qualification if they have a demonstrated capacity in learning, reading, writing, oral communication and numeracy that align to Level 3 of the Australian Core Skills Framework (ACSF). Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

COURSE STRUCTURE

To be awarded the 22477VIC Advanced Diploma of Building Design (Architectural), a student must successfully complete a total of twenty (20) core units of competency.

CORE UNITS

VU22454	Undertake site survey and analysis to inform design process	40
VU22455	Apply structural and construction technology to the design of residential buildings	180
VU22456	Apply structural and construction technology to the design of commercial buildings	120
VU22457	Comply with relevant legislation in the design of residential buildings	50
VU22458	Comply with relevant legislation in the design of commercial buildings	60
VU22459	Design safe buildings	40
VU22460	Design sustainable buildings	90
VU22461	Integrate services layout into design documentation	40

VU22462	Produce preliminary and working drawings for residential buildings	180
VU22463	Produce preliminary and working drawings for commercial buildings	180
VU22464	Select construction materials for building projects	60
VU22465	Provide design solutions for residential and commercial buildings	200
VU22466	Integrate digital applications into architectural workflows	240
VU22467	Present architectural designs	120
VU22468	Manage architectural project administration	60
VU22469	Undertake complex architectural projects	280
VU22470	Conduct, interpret and apply a Bushfire Attack Level (BAL) assessment	50
CPCCWHS1001	Prepare to work safely in the construction industry	6
BSBSMB404	Undertake small business planning	50
BSBPMG415	Apply project risk management techniques	40

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate II in Work Education

Course Code: 22481VIC

Campus: Footscray Park, Footscray Nicholson.

About this course: Gain valuable workplace skills and confidence with a Certificate II in Work Education at Victoria University Polytechnic. This course offers people with intellectual disabilities the opportunity to develop hands-on skills in simulated and authentic work place settings. You will have the opportunity to select either hospitality or sport electives. Once complete, you can pathway into other Certificate II or III courses or gain entry-level employment. This course will give you an understanding of workplace expectations, you will be supported to gain skills in:

- job seeking and employability;
- personal management;
- teamwork and communication;
- basic literacy and numeracy, and;
- use of everyday technology.

To provide you with an authentic employment experience, this course includes two (2) supported work-placement blocks. For your simulated workplace training, you will learn in state-of-the-art hospitality and sport facilities. This course will improve

your employment prospects and ensure you feel more prepared to enter the workforce.

Course Objectives: The Certificate II in Work Education is intended to support post compulsory school aged learners with permanent intellectual disabilities to develop employment ready skills, knowledge and behaviours. The outcomes of the 22481VIC Certificate II in Work Education are consistent with Australian Qualifications Framework (AQF) Level 2 through:

- development of basic factual, technical and procedural knowledge of a defined area of work and learning in:
- WHS/OHS rights, obligations, procedures and processes;
- workplace behavioural expectations;
- requirements and features of a range of jobs;
- development of basic cognitive, technical and communication skills;
- participate effectively in a workplace;
- manage own time;
- apply defined personal protective and contingency strategies, and;
- undertake a work placement.

Skills and knowledge at this level will be applied in structured and stable contexts within a defined range of parameters. The volume of learning for this qualification would typically be a minimum of 1 year due to the additional time required to reinforce learning for the intended cohort. The volume of learning incorporates structured training delivery and extensive opportunities for practice and reinforcement of skills.

Careers: This is a low-level qualification which will enable:

- entry level employment, and;
- further study to gain employment.

Course Duration: 1 year

Admission Requirements: Applicants must be recognised as having an intellectual disability or learning difficulty. Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

COURSE STRUCTURE

To be awarded the 22481VIC Certificate II in Work Education, a student must successfully complete a total of eight (8) units of competency, comprising of:

- three (3) core units, and;
- five (5) elective units, of which:
- one (1) unit must be selected from the WHS/OHS elective units listed in 22481VIC Certificate II in Work Education, and;
- four (4) units may be selected from the units listed in 22481VIC Certificate II in Work Education, or from other endorsed or accredited training products where the unit(s) are first packaged in AQF Level 1, 2 or 3 qualifications in the source training product.

Electives must be industry relevant as well as be approved by the Polytechnic.

CORE UNITS

VU22574	Investigate job opportunities	80
VU22575	Identify workplace expectations	150
VU22576	Undertake a work placement	250

ELECTIVE UNITS

WHS/OHS

SITXWHS001	Participate in safe work practices	12
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Stream: Business Administration

BSCBUS201	Deliver a service to customers	40
BSBIND201	Work effectively in a business environment	30
BSBWOR204	Use business technology	20
VU22577	Develop independent travel skills	100

Stream: Sport

SISXCA1003	Conduct non-instructional sport, fitness or recreation sessions	20
SISXCCS001	Provide quality service	25
SISXFAC001	Maintain equipment for activities	5
VU22577	Develop independent travel skills	100

Stream: Hospitality

SITHCCC001	Use food preparation equipment	25
SITHCCC002	Prepare and present simple dishes	25
SITXFSA001	Use hygienic practices for food safety	15
VU22577	Develop independent travel skills	100

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate I in EAL (Access)

Course Code: 22484VIC

Campus: Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

About this course: Improve your English skills to gain employment or further study opportunities with a Certificate I in EAL (Access) at Victoria University Polytechnic. This course is designed for people learning English as an Additional Language who need to develop English language speaking, listening, reading, writing numeracy and

learning skills prior to further English language education, tertiary or vocational education and ultimately employment. You will also develop strategies for learning and academic skills to:

- plan language learning;
- participate in short simple conversations;
- listen to and give information and instructions;
- read and write short simple messages;
- read and complete short forms;
- read and write short simple information and instructions;
- locate health and medical information;
- understand settlement information, and;
- recognise simple numbers and money.

You will be confident communicating in a wide range of formal and informal situations in social and community life, as well as in some workplace situations.

Course Objectives: Certificate I in EAL (Access) outcomes focus on the development of English language speaking, listening, reading and writing skills directly related to immediate personal and social needs together with electives selected to develop relevant social, settlement and numeracy skills and knowledge. The purpose of this qualification is preparation for participation in further English language study or vocational training which may include English language support or employment.

Careers: Completion of 22484VIC Certificate I in EAL (Access) will assist in further education and training and/or employment opportunities.

Course Duration: 0.5 years

Admission Requirements: Entry in to 22484VIC Certificate I in EAL (Access) must be determined according to the following criteria: - a participant's current English language skills. (The Listening and Speaking and Reading and Writing units in the Framework will provide the basis for initial assessment processes and placement of participants at the appropriate proficiency level); - a participant's prior formal education experience, both overseas and in Australia; - any prior EAL learning, and; - a participant's learning and pathway needs including employability skills, literacies (digital and other literacies), and further educational and vocational training needs.

Selection Processes: Interview

COURSE STRUCTURE

To be awarded the 22484VIC Certificate I in EAL (Access), a student must successfully complete a total of eight (8) units of competency, comprising of:

- one (1) core unit, and;
- seven (7) elective units, of which:

one (1) unit to be selected from the Speaking and Listening electives; one (1) unit to be selected from the Reading and Writing electives; two (2) units to be selected from the Language Skills electives, which can be chosen from the Speaking and Listening and/or Reading and Writing units, which have not been previously completed from: 22484VIC Certificate I in EAL (Access); 22483VIC Course in EAL; Certificate II qualifications in this EAL framework; three (3) units to be selected from: general electives listed in the 22484VIC Certificate I in EAL (Access) qualification; general electives listed in the Certificate II qualifications in this EAL framework;

units/modules which are first packaged in AQF level 1 and 2 qualifications in other accredited curricula and/or endorsed training packages.

CORE UNIT

VU22590	Plan language learning with support	30
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ELECTIVE UNITS

Speaking and Listening

VU22591	Participate in short simple exchanges	80
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VU22592	Give and respond to short, simple verbal instructions and information	80
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Reading and Writing

VU22593	Read and write short simple messages and forms	80
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VU22594	Read and write short, simple informational and instructional texts	80
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Language Skills Electives

VU22591	Participate in short simple exchanges	80
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VU22592	Give and respond to short, simple verbal instructions and information	80
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VU22593	Read and write short simple messages and forms	80
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VU22594	Read and write short, simple informational and instructional texts	80
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General Electives

VU22352	Recognise numbers and money in simple, highly familiar situations	25
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VU22596	Use basic digital technology language and skills	50
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VU22597	Locate health and medical information	50
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VU22599	Identify settlement options	50
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Recognition of Prior Learning and/or Credit Transfers:

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate II in EAL (Access)

Course Code: 22485VIC

Campus: Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

About this course: Improve your English skills to gain employment or further study opportunities with a Certificate II in EAL (Access) at Victoria University Polytechnic.

This course is designed for people learning English as an Additional Language who need to develop English language speaking, listening, reading, writing and learning skills prior to further English language education, tertiary or vocational education and ultimately employment. You will also develop strategies for learning and academic skills to:

- develop learning goals;
- participate in simple conversations and transactions;
- listen to and give information and directions;
- read and write simple messages and transactional texts;
- read and write simple descriptions and recounts;
- understand current issues;
- use the computer and create documents;
- explore community services, and;
- work with simple numbers and money.

You will be confident communicating in a wide range of formal and informal situations in social and community life, as well as in some workplace situations.

Course Objectives: Certificate II in EAL (Access) outcomes focus on the development of English language speaking, listening, reading and writing skills together with electives selected to develop relevant knowledge and skills for simple everyday communication and community participation and to enable participants to move into further English language education or vocational training or a combination of both, or employment.

Careers: Completion of 22485VIC Certificate II in EAL (Access) will assist in further education and training and/or employment opportunities.

Course Duration: 0.5 years

Admission Requirements: Entry in to 22485VIC Certificate II in EAL (Access) must be determined according to the following criteria: - a participant's current English language skills. (The Listening and Speaking and Reading and Writing units in the Framework will provide the basis for initial assessment processes and placement of participants at the appropriate proficiency level); - a participant's prior formal education experience, both overseas and in Australia; - any prior EAL learning, and; - a participant's learning and pathway needs including employability skills, literacies (digital and other literacies), and further educational and vocational training needs.

Selection Processes: Interview

COURSE STRUCTURE

To be awarded the 22485VIC Certificate II in EAL (Access), a student must successfully complete a total of eight (8) units of competency, comprising of: one (1) core unit, and; seven (7) elective units, of which: one (1) unit to be selected from the Speaking and Listening electives; one (1) unit to be selected from the Reading and Writing electives; two (2) units to be selected from the Language Skills electives which have not been previously completed from: 22485VIC Certificate II in EAL (Access); units in the Certificate I, II and/or III qualifications in this EAL Framework; three (3) units to be selected from: general electives listed in the 22485VIC Certificate II in EAL (Access) qualification; general electives listed in the Certificate I, II and/or III qualifications in this EAL framework; units/modules which are first packaged in AQF level 2 or 3 qualifications in other accredited curricula and/or endorsed training packages.

CORE UNIT

VU22358	Develop learning goals	20
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ELECTIVE UNITS

Speaking and Listening Electives

VU22601	Participate in simple conversations and transactions	80
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VU22602	Give and respond to simple spoken information and directions	80
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Reading and Writing Electives

VU22603	Read and write simple personal communications and transactional texts	80
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VU22605	Read and write simple descriptive and narrative texts	80
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Language Skills Electives

VU22601	Participate in simple conversations and transactions	80
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VU22602	Give and respond to simple spoken information and directions	80
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VU22603	Read and write simple personal communications and transactional texts	80
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VU22605	Read and write simple descriptive and narrative texts	80
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General Electives

BSBITU201	Produce simple word processed documents	60
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VU22369	Work with simple numbers and money in familiar situations	30
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VU22607	Explore community services	50
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VU22609	Explore current issues	55
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Recognition of Prior Learning and/or Credit Transfers:

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate III in EAL (Access)

Course Code: 22486VIC

Campus: Footscray Nicholson, St Albans, Werrbee, Sunshine, Geelong Learning Links..

About this course: Improve your English skills to gain employment or further study opportunities with a Certificate III in EAL (Access) at Victoria University Polytechnic. This course is designed for people learning English as an Additional Language who need to develop English language speaking, listening, reading, writing and learning skills prior to further English language education, tertiary or vocational education and

ultimately employment. You will also develop strategies for learning and academic skills to:

- develop a learning plan and portfolio;
- participate in casual conversations and straightforward transactions;
- listen to and give straightforward information and directions;
- read and write straightforward information and instructions;
- read and write straightforward descriptions and recounts;
- access the internet and email to develop your language skills;
- investigate issues in the Australian environment;
- investigate Australian art and culture, and;
- work with a range of numbers and money.

You will be confident communicating in a wide range of formal and informal situations in social and community life, as well as in some workplace situations.

Course Objectives: Certificate III in EAL (Access) outcomes focus on the consolidation of English language speaking, listening, reading and writing skills so that participants can access a range of further and vocational education options which may require some specialisation. Participants include those who have been out of the workforce for a period and wish to further develop English language skills and research pathway options or seek employment.

Careers: Completion of 22486VIC Certificate III in EAL (Access) will assist in further education and training and/or employment opportunities.

Course Duration: 0.5 years

Admission Requirements: Entry in to 22486VIC Certificate III in EAL (Access) must be determined according to the following criteria: - a participant's current English language skills. (The Listening and Speaking and Reading and Writing units in the Framework will provide the basis for initial assessment processes and placement of participants at the appropriate proficiency level); - a participant's prior formal education experience, both overseas and in Australia; - any prior EAL learning, and; - a participant's learning and pathway needs including employability skills, literacies (digital and other literacies), and further educational and vocational training needs.

Selection Processes: Interview

COURSE STRUCTURE

To be awarded the 22486VIC Certificate III in EAL (Access), a student must successfully complete a total of eight (8) units of competency, comprising of:

- one (1) core unit, and
- seven (7) elective units, of which:

one (1) unit to be selected from the Speaking and Listening electives; one (1) unit to be selected from the Reading and Writing electives; two (2) units to be selected from the Language Skills electives which have not been previously completed from: 22486VIC Certificate III in EAL (Access); units in the Certificate II, III and IV qualifications in this EAL Framework; three (3) unit to be selected from: general electives listed in the 22486VIC Certificate III in EAL (Access) qualification; general electives listed in the Certificate II, III and IV qualifications in this EAL Framework; units/modules which are first packaged in AQF level 2, 3 or 4 qualifications in other accredited curricula and/or endorsed training packages.

CORE UNIT

VU22384	Develop and document a learning plan and portfolio	20
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ELECTIVE UNITS

Speaking and Listening Electives

VU22610	Engage in casual conversations and straightforward spoken transactions	80
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VU22611	Give and respond to a range of straightforward information and instructions	80
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Reading and Writing Electives

VU22613	Read and write straightforward informational and instructional texts	80
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VU22614	Read and write straightforward descriptive and narrative texts	80
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Language Skills Electives

VU22610	Engage in casual conversations and straightforward spoken transactions	80
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VU22611	Give and respond to a range of straightforward information and instructions	80
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VU22613	Read and write straightforward informational and instructional texts	80
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VU22614	Read and write straightforward descriptive and narrative texts	80
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General Electives

VU22395	Work with a range of numbers and money in familiar and routine situations	30
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VU22606	Access the internet and email to develop language	50
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VU22615	Investigate issues in the Australian environment	50
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VU22618	Investigate Australian art and culture	50
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Recognition of Prior Learning and/or Credit Transfers:

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate IV in EAL (Access)

Course Code: 22487VIC

Campus: Footscray Nicholson, St Albans, Werrbee, Sunshine, Geelong Learning Links..

About this course: Improve your English skills to gain employment or further study opportunities with a Certificate IV in EAL (Access) at Victoria University Polytechnic. This course is designed for people learning English as an Additional Language who need to develop English language speaking, listening, reading, writing and learning skills prior to further English language education, tertiary or vocational education and ultimately employment. You will also develop strategies for learning and academic skills to:

- research pathways and produce a learning plan and portfolio;
- participate in complex conversations;
- listen to and give a wide range of oral presentations and instructions;
- read and write complex texts;
- read and write complex instructions and information;
- access different software packages;
- research features of the Australian government, and;
- research current issues.

You will be confident communicating in a wide range of formal and informal situations in social and community life, as well as in some workplace situations.

Course Objectives: Certificate IV in EAL (Access) outcomes focus on the consolidation of advanced English language speaking and listening, reading and writing skills to access a range of community options. Outcomes include a range of complex communication skills and knowledge in English, literacy skills including digital literacy skills and a range of electives focussing on cultural knowledge and skills. The purpose of this qualification is to enable those seeking to further develop their existing knowledge and skills in English to participate effectively in the community, including leadership roles.

Careers: Completion of 22487VIC Certificate IV in EAL (Access) will assist in further education and training and/or employment opportunities.

Course Duration: 0.5 years

Admission Requirements: Entry in to 22487VIC Certificate IV in EAL (Access) must be determined according to the following criteria: - a participant's current English language skills. (The Listening and Speaking and Reading and Writing units in the Framework will provide the basis for initial assessment processes and placement of participants at the appropriate proficiency level); - a participant's prior formal education experience, both overseas and in Australia; - any prior EAL learning, and; - a participant's learning and pathway needs including employability skills, literacies (digital and other literacies), and further educational and vocational training needs.

Selection Processes: Interview

COURSE STRUCTURE

To be awarded the 22487VIC Certificate IV in EAL (Access), a student must successfully complete a total of eight (8) units of competency, comprising of:

- one (1) core unit, and;
- seven (7) elective units, of which:

one (1) unit to be selected from the Speaking and Listening electives; one (1) unit to be selected from the Reading and Writing electives; two (2) units to be selected from the Language Skills electives which have not been previously completed from:

22487VIC Certificate IV in EAL (Access); units in the Certificate III and/or IV qualifications in this EAL Framework; three (3) units to be selected from: general electives listed in the 22487VIC Certificate IV in EAL (Access) qualification; general electives listed in the Certificate III and/or IV qualifications in this EAL Framework; units/modules which are first packaged in AQF level 3, 4 or 5 qualifications in other accredited curricula and/or endorsed training packages.

CORE UNIT

VU22411	Research pathways and produce a learning plan and portfolio	20
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ELECTIVE UNITS

Speaking and Listening Electives

VU22619	Analyse and participate in complex conversations	80
VU22620	Give and respond to a wide range of oral presentations and instructions	80

Reading and Writing Electives

VU22621	Read and write complex communications and transactional texts	80
VU22622	Read and write complex instructions and advisory texts	80

Language Skills Electives

VU22619	Analyse and participate in complex conversations	80
VU22620	Give and respond to a wide range of oral presentations and instructions	80
VU22621	Read and write complex communications and transactional texts	80
VU22622	Read and write complex instructions and advisory texts	80

General Electives

ICTICT203	Operate application software packages	60
VU22624	Research features of Australian Government	50
VU22627	Research current issues	55

Recognition of Prior Learning and/or Credit Transfers:

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate II in EAL (Employment)

Course Code: 22488VIC

Campus: Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

About this course: Improve your English skills to gain employment or further study opportunities with a Certificate II in EAL (Employment) at Victoria University Polytechnic. This course is designed for people learning English as an Additional Language who need to develop English language speaking, listening, reading, writing and learning skills for employment. You will also develop strategies for learning and academic skills to:

- develop learning goals;
- participate in simple conversations and transactions for employment;
- read and write simple texts for employment;
- observe and report on activities in a workplace;
- prepare to work effectively in an Australian workplace;
- develop written job application skills;
- develop job interview skills, and;
- explore transport options.

You will be confident communicating in workplace situations.

Course Objectives: Certificate II in EAL (Employment) outcomes focus on the development of English language speaking, listening, reading and writing skills and knowledge in the context of the Australian workplace. Participants may have differing levels of work experience and in diverse contexts prior to coming to Australia. Others will have had no workplace experience. The qualification includes outcomes focussing on preparation for employment, employability skills, literacy skills including digital literacy skills, and awareness of basic workplace safety and work culture in the Australian context.

Careers: Completion of 22488VIC Certificate II in EAL (Employment) will assist in further education and training and/or employment opportunities.

Course Duration: 0.5 years

Admission Requirements: Entry in to 22488VIC Certificate II in EAL (Employment) must be determined according to the following criteria: - a participant's current English language skills. (The Listening and Speaking and Reading and Writing units in the Framework will provide the basis for initial assessment processes and placement of participants at the appropriate proficiency level); - a participant's prior formal education experience, both overseas and in Australia; - any prior EAL learning, and; - a participant's learning and pathway needs including employability skills, literacies (digital and other literacies), and further educational and vocational training needs.

Selection Processes: Interview

COURSE STRUCTURE

To be awarded the 22488VIC Certificate II in EAL (Employment), a student must successfully complete a total of eight (8) units of competency, comprising of:

- five (5) core units, and;
- three (3) elective units, which have not been previously completed from:

elective units listed in the 22488VIC Certificate II in EAL (Employment) qualification; units listed in the Certificate I, II and/or III qualifications in this EAL Framework;

units/modules which are first packaged in AQF level 2 or 3 qualifications in other accredited curricula and/or endorsed training packages.

CORE UNITS

VU22358	Develop learning goals	20
VU22628	Participate in simple conversations and transactions for employment	80
VU22629	Read and write simple texts for employment	80
VU22630	Observe and report on activities in a workplace	50
VU22631	Prepare to work effectively in an Australian workplace	50

ELECTIVE UNITS

VU22116	Develop written job application skills	20
VU22117	Develop job interview skills	20
VU22608	Explore transport options	50

Certificate III in EAL (Employment)

Course Code: 22489VIC

Campus: Footscray Nicholson, St Albans, Werrbee, Sunshine, Geelong Learning Links..

About this course: Improve your English skills to gain employment with a Certificate III in EAL (Employment) at Victoria University Polytechnic. This course is designed for people learning English as an Additional Language who need to develop English language speaking, listening, reading, writing and learning skills for employment. You will also develop strategies for learning and academic skills to:

- develop a learning plan and portfolio;
- participate in straightforward interactions for employment;
- read and write straightforward texts for employment;
- organise and participate in a practical placement;
- develop and extend critical and creative thinking skills;
- contribute to effective workplace relationships;
- use advanced features of computer applications, and;
- process and maintain workplace information.

You will be confident communicating in workplace situations.

Course Objectives: Certificate III in EAL (Employment) outcomes focus on the consolidation of English language speaking, listening, reading writing skills and literacy skills including digital literacy skills for the Australian workplace. Outcomes include electives to develop technical, and workplace skills and knowledge to participate safely and communicate effectively in the workplace. Participants may have prior work experience either overseas or in Australia and wish to access similar work or prepare for new employment options as work roles change.

Careers: Completion of 22489VIC Certificate III in EAL (Employment) will assist in further education and training and/or employment opportunities.

Course Duration: 0.5 years

Admission Requirements: Entry in to 22489VIC Certificate III in EAL (Employment) must be determined according to the following criteria: - a participant's current English language skills. (The Listening and Speaking and Reading and Writing units in the Framework will provide the basis for initial assessment processes and placement of participants at the appropriate proficiency level); - a participant's prior formal education experience, both overseas and in Australia; - any prior EAL learning, and; - a participant's learning and pathway needs including employability skills, literacies (digital and other literacies), and further educational and vocational training needs.

Selection Processes: Interview

COURSE STRUCTURE

To be awarded the 22489VIC Certificate III in EAL (Employment), a student must successfully complete a total of eight (8) units of competency, comprising of:

- three (3) core units, and;
- five (5) elective units, which have not been previously completed from:

electives listed in the 22489VIC Certificate III in EAL (Employment) qualification; electives listed in the Certificate II, III and/or IV qualifications in this EAL Framework; units/modules which are first packaged in AQF level 2, 3 or 4 qualifications in other accredited curricula and/or endorsed training packages.

CORE UNITS

VU22384	Develop and document a learning plan and portfolio	20
VU22632	Participate in a range of straightforward interactions for employment	80
VU22633	Read and write straightforward texts for employment	80

ELECTIVE UNITS

BSBCRT301	Develop and extend critical and creative thinking skills	40
BSBFLM303	Contribute to effective workplace relationships	40
BSBINM201	Process and maintain workplace information	30
ICTICT308	Use advanced features of computer applications	40
VU22423	Investigate numerical and statistical information	50
VU22634	Organise and participate in a practical placement	50

Certificate IV in EAL (Employment / Professional)

Course Code:22490VIC

Campus:St Albans, Werribee, Geelong Learning Links..

About this course:Improve your English skills to gain employment with a Certificate IV in EAL (Employment / Professional) at Victoria University Polytechnic. This course is designed for people learning English as an Additional Language who need to develop English language speaking, listening, reading, writing and learning skills for employment purposes. You will also develop skills to:

- analyse and participate in complex conversations;

- present and listen to complex presentations in an employment or professional context;
- give and follow a range of complex instructions in an employment context;
- collect, analyse and present workplace data and information;
- read and write formal letters and other documents for professional purposes;
- read, write and edit complex texts for professional purposes;
- design and produce business documents, and;
- lead effective workplace relationships.

You will be confident communicating in workplace situations.

Course Objectives:Certificate IV in EAL (Employment / Professional) outcomes are designed for skilled, qualified and experienced workers who require high level speaking and listening, reading and writing skills in English, and literacy skills including digital literacy skills, to gain skilled jobs (such as various technical and IT jobs, in the medical or engineering professions), and for those seeking to access employment in specialised fields. Participants may have specialised knowledge and technical skills and need to develop a higher level of English language proficiency to successfully gain access to their field.

Careers:Completion of 22490VIC Certificate IV in EAL (Employment/Professional) will assist in further education and training and/or employment opportunities.

Course Duration:0.5 years

Admission Requirements: Entry in to 22490VIC Certificate IV in EAL (Employment / Professional) must be determined according to the following criteria: - a participant's current English language skills. (The Listening and Speaking and Reading and Writing units in the Framework will provide the basis for initial assessment processes and placement of participants at the appropriate proficiency level); - a participant's prior formal education experience, both overseas and in Australia; - any prior EAL learning, and; - a participant's learning and pathway needs including employability skills, literacies (digital and other literacies), and further educational and vocational training needs.

Selection Processes: Interview

COURSE STRUCTURE

To be awarded the 22490VIC Certificate IV in EAL (Employment / Professional), a student must successfully complete a total of eight (8) units of competency, comprising of:

- two (2) core units, and;
- six (6) elective units, of which:

two (2) units must be selected from the Employment or the Professional Specialisation electives; four (4) units, which have not been previously completed, may be selected from: general electives listed in the 22490VIC Certificate IV in EAL (Employment / Professional) qualification; specialisation electives listed in the 22490VIC Certificate IV in EAL (Employment / Professional) qualification, Certificate III and / or IV qualifications in this EAL Framework, and; units/modules which are first packaged in AQF level 3, 4 or 5 qualifications in other accredited curricula and/or endorsed training packages.

CORE UNITS

VU22619	Analyse and participate in complex conversations	80
VU22635	Present and listen to complex oral presentations in an employment or professional context	80

ELECTIVE UNITS

Specialisation: Employment

TLIE4006	Collect, analyse and present workplace data and information	30
VU22636	Give and follow a range of complex instructions in an employment context	80

Specialisation: Professional

VU22638	Critically read and write formal letters and complex prose texts for professional purposes	80
VU22639	Critically read, write and edit complex descriptive texts in a professional context	80

General

BSBITU306	Design and produce business documents	80
BSBLDR402	Lead effective workplace relationships	50

Certificate III in EAL (Further Study)

Course Code:22491VIC

Campus:Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

About this course:Improve your English skills to gain employment or further study opportunities with a Certificate III in EAL (Further Study) at Victoria University Polytechnic. This course is designed for people learning English as an Additional Language who need to develop English language speaking, listening, reading, writing and learning skills prior to further English language education, tertiary or vocational education and ultimately employment. You will also develop strategies for learning and academic skills to:

- develop a learning plan and portfolio;
- give oral presentations related to study;
- participate in conversations about study;
- read and write texts for study purposes;
- listen and take notes for study purposes;
- use language learning strategies and study skills;
- investigate the education system in Australia, and;
- design and produce text documents.

You will be confident communicating in a wide range of formal and informal situations in social and community life, as well as in some workplace situations.

Course Objectives:Certificate III in EAL (Further Study) outcomes focus on the consolidation of English speaking and listening, reading, writing and study skills to participate in a range of Australian further study contexts. Outcomes include literacy

skills including digital literacy skills and cultural and critical knowledge and skills together with knowledge and skills to access further education pathways. Participants may pathway to vocational or other education or to further English language courses.

Careers:Completion of 22491VIC Certificate III in EAL (Further Study) will assist in further education and training and/or employment opportunities.

Course Duration:0.5 years

Admission Requirements:Entry in to 22491VIC Certificate III in EAL (Further Study) must be determined according to the following criteria: - a participant's current English language skills. (The Listening and Speaking and Reading and Writing units in the Framework will provide the basis for initial assessment processes and placement of participants at the appropriate proficiency level); - a participant's prior formal education experience, both overseas and in Australia; - any prior EAL learning, and; - a participant's learning and pathway needs including employability skills, literacies (digital and other literacies), and further educational and vocational training needs.

Selection Processes:Interview

COURSE STRUCTURE

To be awarded the 22491VIC Certificate III in EAL (Further Study), a student must successfully complete a total of eight (8) units of competency, comprising of:

- six (6) core units, and;
- two (2) elective units, which have not been previously completed, from:

electives listed in the 22491VIC Certificate III in EAL (Further Study) qualification; electives listed in the Certificate II, III and/or IV qualifications in this EAL Framework; units/modules which are first packaged in AQF level 2, 3 or 4 qualifications in other accredited curricula and/or endorsed training packages.

CORE UNITS

VU22384	Develop and document a learning plan and portfolio	20
VU22640	Give straightforward oral presentations for study purposes	80
VU22641	Participate in a range of straightforward interactions for study purposes	70
VU22642	Read and write straightforward texts for study purposes	120
VU22643	Listen and take notes for study purposes	45
VU22644	Use language analysis strategies and study skills	45

ELECTIVE UNITS

BSBITU303	Design and produce text documents	90
VU22617	Investigate features of the education system in Australia	50

Certificate IV in EAL (Further Study)

Course Code:22492VIC

Campus:Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

About this course: Improve your English skills to gain employment or further study opportunities with a Certificate IV in EAL (Further Study) at Victoria University Polytechnic. This course is designed for people learning English as an Additional Language who need to develop English language speaking, listening, reading, writing and learning skills prior to further English language education, tertiary or vocational education and ultimately employment. You will also develop strategies for learning and academic skills to:

- research pathways and produce a learning plan and portfolio;
- give complex oral presentations related to study;
- participate in complex conversations about study;
- read and write complex texts for study purposes;
- listen and take notes from complex texts for study purposes;
- use critical reading skills to analyse study tasks;
- investigate the education system in Australia;
- use language analysis skills to review texts;
- apply essential further study skills, and;
- search library and information databases.

You will be confident communicating in a wide range of formal and informal situations in social and community life, as well as in some workplace situations.

Course Objectives: Certificate IV in EAL (Further Study) outcomes are designed for those who require consolidation of advanced level English speaking and listening, reading, writing, literacy skills including digital literacy skills, and study skills in English prior to accessing a range of further study pathways including higher education. Participants include those who have already completed or partially completed further or higher education, those who wish to upgrade their qualifications and those wishing to enter higher level qualifications for the first time. The purpose of this course is to develop communication and research skills and knowledge at a complex level together with knowledge of the Australian education system. Outcomes are designed to support those who will use their existing skills and knowledge in their language in the workplace, for example as interpreters and providing bilingual support, to gain access to further training to support employment.

Careers: Completion of 22492VIC Certificate IV in EAL (Further Study) will assist in further education and training and/or employment opportunities.

Course Duration: 0.5 years

Admission Requirements: Entry in to 22492VIC Certificate IV in EAL (Further Study) must be determined according to the following criteria: - a participant's current English language skills. (The Listening and Speaking and Reading and Writing units in the Framework will provide the basis for initial assessment processes and placement of participants at the appropriate proficiency level); - a participant's prior formal education experience, both overseas and in Australia; - any prior EAL learning, and; - a participant's learning and pathway needs including employability skills, literacies (digital and other literacies), and further educational and vocational training needs.

Selection Processes: Interview

COURSE STRUCTURE

To be awarded the 22492VIC Certificate IV in EAL (Further Study), a student must successfully complete a total of nine (9) units of competency, comprising of:

- seven (7) core units, and;
- two (2) elective units, which have not been previously completed, from:

electives listed in the 22492VIC Certificate IV in EAL (Further Study) qualification; electives listed in the Certificate III and/or IV qualifications in this EAL Framework; units/modules which are first packaged in AQF level 3, 4 or 5 qualifications in other accredited curricula and/or endorsed training packages.

CORE UNITS

VU22411	Research pathways and produce a learning plan and portfolio	20
VU22645	Give complex presentations for study purposes	80
VU22646	Participate in complex spoken discourse for study purposes	60
VU22647	Take notes from complex spoken texts for study purposes	50
VU22648	Read and write complex texts for study purposes	120
VU22649	Use critical reading skills to analyse study tasks	40
VU22650	Use language analysis skills to review own texts	40

ELECTIVE UNITS

BSBLIB407	Search library and information databases	30
VU21881	Apply essential further study skills	90

Certificate II in Electrotechnology (Pre-vocational)

Course Code: 22499VIC

Campus: Werribee, Sunshine.

About this course: Lay the groundwork for an electrical apprenticeship or traineeship with a Certificate II in Electrotechnology (Pre-vocational) at Victoria University Polytechnic. Aimed at school leavers and those new to the workforce, this practical course will prepare you with foundational electrotechnology skills. You will also gain an insight into the electrical/electronics industry to help you choose your career path. You will develop technical skills and knowledge that will ensure you are ready for work in the electrical trade including:

- basic electrical theory and workshop practices;
- basic network cabling for extra low voltage (ELV) equipment and devices;
- use of test instruments in the electrotechnology industry;
- wiring and installation;
- provision of basic sustainable energy solutions in domestic premises;
- fabricate, assemble and dismantle utilities industry components;
- working with electrotechnology equipment and use of test instruments, and;
- workplace safety and first aid.

You will graduate with a nationally recognised qualification as well as credits for further training as an apprentice, or trainee in the electrotechnology industry in areas such as:

- electrical;
- renewable energy;
- air conditioning/refrigeration, and;
- instrumentation.

Course Objectives: The 22499VIC Certificate II in Electrotechnology (Pre-vocational) is consistent with the Australian Qualifications Framework (AQF) for a Certificate II level qualification in that graduates will have the following learning attributes: Knowledge Graduates will have:

- basic factual, technical and procedural knowledge within the area of electrotechnology. For example, in the application of basic electrical principles and workshop practices to enhance their entry-level employment prospects in the electrotechnology industry.

Skills Graduates will have:

- cognitive skills to access, record and act on a defined range of information from a range of sources. For example, compiling information on the range of occupations at electrotechnology trade level, in order to make a more informed choice in the selection of a vocational career path;
- cognitive and communication skills to apply and communicate known solutions to a limited range of predictable problems. For example, solving problems in extra-low voltage single path circuits, and;
- technical skills to use a limited range of equipment to complete tasks involving known routines and procedures with a limited range of options. For example, testing, repairing and securing electrical equipment.

Application of knowledge and skills Graduates of this qualification will be able to demonstrate the application of knowledge and skills:

- with some accountability for the quality of own outcomes and some responsibility for own outputs in work and learning. For example, identifying potential learning pathways;
- with limited autonomy and judgement in the completion of own defined and routine tasks in known and stable contexts. For example, completing assigned electrical tasks in a workplace environment, and;
- with limited autonomy and judgement to complete routine but variable tasks in collaboration with others in a team environment. For example, contributing to the outcomes of a basic electrotechnology project as a member of a team.

Vocational Education Training in Schools (VETiS) This qualification forms part of the credit suite specified by the Victorian Curriculum and Assessment Authority (VCAA) and may contribute towards the satisfactory completion of the Victoria Certificate of Education (VCE) or the Victoria Certificate of Applied Learning (VCAL).

Careers: This is a pre-vocational course and as such, provides the required prerequisite knowledge and skills to gain access to a wide range of apprenticeships and traineeships offered within the electrotechnology industry.

Course Duration: 3 months

Admission Requirements: Applicants are best equipped to achieve the outcomes of this course if they have as a minimum; language, literacy and numeracy skills that are equivalent to Level 2 of the Australian Core Skill Framework (ACSF). Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs. VETiS: The literacy and numeracy levels of applicants will be assessed through consultation with the relevant secondary school.

COURSE STRUCTURE

To be awarded the 22499VIC Certificate II in Electrotechnology (Pre-vocational), a student must successfully complete a total of fifteen (15) units of competency, comprising of:

- thirteen (13) core units, and;
- a minimum of two (2) elective units.

CORE UNITS

CPCWHS1001	Prepare to work safely in the construction industry	6
HLTAID003	Provide first aid	18
UEENEEE101A	Apply Occupational Health and Safety regulations, codes and practices in the workplace	20
UEENEEE102A	Fabricate, assemble and dismantle utilities industry components	40
UEENEEE103A	Solve problems in ELV single path circuits	40
UEENEEE105A	Fix and secure electrotechnology equipment	20
UEENEEJ104A	Establish the basic operating conditions of air conditioning systems	20
VU22333	Perform intermediate engineering computations	40
VU21544	Install a sustainable extra low voltage energy power system	30
VU22670	Provide an overview of the electrotechnology industry	30
VU22671	Use test instruments in the electrotechnology industry	20
VU22672	Carry out basic electrotechnology project	40
VU22673	Carry out basic network cabling for extra low voltage (ELV) equipment and devices	30

ELECTIVE UNITS

UEENEEJ102A	Prepare and connect refrigerant tubing and fittings	40
VU22669	Perform energy sector installations of extra low voltage (ELV) single path circuits	40

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate I in Employment Pathways

Course Code: 22523VIC

Campus: Industry, Footscray Nicholson, City King St, Sunshine, Geelong Learning Links.

About this course: The Certificate I in Employment Pathways will equip you with core employability skills, including essential skills in teamwork, communication, problem-solving and self-management. This training will give you an understanding of workplace expectations. You'll be supported to develop skills in:

- developing personal effectiveness;
- communicating in the workplace;
- preparing for employment;
- developing an action plan for career planning;
- contributing to the health and safety of others;
- participating in job seeking activities, and;
- participating in practical placement with support.

Course Objectives: The Certificate I in Employment Pathways is consistent with the criteria and specifications of the AQF Level I as outlined in the Australian Qualification Framework Second Edition January 2013, as follows: Knowledge: Graduates at this level will have foundational knowledge for everyday life, further learning and preparation for initial work through knowledge of:

- OHS / WHS procedures and signs;
- sources of information on a range of industries;
- sources of information for employment opportunities;
- strategies for setting work related goals, and;
- education/training requirements for specific jobs.

Skills: Graduates at this level will have foundational cognitive, technical and communication skills to:

- follow and apply OHS / WHS and emergency procedures in specific industries;
- identify own self development needs and strategies to improve personal effectiveness;
- identify own skills and match to job opportunities, and;
- identify processes and stages to develop basic career action plan.

Graduates at this level will apply knowledge and skills to demonstrate some autonomy in highly structured and stable contexts and within narrow parameters through:

- collecting and organising information to develop a portfolio to document skill;
- accessing and using employment and workplace information;
- compiling a skills portfolio and simple resumé, and;

- using digital technology to access information about selected industries and employment opportunities.

The volume of learning for this qualification is typically six (6) months and incorporates structured and unstructured learning activities such as:

- structured activities to develop work preparation skills such as developing and monitoring a basic career action plan, and;
- unstructured activities such as accessing and collecting information about different employment areas and work opportunities.

Careers: This is a foundation qualification with the intent to build foundation skills and knowledge that will support access to employment and/or further training.

Course Duration: 3 months

Admission Requirements: Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

Selection Processes: Interview

COURSE STRUCTURE

To be eligible for the award of the 22523VIC Certificate I in Employment Pathways, learners must successfully complete a total of seven (7) units comprising:

- three (3) Core units, and;
- one (1) OHS / WHS Stream unit selected from:
- units from OHS / WHS Stream in this qualification, or;
- units first packaged in Certificate I or II qualifications in endorsed Training Packages or other accredited curricula. The units selected must relate to OHS / WHS requirements in the workplace.
- three (3) elective units selected from:
- units may be chosen from within or across any listed skill cluster, and;
- units from other endorsed or accredited training products where the unit/s are first packaged in Certificate I or II qualifications in the source training product and reflect the integrity and intent of the qualification.

CORE UNITS

VU22786	Develop personal effectiveness	30
VU22787	Prepare for employment	30
VU22788	Develop an action plan for career planning	30

ELECTIVE UNITS

BSBCMM201	Communicate in the workplace	40
BSBWHS201	Contribute to health and safety of self and others	20
VU22103	Participate in a practical placement with support	40
VU22789	Participate in job seeking activities	50

Recognition of Prior Learning and/or Credit Transfers:

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate IV in Business

Course Code:BSB40215

Campus:Footscray Park, Footscray Nicholson, City King St.

About this course:Gain practical skills for the business sector and beyond with a Certificate IV in Business at the Polytechnic. You will learn to effectively manage the office administration aspects of a business, and gain a focused understanding of today's business world. This well-rounded course will give you skills in:

- creating presentations;
- advanced word processing, spreadsheets and databases;
- producing business documents;
- organising travel and meetings;
- analysing and presenting research;
- people management, and;
- safe workplace practices.

You will also gain insight into the various possible career paths that you could take with these skills. When you graduate, you will have the ability and confidence to work in the industry, directing a range of administration tasks.

Course Objectives:This qualification is suited to those working as administrators and project officers. In this role, individuals use well-developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyse 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 career opportunities emerging from completing the BSB40215 Certificate IV in Business include:

- Administrator;
- Project Officer;
- Accounts Clerk;
- Customer Service Advisor;
- Clerk;
- e-Business Practitioner;
- Legal Receptionist;
- Medical Receptionist;
- Office Administration Assistant;
- Student Services Officer, and;
- Word Processing Operator.

Course Duration:0.5 years

Admission Requirements:Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

Selection Processes: Other/Not Applicable.

COURSE STRUCTURE

To be awarded BSB40215 Certificate IV in Business, a student must complete a total of ten (10) units of competency, consisting of:

- one (1) core unit, and;
- nine (9) elective units of which:

five (5) elective units must be selected from the elective units listed in the BSB40215 Certificate IV in Business qualification; four (4) elective units may be selected from the elective units listed in the BSB40215 Certificate IV in Business qualification, or any currently endorsed training package or accredited course at the same qualification level; if not listed in BSB40215 Certificate IV in Business, one (1) unit may be selected from either a Certificate III or Diploma qualification. Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment, contribute to a valid, industry-supported vocational outcome as well as be approved by the Polytechnic.

STREAM: General

CORE UNITS

BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	50
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ELECTIVE UNITS

BSBADM409	Coordinate business resources	30
BSBCMM401	Make a presentation	30
BSBCUS402	Address customer needs	50
BSBFIA412	Report on financial activity	30
BSBINN301	Promote innovation in a team environment	40
BSBITU401	Design and develop complex text documents	100
BSBITU402	Develop and use complex spreadsheets	50
BSBPMG522	Undertake project work	60
BSBREL401	Establish networks	35
BSBRSK401	Identify risk and apply risk management processes	50
BSBWRT401	Write complex documents	50
BSBADM405	Organise meetings	20

Imported - Certificate IV Level

BSBCOM406	Conduct work within a compliance framework	30
BSBHRM405	Support the recruitment, selection and induction of staff	50

BSBLDR402	Lead effective workplace relationships	50
Imported - Diploma Level		
BSBLDR511	Develop and use emotional intelligence	60
BSBLDR513	Communicate with influence	60
STREAM: Hair, Make-up and Beauty		
CORE UNITS		
BSBWH5401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	50
ELECTIVE UNITS		
BSBCUS402	Address customer needs	50
BSBLE401	Develop teams and individuals	40
BSBMKG413	Promote products and services	40
BSBMKG414	Undertake marketing activities	50
BSBREL401	Establish networks	35
Imported - Certificate III level		
SHBBMUP006	Design and apply creative make-up	45
Imported - Certificate IV level		
BSBLDR401	Communicate effectively as a workplace leader	40
SHBBBOS001	Apply cosmetic tanning products	16
SHBBMUP001	Apply eyelash extensions	30
Imported - Diploma level		
SHBBSPA004	Provide Indian head massages for relaxation	23
STREAM: Sport and Massage		
CORE UNITS		
BSBWH5401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	50
ELECTIVE UNITS		
BSBCMM401	Make a presentation	30
BSBCUS402	Address customer needs	50
BSBMKG413	Promote products and services	40
BSBMKG414	Undertake marketing activities	50
BSBREL401	Establish networks	35

Imported - Certificate IV level

BSBHRM405	Support the recruitment, selection and induction of staff	50
BSBMED401	Manage patient recordkeeping system	50
BSBSMB404	Undertake small business planning	50
FNSACC412	Prepare operational budgets	40

Units in Transition

This unit is only available for current/continuing students. It is not available for prospective students.

FNSACC402	Prepare operational budgets	40
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Recognition of Prior Learning and/or Credit Transfers

For the above streams, previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the training package and be assessed as appropriate by the Polytechnic.

Certificate IV in Human Resources

Course Code:BSB41015

Campus:Footscray Nicholson.

About this course:This unique course will equip you with a wide range of cognitive, technical, functional and communication skills preparing you for entry into the human resources sector. It will provide you with the necessary foundation skills to process payroll, prepare for staff recruitment, support performance management functions, create job descriptions, organise meetings, conduct OHS audits and implement industrial relations procedures.

Course Objectives:This qualification is suitable for individuals working in a range of human resources management positions. Job roles could include human resources assistants, human resources coordinators, human resources administrators and payroll officers. Workplace responsibilities would be determined at a workplace level. Some smaller business may require employees to work across all aspects of human resources. In larger companies, individuals may just have responsibility for a singular aspect of human resources such as remuneration.

Careers:Possible career opportunities emerging from the completion of BSB41015 Certificate IV in Human Resources include:

- Human Resources Assistant;
- Human Resources Coordinator;
- Human Resources Administrator, and;
- Payroll Officer.

Course Duration:0.5 years

Admission Requirements:Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

Selection Processes: OtherN/A

COURSE STRUCTURE

To be awarded BSB41015 Certificate IV in Human Resources, a student must successfully complete a total of ten (10) units of competency, comprising of:

- six (6) core units, and;
- four (4) elective units, of which:

two (2) units must be selected from the electives listed in the BSB41015 Certificate IV in Human Resources qualification, and; two (2) units may be selected from any endorsed training package or accredited course at Certificate III Level or above. Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome, as well as be approved by the Polytechnic.

CORE UNITS

BSBHRM403	Support performance-management processes	40
BSBHRM404	Review human resources functions	50
BSBHRM405	Support the recruitment, selection and induction of staff	50
BSBLDR402	Lead effective workplace relationships	50
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	50
BSBWRK411	Support employee and industrial relations procedures	50

ELECTIVE UNITS

BSBADM405	Organise meetings	20
BSBFIA302	Process payroll	30
BSBREL401	Establish networks	35
BSBWRT401	Write complex documents	50

Certificate IV in Work Health and Safety

Course Code:BSB41419

Campus:Industry, Footscray Nicholson.

About this course: Gain the practical skills and knowledge to deliver effective work health and safety (WHS) procedures in your workplace. You will gain fundamental knowledge in workplace health and safety, including compliance requirements, risk management, WHS consultation and participation process and implementation of WHS management systems. The qualification reflects the role of workers who apply a broad knowledge base and well developed skills in a wide variety of contexts and may include coordinators, advisors and facilitators. You will also gain competencies in:

- Writing complex documents;
- Contributing to implementing WHS monitoring processes;
- Assisting with managing WHS compliance of contractors;
- Contributing to workplace incident response;

- Showing leadership in the workplace, and;
- Implementing and monitoring environmentally sustainable work practices.

This course can lead to the following career opportunities across a range of industry settings:

- Occupational health and safety representative;
- Occupational health and safety leader, and;
- Occupational health and safety manager.

Course Objectives: This qualification is suitable for people working in a work health and safety (WHS) role who may or may not work under supervision. Potential participants in this course may provide leadership and guidance to others and have some limited responsibility for the output of others. The qualification reflects the role of workers who apply a broad knowledge base and well-developed skills in a wide variety of contexts and may include coordinators, advisors and facilitators.

Careers: Possible career opportunities emerging from the completion of BSB41419 Certificate IV in Work Health and Safety include:

- OHS representative;
- OHS leader;
- OHS advisory, or;
- OHS manager.

Course Duration: 0.5 years

Admission Requirements: Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

COURSE STRUCTURE

To be awarded the BSB41419 Certificate IV in Work Health and Safety, a student must successfully complete a total of ten (10) units of competency, comprising of:

- five (5) core units, and;
- five (5) elective units, of which:

three (3) units must be selected from Group A, and; two (2) units may be selected as follows: both units may be selected from Group A, Group B or any currently endorsed Training Package qualification or accredited course at the same Australian Qualifications Framework (AQF) level, and; one (1) unit may be selected from a Certificate III or Diploma, from any currently endorsed Training Package qualification or accredited course. In addition, electives must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment, contribute to a valid, industry-supported vocational outcome as well as be approved by the Polytechnic.

CORE UNITS

BSBWHS412	Assist with workplace compliance with WHS laws	40
BSBWHS413	Contribute to implementation and maintenance of WHS consultation and participation processes	40

BSBWHS414	Contribute to WHS risk management	60	<ul style="list-style-type: none"> • coordinator;
BSBWHS415	Contribute to implementing WHS management systems	50	<ul style="list-style-type: none"> • leading hand; • supervisor, and;
BSBWHS416	Contribute to workplace incident response	40	<ul style="list-style-type: none"> • team leader.

ELECTIVE UNITS

Group A

BSBWRT401	Write complex documents	50
BSBWHS418	Assist with managing WHS compliance of contractors	30
BSBWHS419	Contribute to implementing WHS monitoring processes	60

Group B

BSBMGT401	Show leadership in the workplace	50
BSBSUS401	Implement and monitor environmentally sustainable work practices	40

Recognition of Prior Learning and/or Credit Transfers for Course Structure:

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate IV in Leadership and Management

Course Code:BSB42015

Campus:Industry, Footscray Nicholson.

About this course:Build your leadership skills for management and supervisory roles in a wide range of organisations and industries. This course will provide you with the skills and knowledge to operate as an individual in a business environment, as well as provide leadership and guidance to support others. You will learn how to:

- coordinate business resources;
- promote innovation in a team environment;
- implement and monitor WHS policies, procedures and programs to meet legislative requirements, as well as;
- undertake project work.

Note: Please note, this course is not available for general enrolments, it is available for industry partnerships only.

Course Objectives:This qualification reflects the role of individuals working as developing and emerging leaders and managers in a range of enterprise and industry contexts. As well as assuming responsibility for their own performance, individuals at this level provide leadership, guidance and support to others. They also have some responsibility for organising and monitoring the output of their team. They apply solutions to a defined range of predictable and unpredictable problems, and analyse and evaluate information from a variety of sources.

Careers:Possible career opportunities emerging from completing BSB42015 Certificate IV in Leadership and Management are:

Course Duration:0.5 years

Admission Requirements:Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

Selection Processes: Other/Not Applicable.

COURSE STRUCTURE

To be awarded BSB42015 Certificate IV in Leadership and Management, a student must successfully complete a total of twelve (12) units of competency, comprising of:

- four (4) core units, and;
- eight (8) elective units, of which:

four (4) units must be from Group A; four (4) units may be selected from Group A or Group B; one (1) unit may be selected from any currently endorsed training package at Certificate IV Level or above or any accredited course at Certificate IV level. Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome as well as be approved by the Polytechnic.

CORE UNITS

BSBLDR401	Communicate effectively as a workplace leader	40
BSBLDR402	Lead effective workplace relationships	50
BSBLDR403	Lead team effectiveness	50
BSBMGT402	Implement operational plan	40

ELECTIVE UNITS

Group A

BSBADM409	Coordinate business resources	30
BSBINN301	Promote innovation in a team environment	40
BSBLDR404	Lead a diverse workforce	50
BSBMGT403	Implement continuous improvement	40
BSBREL402	Build client relationships and business networks	50
BSBRISK401	Identify risk and apply risk management processes	50
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	50
BSBWOR404	Develop work priorities	40

Group B		
BSBCMM401	Make a presentation	30
BSBCUS402	Address customer needs	50
BSBLE401	Develop teams and individuals	40
BSBPMG522	Undertake project work	60
Imported		
BSBREL401	Establish networks	35
BSBSMB404	Undertake small business planning	50

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate IV in Library and Information Services

Course Code:BSB42115

Campus:Footscray Nicholson.

About this course:Develop your research and customer services skills with a Certificate IV in Library and Information Services at Victoria University Polytechnic. This course will help you launch your career in the library, information and cultural services industry. You will develop industry-specific skills and gain a broad knowledge base for a wide variety of contexts. You will learn to:

- retrieve information;
- maintain catalogues;
- provide multimedia support;
- help customers access information;
- analyse and evaluate information, and;
- use social media tools for engagement.

You will also develop essential and transferable skills including evaluation, planning and problem solving. You will be prepared to provide leadership and guidance to others.

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:Possible career opportunities emerging from the completion of BSB42115 Certificate IV in Library and Information Services.

- Client Services Officer;
- Digital Services Officer;
- Gallery Assistant or Officer;
- Information Services Assistant;

- Library Assistant or Officer, and;
- Museum Assistant or Officer.

Course Duration:1 year

Admission Requirements:Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

Selection Processes: Other/Not Applicable.

COURSE STRUCTURE

To be awarded BSB42115 Certificate IV in Library and Information Services, a student must successfully complete a total of fifteen (15) units of competency, comprising of:

- six (6) core units, and;
- nine (9) elective units, of which:

five (5) elective units must be selected from Group A; two (2) elective units must be selected from Group A and/or Group B; two (2) elective units may be selected from Group A, B and/or Group C or from any currently endorsed training package or accredited course at Certificate III, IV or Diploma level. Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome as well as be approved by the Polytechnic.

CORE UNITS

BSBCUS301	Deliver and monitor a service to customers	35
BSBIPR401	Use and respect copyright	50
BSBLDR403	Lead team effectiveness	50
BSBLIB303	Provide multimedia support	30
BSBLIB402	Consolidate and maintain industry knowledge	60
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	50

ELECTIVE UNITS

Group A		
BSBLIB403	Complete a range of cataloguing activities	100
BSBLIB404	Use integrated library management systems	30
BSBLIB405	Assist customers to access information	40
BSBLIB406	Obtain information from external and networked sources	20
BSBLIB407	Search library and information databases	30

Group B

BSBEU401	Review and maintain a website	50
ICTWEB201	Use social media tools for collaboration and engagement	20
Group C		
ICTICT203	Operate application software packages	60
Imported		
BSBLIB503	Develop and promote activities, events and public programs	60

UNITS IN TRANSITION:

The following unit/s will not be offered to prospective students. These units are only available for current/continuing students.

Group A

BSBLIB201	Assist with circulation services	15
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Group C

BSBLIB305	Use established cataloguing tools	40
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Imported

BSBLIB202	Process information resource orders	40
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Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Diploma of Business Administration

Course Code:BSB50415

Campus:Footscray Nicholson, Werribee.

About this course:Gain practical skills for the business sector and more, with a Diploma of Business Administration at the Polytechnic. You will learn to effectively manage the key administrative processes of a business, as well as gain knowledge in team and people management. This well-rounded course will give you skills in:

- planning and managing conferences;
- administrative systems;
- producing business documents;
- organising travel and meetings;
- project management;
- people management and support, and;
- team leadership.

You will also gain insight, into the various possible career paths that you could take, with these skills. When you graduate, you will be equipped with the confidence and skillset necessary to work in the business sector, managing a range of administration tasks.

Course Objectives:This qualification would apply to individuals with various job titles including administration managers, general office managers and office managers. Individuals in these roles may possess a sound theoretical knowledge base and use a range of specialised, technical or managerial competencies to plan, carry out and evaluate their own work and/or the work of a team.

Careers:Possible career opportunities emerging from the completion of BSB50415 Diploma of Business Administration includes:

- administration officer;
- personal assistant;
- receptionist;

administration manager;

- assistant manager, and;
- executive officer.

Course Duration:0.5 years

Admission Requirements:Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

COURSE STRUCTURE

To be awarded the BSB50415 Diploma of Business Administration, a student must successfully complete a total of eight (8) units of competency, comprising of:

- eight (8) elective units, of which:

five (5) units must be selected from Group A; three (3) units may be selected from Group B, or any currently endorsed training package or accredited course at the same qualification level; if not listed in the BSB50415 Diploma of Business Administration qualification, one (1) unit may be selected from either a Certificate IV or Advanced Diploma qualification. Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome as well as be approved by the Polytechnic.

ELECTIVE UNITS

Group A

BSBADM502	Manage meetings	30
BSBADM503	Plan and manage conferences	30
BSBADM504	Plan and implement administrative systems	50
BSBADM506	Manage business document design and development	80
BSBPMG522	Undertake project work	60

Group B

BSBWOR501	Manage personal work priorities and professional development	60
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BSBWOR502	Lead and manage team effectiveness	60
Imported - Diploma Level		
BSBHRM405	Support the recruitment, selection and induction of staff	50

- Project Manager;
- Project team member, and;
- Project steering committee member.

Course Duration: 1 year

Admission Requirements: Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

COURSE STRUCTURE

To be awarded the BSB51415 Diploma of Project Management, a student must successfully complete a total of twelve (12) units of competency, comprising of:

- eight (8) core units, and;
- four (4) elective units, which may be selected from the elective units listed in the BSB51415 Diploma of Project Management qualification or any endorsed Training Package or accredited course at Diploma level or higher.

Electives must not include the choice of the unit BSBPMG522 Undertake project work. In addition, electives must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment, contribute to a valid, industry-supported vocational outcome as well as be approved by the Polytechnic.

CORE UNITS

BSBPMG511	Manage project scope	40
BSBPMG512	Manage project time	40
BSBPMG513	Manage project quality	40
BSBPMG514	Manage project cost	40
BSBPMG515	Manage project human resources	40
BSBPMG516	Manage project information and communication	40
BSBPMG517	Manage project risk	40
BSBPMG521	Manage project integration	60

ELECTIVE UNITS

BSBMGT516	Facilitate continuous improvement	60
BSBPMG519	Manage project stakeholder engagement	40
BSBWOR501	Manage personal work priorities and professional development	60
BSBWOR502	Lead and manage team effectiveness	60
Imported		
BSBLDR502	Lead and manage effective workplace relationships	50

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Diploma of Project Management

Course Code: BSB51415

Campus: Industry, Footscray Nicholson.

About this course: Develop the technical, organisational and personal skills needed to manage complex projects in dynamic environments. Project management involves planning, organising and assessing jobs, as well as managing the people and risks involved, in order to achieve specific outcomes. This course is designed for team leaders, frontline managers, individuals seeking to develop their skills or commence a career in project management and individuals from across a range of different industries who are or will be involved in project delivery. You will gain a sound theoretical knowledge base and use a range of specialised, technical and managerial competencies to initiate, plan, execute and evaluate your own work and/or the work of others. You will gain skills in how to manage project scope, time, quality, cost, human resources, information and communication, risk and integration. In addition, you will also gain knowledge on how to:

- Facilitate continuous improvement;
- Manage personal work priorities and professional development;
- Lead and manage team effectiveness, and;
- Lead and manage effective workplace relationships.

Careers in project management Project management skills are highly transferrable and sought after in every industry. Project management is growing in importance and demand across Australia. In Victoria, the extensive list of infrastructure projects currently underway and planned for the next 20 years supports the demand for these skills. Example career opportunities include:

- Project manager;
- Project team member, and;
- Project steering committee member.

Course Objectives: This qualification reflects the role of individuals who apply project management skills and knowledge. They may manage projects in a variety of contexts, across a number of industry sectors. They have project leadership and management roles and are responsible for achieving project objectives. They possess a sound theoretical knowledge base and use a range of specialised, technical and managerial competencies to initiate, plan, execute and evaluate their own work and/or the work of others.

Careers: Possible career opportunities emerging from the completion of BSB51415 Diploma of Project Management, include:

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Diploma of Leadership and Management

Course Code:BSB51918

Campus:Industry, Footscray Nicholson.

About this course:You will learn innovative approaches to managing people, projects, and teams in a wide range of industries and organisations. This course is designed for individuals who have considerable experience in an industry or vocational area. You may already be managing staff, or working towards a career as a manager. You will develop the skills and emotional intelligence to lead and manage:

- workplace relationships;
- effective teams and individuals;
- organisational change;
- people performance, and;
- professional development.

You will also gain a range of technical skills such as:

- operational plan management;
- finance and budgeting;
- organisational policy development;
- development of workplace learning, and;
- project management.

Course Objectives:This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts. Individuals at this level display initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements. They plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse and synthesise information from a variety of sources.

Careers:Possible career opportunities emerging from the completion of BSB51918 Diploma of Leadership and Management include:

- Manager;
- Team Leader;
- Project Officer, and/or;
- Office Administrator.

Course Duration:0.5 years

Admission Requirements:Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

COURSE STRUCTURE

To be awarded the BSB51918 Diploma of Leadership and Management, a student must successfully complete a total of twelve (12) units of competency, comprising of:

- four (4) core units, and;
- eight (8) elective units, of which:

four (4) units must be selected from Group A; four (4) units may be selected from Group A or Group B; two (2) units may be selected from Diploma or above in the Business Services Training Package; one (1) unit may be selected from any currently endorsed training package or accredited course at Diploma level. Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome as well as be approved by the Polytechnic.

CORE UNITS

BSBLDR502	Lead and manage effective workplace relationships	50
BSBLDR511	Develop and use emotional intelligence	60
BSBMGT517	Manage operational plan	70
BSBWOR502	Lead and manage team effectiveness	60

ELECTIVE UNITS

Group A

BSBCUS501	Manage quality customer service	40
BSBFIM501	Manage budgets and financial plans	70
BSBHRM405	Support the recruitment, selection and induction of staff	50
BSBLDR513	Communicate with influence	60
BSBMGT502	Manage people performance	70
BSBMGT516	Facilitate continuous improvement	60
BSBMGT518	Develop organisation policy	60
BSBPMG522	Undertake project work	60
BSBWOR501	Manage personal work priorities and professional development	60

Group B

BSBLED501	Develop a workplace learning environment	60
Imported - BSB Training Package (Diploma and above level)		
BSBDIV501	Manage diversity in the workplace	60
Imported - Other Training Packages (Diploma level)		
LGACOMP026A	Provide team leadership	40

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Diploma of Library and Information Services

Course Code:BSB52115

Campus:Footscray Nicholson.

About this course:Develop advanced research skills for a rewarding career in information services with a Diploma of Library and Information Services at Victoria University Polytechnic. This course provides comprehensive training in the running of libraries and information agencies. You will extend your existing knowledge to be able to solve problems, analyse information and assist others in libraries and information services. During this course, you will develop advanced skills and knowledge in:

- research, referencing and copyright;
- circulation, cataloguing and collection management;
- specialised technical databases and classification schemes;
- information technology and multimedia;
- use of digital and social media tools, and;
- communication and customer service.

With leadership training, you will also develop the ability to run small group training sessions and supervise staff.

Course Objectives:This qualification reflects the role of individuals with a sound theoretical knowledge base who use a range of specialised, technical or managerial competencies to plan, carry out and evaluate their own work or the work of a team, They may provide leadership and guidance to others and have some responsibility for the output of others.

Careers:Possible career opportunities emerging from the completion of BSB52115 Diploma of Library and Information Services:

- Access Services Officer;
- Information Services Officer;
- Journals Officer;
- Library Technician;
- Metadata Officer;
- Special Collections Officer, and;
- Technical Services Officer.

Course Duration: 1 year

Admission Requirements:Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

Selection Processes: Other/Not Applicable.

COURSE STRUCTURE

To be awarded BSB52115 Diploma of Library and Information Services, students must successfully complete a total of nineteen (19) units, consisting of:

- seven (7) core units;
- twelve (12) elective units, of which:

nine (9) elective units must be selected from Group A and/or Group B; up to three (3) may be selected from Group A, B and/or Group C, or any currently endorsed training package or accredited course at Certificate IV, Diploma or Advanced Diploma level. Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome as well as be approved by the Polytechnic. Note: To meet accreditation requirements as a Library Technician, at least seven (7) elective units must be from Group A. The current qualification structure meets this requirement.

CORE UNITS

BSBCUS501	Manage quality customer service	40
BSBLDR403	Lead team effectiveness	50
BSBLIB402	Consolidate and maintain industry knowledge	60
BSBLIB503	Develop and promote activities, events and public programs	60
BSBLIB513	Monitor compliance with copyright and licence requirements	20
BSBLIB604	Extend own information literacy skills to locate information	50
ICTSAS410	Identify and resolve client ICT problems	40

ELECTIVE UNITS

Group A

BSBEBU401	Review and maintain a website	50
BSBLIB403	Complete a range of cataloguing activities	100
BSBLIB406	Obtain information from external and networked sources	20
BSBLIB407	Search library and information databases	30
BSBLIB506	Maintain digital repositories	45
BSBLIB510	Use and monitor advanced functions of integrated library management systems	35
BSBLIB511	Research and analyse information to meet customer needs	80

Group B

BSBPMG522	Undertake project work	60
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BSBWHS21	Ensure a safe workplace for a work area	60
BSBWOR501	Manage personal work priorities and professional development	60
ICTWEB417	Integrate social web technologies	40
Group C		
ICTICT308	Use advanced features of computer applications	40

UNITS IN TRANSITION:

The following unit/s will not be offered to prospective students. These units are only available for current/continuing students.

Group A

BSBLIB507	Promote literature and reading	50
BSBLIB509	Provide subject access and classify material	100
BSBLIB603	Contribute to collection management	50

Group B

ICTWEB418	Use development software and ICT tools to build a basic website	20
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Imported

BSBLIB405	Assist customers to access information	40
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Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Diploma of Legal Services

Course Code:BSB52215

Campus:Footscray Nicholson.

About this course:Gain the skills to assist lawyers representing clients on a variety of legal matters. Our course prepares you to work in supporting roles within the legal system, such as law clerk, legal secretary or paralegal. It is tailored to the industry, so the knowledge you acquire will be highly relevant as you take your first step into your career. You will learn about legislation, and study regulations and codes relevant to the following areas:

- criminal law;
- corporate law;
- family law;
- property law, and;
- civil law.

You will graduate ready to use a range of specialised, technical and managerial skills to plan and carry out work in a legal context.

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:Possible career opportunities emerging from the completion of BSB52215 Diploma of Legal Services include:

- executive legal assistant;
- law clerk;
- legal services support officer;
- paralegal, and;
- senior legal secretary.

Course Duration:0.5 years

Admission Requirements:Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

Selection Processes: OtherN/A

COURSE STRUCTURE

To be awarded BSB52215 Diploma of Legal Services, a student must successfully complete a total of ten (10) units of competency, comprising of:

- four (4) core units, and;
- six (6) elective units, of which:

four (4) elective units must be selected from the elective units listed within the BSB52215 Diploma of Legal Services qualification; two (2) elective units may be selected from the elective units listed within the BSB52215 Diploma of Legal Services qualification, or any currently endorsed training package or accredited course at the same qualification level, of which: one (1) elective unit may be selected from either a Certificate IV or Advanced Diploma qualification from any currently endorsed training package or accredited course.

CORE UNITS

BSBCOM501	Identify and interpret compliance requirements	20
BSBCMM501	Develop and nurture relationships	40
BSBLED503	Maintain and enhance professional practice	30
BSBRES502	Research legal information using secondary sources	40

ELECTIVE UNITS

BSBLEG510	Apply legal principles in family law matters	60
BSBLEG511	Apply legal principles in criminal law matters	60
BSBLEG512	Apply legal principles in property law matters	60
BSBLEG513	Apply legal principles in corporation law matters	60

BSBLEG5 14	Assist with civil procedure	60
BSBLEG5 15	Apply legal principles in wills and probate matters	60

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate III in Early Childhood Education and Care

Course Code:CHC30113

Campus:Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine.

About this course: Start your career in early childhood education and care today. Become a qualified Early Childhood Co-Educator (Level 3), and gain the knowledge and skills related to childhood development and caring for children for example, planning play activities, which contribute towards a child's cognitive development. You will consolidate your skills and knowledge during this course, by undertaking two practical placements, in long day-care settings.

Course Objectives: This qualification reflects the role of workers in a range of early childhood educational settings who work within the requirements of the Education and Care Services National Regulations and the National Quality Standard. They support the implementation of an approved learning framework, and support children's wellbeing, learning and development. Depending on the setting, educators may work under direct supervision or autonomously. Under the Education and Care Services National Law (2011) the Australian Children's Education and Care Quality Authority (ACECQA) publishes lists of approved early childhood education and care qualifications and information regarding regulatory requirements here: www.acecqa.gov.au

- early childhood co-educator;
- outside school hours care assistant;
- playgroup supervisor;
- recreation assistant;
- family day care worker;
- nanny, and;
- reliever.

Careers:

Course Duration: 0.5 years

Admission Requirements: Students will be required to demonstrate they have the capacity to work with children and families in the highly demanding field of early childhood as set out by the Australian Children's Education and Care Quality Authority (ACECQA) and the Education and Care Services National Regulations by attending an interview. This may be conducted individually or as a group, at the discretion of the Polytechnic. Further information can be found: <https://www.acecqa.gov.au/> Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs. For employment and practical placement purposes, this vocational sector typically requires a current and satisfactory Police Record Check and Working with Children Check. Failure to provide the required documents in the timeframe specified

by the Course Coordinator, means you will be unable to undertake practical placement in a workplace and therefore not eligible to progress in this course. The following are suggested sites you could visit to obtain these checks: - Police Record Check - http://www.police.vic.gov.au/content.asp?Document_ID=274 - Working with Children Check - <http://www.workingwithchildren.vic.gov.au/>

Admission Requirements International: Completion of an Australian Year 11 or equivalent. Students will be required to demonstrate they have the capacity to work with children and families in the highly demanding field of early childhood as set out by the Australian Children's Education and Care Quality Authority (ACECQA) and the Education and Care Services National Regulations by attending an interview. This may be conducted individually or as a group, at the discretion of the Polytechnic. Further information can be found: <https://www.acecqa.gov.au/> IELTS: Overall score of 5.5 (no band less than 5.0).

Selection Processes: Other/Not Applicable.

COURSE STRUCTURE

To be awarded CHC30113 Certificate III in Early Childhood Education and Care, a student must successfully complete a total of eighteen (18) units of competency, comprising of:

- fifteen (15) core units, and;
- three (3) elective units of which:

at least one (1) unit must be selected from the CHC30113 Certificate III in Early Childhood Education and Care qualification, and; up to two (2) units may be selected from any endorsed training package or accredited courses – these units must be relevant to the work outcome. All electives chosen must support the overall integrity of the AQF level of this qualification and contribute to a valid, industry-supported vocational outcome as well as be approved by the Polytechnic.

CORE UNITS

CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	25
CHCECE001	Develop cultural competence	70
CHCECE002	Ensure the health and safety of children	63
CHCECE003	Provide care for children	70
CHCECE004	Promote and provide healthy food and drinks	35
CHCECE005	Provide care for babies and toddlers	60
CHCECE007	Develop positive and respectful relationships with children	70
CHCECE009	Use an approved learning framework to guide practice	70
CHCECE010	Support the holistic development of children in early childhood	70
CHCECE011	Provide experiences to support children's play and	40

	learning	
CHCECE013	Use information about children to inform practice	40
CHCLEG001	Work legally and ethically	55
CHCPRT001	Identify and respond to children and young people at risk	40
HLTAID004	Provide an emergency first aid response in an education and care setting	20
HLTWHS001	Participate in workplace health and safety	20
ELECTIVE UNITS		
BSBWOR301	Organise personal work priorities and development	30
CHCECE006	Support behaviour of children and young people	30
CHCECE012	Support children to connect with their world	40

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate III in Individual Support

Course Code:CHC33015

Campus:Footscray Nicholson, St Albans, Werribee, Sunshine.

About this course:This course provides you with foundational skills and knowledge to work in the aged, disability, home and community care industry. You will learn to work with individuals to support their independence and wellbeing, in their homes or in community settings. You can choose to specialise in the following areas:

- ageing;
- home and community, and;
- disability.

Through classroom learning, e-learning and a practical work placement, you will learn to:

- provide individualised support, both physical and social;
- maintain personal care and other activities;
- recognise healthy body systems, and;
- work with diverse people.

You will also learn valuable skills in following safe work practices and working legally and ethically.

Course Objectives:This qualification reflects the role of workers in the community and/or residential setting who follow an individualised plan to provide person-centred support to people who may require support due to ageing, disability or some other reason. Work involves using discretion and judgement in relation to individual support as well as taking responsibility for individual outputs. Workers have a range

of factual, technical and procedural knowledge, as well as some theoretical knowledge of the concepts and practices required to provide person-centred support.

Careers:Possible career opportunities emerging from the completion of CHC33015 Certificate III in Individual Support include:

- Home care assistant;
- Care assistant;
- Care worker;
- Community care worker;
- Personal care assistant;
- Residential care worker;
- Support worker;
- Disability Support Worker, and;
- NDIS Disability Support worker.

Course Duration:0.5 years

Admission Requirements:Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs. For employment and practical placement purposes, this vocational sector typically requires a current and satisfactory Police Record Check. Failure to provide the required documents in the time frame specified by the Course Coordinator, means you will be unable to undertake practical placement in a workplace and therefore not eligible to progress in this course. The following is a suggested site you could visit to obtain this check: - Police Record Check- <http://www.crimcheck.org.au/check/vuhealthdisabilityagedcare>

Selection Processes: Other/Not Applicable.

COURSE STRUCTURE

To be awarded CHC33015 Certificate III in Individual Support, a student must successfully complete a total of thirteen (13) units of competency, consisting of:

- seven (7) core units, and;
- six (6) elective units, consisting of:
 - at least four (4) units from the electives listed within the CHC33015 Certificate III in Individual Support qualification, of which, at least two (2) units must be from those units listed under Groups A, B or C;
 - up to two (2) units from the electives listed within the CHC33015 Certificate III in Individual Support qualification, any endorsed training package or accredited course.

All electives chosen must contribute to a valid, industry-supported vocational outcome as well as be approved by the Polytechnic. Specialisations The Polytechnic currently offer the following specialisation(s): - Ageing; - Ageing, Home and Community, and; - Disability.

Specialisation: Ageing

To be awarded this specialisation, the following training package rules must be adhered to:

- all Group A units must be selected.

CORE UNITS		
CHCCCS015	Provide individualised support	30
CHCCCS023	Support independence and wellbeing	80
CHCCOM005	Communicate and work in health or community services	30
CHCDIV001	Work with diverse people	40
CHCLEG001	Work legally and ethically	55
HLTAAP001	Recognise healthy body systems	70
HLTWHS002	Follow safe work practices for direct client care	25

ELECTIVE UNITS

Group A: Ageing

CHCAGE001	Facilitate the empowerment of older people	50
CHCAGE005	Provide support to people living with dementia	65
CHCCCS011	Meet personal support needs	60

Other

HLTINFO01	Comply with infection prevention and control policies and procedures	25
CHCCCS001	Address the needs of people with chronic disease	75
CHCPRP001	Develop and maintain networks and collaborative partnerships	80

Specialisation: Ageing, Home and Community

To be awarded this dual specialisation, the following additional packaging rules must be adhered to:

- all Group A units must be selected, and;
- at least four (4) units from Group C electives must be selected.

CORE UNITS

CHCCCS015	Provide individualised support	30
CHCCCS023	Support independence and wellbeing	80
CHCCOM005	Communicate and work in health or community services	30
CHCDIV001	Work with diverse people	40
CHCLEG001	Work legally and ethically	55
HLTAAP001	Recognise healthy body systems	70

HLTWHS002	Follow safe work practices for direct client care	25
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ELECTIVE UNITS

Group A: Ageing

CHCAGE001	Facilitate the empowerment of older people	50
CHCAGE005	Provide support to people living with dementia	65
CHCCCS011	Meet personal support needs	60

Group C: Home and Community

CHCCCS025	Support relationships with carers and families	70
CHCHCS001	Provide home and community support services	50

Please note: CHCAGE001 and CHCCCS011 from the Group A Elective list are also approved electives in the Group C Elective list and will count towards the four (4) units required in this group.

Other

CHCPAL001	Deliver care services using a palliative approach	60
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Specialisation: Disability

To be awarded this specialisation, the following additional packaging rules must be adhered to:

- all Group B units must be selected.

CORE UNITS

CHCCCS015	Provide individualised support	30
CHCCCS023	Support independence and wellbeing	80
CHCCOM005	Communicate and work in health or community services	30
CHCDIV001	Work with diverse people	40
CHCLEG001	Work legally and ethically	55
HLTAAP001	Recognise healthy body systems	70
HLTWHS002	Follow safe work practices for direct client care	25

ELECTIVE UNITS

Group A: Ageing

CHCCCS011	Meet personal support needs	60
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Group B: Disability

CHCDIS001	Contribute to ongoing skills development using a strengths-based approach	40
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CHCDIS002	Follow established person-centred behaviour supports	50
CHCDIS003	Support community participation and social inclusion	60
CHCDIS007	Facilitate the empowerment of people with disability	100

Group C: Home and Community

CHCCCS025	Support relationships with carers and families	70
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Group D: Aged Care

CHCMHS001	Work with people with mental health issues	80
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Imported

VU22853	Apply human rights based approach to the identification reporting and prevention of disability abuse	65
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Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate IV in Education Support

Course Code:CHC40213

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

About this course: Gain the skills and confidence to provide support in classrooms with a Certificate IV in Education Support at the Polytechnic. This course will provide you with essential skills to work collaboratively with teachers and students in a wide variety of educational environment settings, such as school and community settings. You will learn about:

- child development;
- supporting students' literacy and numeracy learning;
- assisting students with disabilities;
- autism spectrum disorder, and;
- supporting students who are at risk.

Through classroom and online learning as well as practical work placement, you will lay the groundwork for a rewarding career in education. Upon graduation, you will have the confidence, practical skills and knowledge to support teachers in public schools, independent schools and community education.

Course Objectives: This qualification reflects the role of workers in a range of education settings, including public and independent schools and community education settings, who provide assistance and support to teachers and students under broad-based supervision.

Careers: Possible career opportunities emerging from the completion of CHC40213 Certificate IV in Education Support, include:

- 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;
- Integration Aid;
- Multicultural Aid, and;
- Integration Coordinator.

Course Duration: 9 months

Admission Requirements: Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs. For employment and practical placement purposes, this vocational sector typically requires a current and satisfactory Working with Children Check. Failure to provide the required documents in the time frame specified by the Course Coordinator, means you will be unable to undertake practical placement in a workplace and therefore not eligible to progress in this course. Visit the following site: - Working with Children Check - <http://www.workingwithchildren.vic.gov.au/>

Selection Processes: Other N/A

COURSE STRUCTURE

To be awarded CHC40213 Certificate IV in Education Support, a student must successfully complete a total of seventeen (17) units of competency, comprising of:

- twelve (12) core units, and;
- five (5) elective units, of which:

at least three (3) units must be selected from the electives listed in the CHC40213 Certificate IV in Education Support qualification, and; up to two (2) units may be selected from any endorsed training package or accredited course relevant to the work outcome. All electives chosen must contribute to a valid, industry-supported vocational outcome as well as be approved by the Polytechnic.

CORE UNITS

CHCDIV001	Work with diverse people	40
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	25
CHCECE006	Support behaviour of children and young people	30
CHCEDS001	Comply with legislative, policy and industrial requirements in the education environment	35
CHCEDS021	Assist in facilitation of student learning	50
CHCEDS022	Work with students in need of additional support	50
CHCEDS024	Use educational strategies to support Aboriginal and/or Torres Strait Islander education	55
CHCEDS025	Facilitate learning for students with disabilities	50
CHCEDS032	Support learning and implementation of responsible	55

	behaviour	
CHCPRP003	Reflect on and improve own professional practice	120
CHCPRTO01	Identify and respond to children and young people at risk	40
HLTWHS001	Participate in workplace health and safety	20
ELECTIVE UNITS		
CHCEDSO19	Support students' mathematics learning	45
CHCEDSO20	Support students' literacy learning	40
CHCEDSO23	Supervise students outside the classroom	40
CHCEDSO31	Provide support to students with autism spectrum disorder	50
HLTAID003	Provide first aid	18

Certificate IV in Youth Work

Course Code:CHC40413

Campus:Footscray Nicholson, Werribee, Sunshine.

About this course:Begin your career making a difference to the lives of young people with a Certificate IV in Youth Work at the Polytechnic. This course will provide you with foundational skills to work with and support young people for positive outcomes. You will learn to develop and facilitate programs that address their social, behavioural, health, welfare, developmental and protection needs. You will have the opportunity to undertake a community or industry project, which will help consolidate your knowledge. You will graduate with practical skills and knowledge in:

- effective communication;
- child protection;
- assessing youth at risk;
- advocacy and empowerment;
- community education and group activities;
- legal and ethical frameworks, and;
- workplace safety and first aid.

Course Objectives:This qualification reflects the role of workers who develop and 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:Possible career opportunities emerging from the completion of CHC40413 Certificate IV in Youth Work include:

- Community Development Worker (Youth);
- Youth and Family Resource Officer;
- Indigenous Youth Worker;
- Youth and Family Service Worker;
- Recreational Youth Activities Worker;
- Youth Case Worker;
- Residential Care Worker;
- Youth Housing Support Worker;

- Support Worker Residential;
- Youth Worker, and;
- Youth Alcohol and Other Drugs Worker.

Course Duration: 1 year

Admission Requirements:Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs. For employment and practical placement purposes, this vocational sector typically requires a current and satisfactory Police Record Check and Working with Children Check. Failure to provide the required documents in the timeframe specified by the Course Coordinator, means you will be unable to undertake practical placement in a workplace and therefore not eligible to progress in this course. The following are suggested sites you could visit to obtain these checks: - Police Record Check - http://www.police.vic.gov.au/content.asp?Document_ID=274 - Working with Children Check - <http://www.workingwithchildren.vic.gov.au/>

Selection Processes: Other/Not Applicable.

COURSE STRUCTURE

To be awarded CHC40413 Certificate IV in Youth Work, a student must successfully complete a total of eighteen (18) units of competency, comprising of:

- fourteen (14) core units, and;
- four (4) elective units of which:

two (2) units must be selected from the electives listed in the CHC40413 Certificate IV in Youth Work qualification; two (2) units may be selected from any endorsed training package or accredited course relevant to the work outcome. All electives chosen must contribute to a valid, industry-supported vocational outcome as well as be approved by the Polytechnic.

CORE UNITS

CHCCDE003	Work within a community development framework	65
CHCCOM002	Use communication to build relationships	55
CHCDIV001	Work with diverse people	40
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	25
CHCGRP002	Plan and conduct group activities	70
CHCLEG001	Work legally and ethically	55
CHCMHS001	Work with people with mental health issues	80
CHCPRTO01	Identify and respond to children and young people at risk	40
CHCYTH001	Engage respectfully with young people	60
CHCYTH002	Work effectively with young people in the youth work context	60

CHCYTH003	Support young people to create opportunities in their lives	45
CHCYTH004	Respond to critical situations	100
CHCYTH010	Provide services for young people appropriate to their needs and circumstances	90
HLTWHS001	Participate in workplace health and safety	20
ELECTIVE UNITS		
CHCCCS009	Facilitate responsible behaviour	40
CHCMHS007	Work effectively in trauma informed care	40
CHCPRT009	Provide primary residential care	90
Imported		
CHCPRT010	Work with children and young people with complex trauma and attachment issues and needs	75
CHCYTH005	Develop and implement procedures to enable young people to address their needs	55

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate IV in Community Services

Course Code:CHC42015

Campus:Industry, Footscray Nicholson, Werribee, Sunshine.

About this course: Prepare yourself for a diverse and rewarding career in the community sector with a Certificate IV in Community Services at the Polytechnic. You will gain a strong practical and theoretical base in welfare and social justice to work in a range of community support services. You will be ready to provide support, education, advocacy or interventions for individual clients, groups or communities. This course will teach you to provide holistic support in residential and community settings. You will learn to respond to social, emotional, psychological and practical needs. You will gain industry-specific knowledge and skills including:

- community development;
- relationship building;
- working with diverse people;
- conflict resolution and problem solving;
- community education and engagement;
- facilitating the interests and rights of clients;
- organising group activities and projects, and;
- promoting awareness of domestic and family violence.

Course Objectives: This qualification reflects the role of community service workers who design and deliver person-centred services to individuals and/or groups.

Workers may provide support, advocacy or interventions to individual clients, groups or communities across a range of services.

Careers: Possible career opportunities emerging from the completion of CHC42015 Certificate IV in Community Services include:

- Case Worker;
- Community Services Worker;
- Community Support Worker;
- Domestic Violence Worker;
- Early Intervention Homelessness Worker;
- Family support worker;
- Health Education Officer;
- Outreach Officer;
- Support Worker;
- Welfare Support Worker, and;
- Welfare Worker.

Course Duration: 1 year

Admission Requirements: Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs. For employment and practical placement purposes, this vocational sector typically requires a current and satisfactory Police Record Check and Working with Children Check. Failure to provide the required documents in the timeframe specified by the Course Coordinator, means you will be unable to undertake practical placement in a work place and therefore not eligible to progress in this course. The following are suggested sites you could visit to obtain these checks: - Police Record Check - http://www.police.vic.gov.au/content.asp?Document_ID=274 - Working with Children Check - <http://www.workingwithchildren.vic.gov.au/>

Selection Processes: Other/Not Applicable.

COURSE STRUCTURE

To be awarded CHC42015 Certificate IV in Community Services, a student must successfully complete a total of fifteen (15) units of competency, comprising of:

- seven (7) core units, and;
- eight (8) elective units, consisting of:
- at least six (6) units from the electives listed in the CHC42015 Certificate IV in Community Services qualification;
- up to two (2) units from the electives listed in the CHC42015 Certificate IV in Community Services qualification, any endorsed training package or accredited course.

Any combination of electives that meets the rules above can be selected for the award of the CHC42015 Certificate IV in Community Services. Where appropriate, electives may be packaged to provide a qualification with a specialisation. Electives must be industry relevant as well as be approved by the Polytechnic. Specialisations The Polytechnic, currently do not offer specialisations for this qualification.

CORE UNITS

CHCADV001	Facilitate the interests and rights of clients	100
CHCCCS004	Assess co-existing needs	80
CHCCOM002	Use communication to build relationships	55
CHCDIV001	Work with diverse people	40
CHCLEG001	Work legally and ethically	55
CHCPRP001	Develop and maintain networks and collaborative partnerships	80
HLTWHS003	Maintain work health and safety	40

ELECTIVE UNITS

Group A

CHCDFV001	Recognise and respond appropriately to domestic and family violence	50
CHCGRP002	Plan and conduct group activities	70

Other Electives

CHCAOD001	Work in an alcohol and other drugs context	80
CHCCDE003	Work within a community development framework	65
CHCCDE004	Implement participation and engagement strategies	85
CHCCDE007	Develop and provide community projects	70
CHCCOM001	Provide first point of contact	35
HLTAID003	Provide first aid	18

Imported

CHCDFV003	Promote community awareness of domestic and family violence	50
CHCGRP001	Support group activities	30

Certificate IV in Ageing Support

Course Code:CHC43015

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

About this course: Learn to support older people with skill and dignity with a Certificate IV in Ageing Support at Victoria University Polytechnic. This course, created in consultation with the industry, will offer increased career opportunities in aged and community care. You will learn to care for the interests, rights and empowerment of clients. You will gain knowledge and experience in providing support to older people with complex needs, and working with groups of older people. This course includes training in:

- palliative and dementia care;
- falls prevention and interventions for clients at risk;
- service planning and delivery, and;

- elderly care health and hygiene.

Participating in a twenty (20) day work placement will give you practical industry experience as well as on-the-job confidence. You will also further develop your communication skills and your ability to develop and maintain relationships and partnerships.

Course Objectives: This qualification reflects the role of support workers who complete specialised tasks and functions in aged services, either in residential, home or community-based environments. Workers will take responsibility for their own outputs within defined organisation guidelines and maintain quality service delivery through the development, facilitation and review of individualised service planning and delivery.

Careers: Possible career opportunities emerging from the completion of CHC43015 Certificate IV in Ageing Support include:

- home care assistant;
- care assistant;
- care worker;
- community care worker;
- personal care assistant, and;
- residential care worker.

Course Duration: 1 year

Admission Requirements: Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs. For employment and practical placement purposes, this vocational sector typically requires a current and satisfactory Police Record Check. Failure to provide the required documents in the timeframe specified by the Course Coordinator, means you will be unable to undertake practical placement in a workplace and therefore not eligible to progress in this course. The following is a suggested site you could visit to obtain this check: - Police Record Check - http://www.police.vic.gov.au/content.asp?Document_ID=274

Selection Processes: Other/Not Applicable.

COURSE STRUCTURE

To be awarded CHC43015 Certificate IV in Ageing Support, a student must successfully complete a total of eighteen (18) units of competency, comprising of:

- fifteen (15) core units, and;
- three (3) elective units, consisting of:

at least two (2) units from the electives listed in the CHC43015 Certificate IV in Ageing Support qualification, and; up to one (1) unit from the electives listed in the CHC43015 Certificate IV in Ageing Support qualification or any endorsed training package or accredited course – these units must be relevant to the work outcome. All electives chosen must contribute to a valid, industry-supported vocational outcome as well as be approved by the Polytechnic.

CORE UNITS

CHCADV001	Facilitate the interests and rights of clients	100
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CHCAGE001	Facilitate the empowerment of older people	50
CHCAGE003	Coordinate services for older people	80
CHCAGE004	Implement interventions with older people at risk	80
CHCAGE005	Provide support to people living with dementia	65
CHCCCS006	Facilitate individual service planning and delivery	120
CHCCCS011	Meet personal support needs	60
CHCCCS023	Support independence and wellbeing	80
CHCCCS025	Support relationships with carers and families	70
CHCDIV001	Work with diverse people	40
CHCLEG003	Manage legal and ethical compliance	80
CHCPAL001	Deliver care services using a palliative approach	60
CHCPRP001	Develop and maintain networks and collaborative partnerships	80
HLTAAP001	Recognise healthy body systems	70
HLTWHS002	Follow safe work practices for direct client care	25
ELECTIVE UNITS		
CHCCCS001	Address the needs of people with chronic disease	75
CHCCCS021	Respond to suspected abuse	60
CHCDIS010	Provide person-centred services to people with disability with complex needs	90
CHCMHS001	Work with people with mental health issues	80
HLTHPS006	Assist clients with medication	80
HLTAID003	Provide first aid	18

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate IV in Disability

Course Code:CHC43115

Campus:Industry, Footscray Nicholson, St Albans, Werribee, Sunshine, Altona Meadows Library and Learning Centre..

About this course:This industry ready qualification will provide you with the essential theoretical and practical skills necessary to provide high quality, person-centred training and support for people with disabilities. You will gain practical experience in:

- caring for the interests, rights and empowerment of clients;

- facilitating community participation and social inclusion;
- enhancing the client's ability to achieve greater independence;
- supporting individuals with autism spectrum disorder;
- working with people with mental health issues;
- working with diverse groups, and;
- following safe work practices.

Course Objectives:This qualification reflects the role of workers in a range of community settings and clients' homes, who provide training and support in a manner that empowers people with disabilities to achieve greater levels of independence, self-reliance, community participation and wellbeing. Workers promote a person-centred approach, work without direct supervision and may be required to supervise and/or coordinate a small team.

Careers:Possible career opportunities emerging from the completion of CHC43115 Certificate IV in Disability include:

- Disability Support Worker;
- Local Area Coordinator;
- Positive Behaviour Support Worker;
- NDIS Support Coordinator;
- Residential Support Worker;
- Team Leader – Disability Services, and;
- Disability Employment Services Consultant.

Course Duration: 1 year

Admission Requirements:Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs. For employment and practical placement purposes, this vocational sector typically requires a current and satisfactory Police Record Check and Working with Children Check. Failure to provide the required documents in the timeframe specified by the Course Coordinator, means you will be unable to undertake practical placement in a workplace and therefore not eligible to progress in this course. The following are suggested sites you could visit to obtain these checks: - Police Record Check - http://www.police.vic.gov.au/content.asp?Document_ID=274 - Working with Children Check - <http://www.workingwithchildren.vic.gov.au/>

Selection Processes: Other/Not Applicable.

COURSE STRUCTURE

To be awarded CHC43115 Certificate IV in Disability, a student must successfully complete a total of fourteen (14) units of competency, consisting of:

- eleven (11) core units, and;
- three (3) elective units, consisting of:

at least two (2) units from the electives listed in the CHC43115 Certificate IV in Disability qualification; up to one (1) unit from the electives listed in the CHC43115 Certificate IV in Disability qualification, any endorsed training package or accredited course – these units must be relevant to the work outcome. All electives chosen must contribute to a valid, industry-supported vocational outcome as well as be approved by the Polytechnic.

CORE UNITS		
CHCCCS015	Provide individualised support	30
CHCDIS002	Follow established person-centred behaviour supports	50
CHCDIS005	Develop and provide person-centred service responses	135
CHCDIS007	Facilitate the empowerment of people with disability	100
CHCDIS008	Facilitate community participation and social inclusion	60
CHCDIS009	Facilitate ongoing skills development using a person-centred approach	50
CHCDIS010	Provide person-centred services to people with disability with complex needs	90
CHCDIV001	Work with diverse people	40
CHCLEG003	Manage legal and ethical compliance	80
HLTAAP001	Recognise healthy body systems	70
HLTWHS002	Follow safe work practices for direct client care	25
ELECTIVE UNITS		
CHCCCS024	Support individuals with autism spectrum disorder	50
CHCDIS004	Communicate using augmentative and alternative communication strategies	60
CHCMHS001	Work with people with mental health issues	80

Certificate IV in Alcohol and Other Drugs

Course Code:CHC43215

Campus:Footscray Nicholson, Werrbee, Sunshine.

About this course:Develop the skills required to provide a range of services and interventions to people with alcohol and other drugs issues. Learn to implement health promotion and community interventions. This course defines the knowledge and skills needed for support and care workers to work autonomously under the broad guidance of other practitioners and professionals in the community services and health industries.

Course Objectives:This qualification reflects the role of entry level workers who provide services and interventions to clients with alcohol and other drugs issues and/or implement health promotions and community interventions. Work is undertaken in contexts such as community based organisations, withdrawal services, residential rehabilitation services and outreach services under the guidance of other practitioners and professionals, with limited responsibility and within established parameters.

Careers:Possible career opportunities emerging from the completion of CHC43215 Certificate IV in Alcohol and Other Drugs includes:

- Case Worker;
- Community Support Worker;

- Detoxification Worker;
- Drug and Alcohol Worker;
- Family Support Worker;
- Outreach Worker, and;
- Support Worker.

Course Duration: 1 year

Admission Requirements:Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs. For employment and practical placement purposes, this vocational sector typically requires a current and satisfactory Police Record Check and Working with Children Check. Failure to provide the required documents in the timeframe specified by the Course Coordinator, means you will be unable to undertake practical placement in a workplace and therefore not eligible to progress in this course. The following are suggested sites you could visit to obtain these checks: - Police Record Check - http://www.police.vic.gov.au/content.asp?Document_ID=274 - Working with Children Check - <http://www.workingwithchildren.vic.gov.au/>

Selection Processes: OtherNot Applicable.

COURSE STRUCTURE

To be awarded CHC43215 Certificate IV in Alcohol and Other Drugs, a student must complete a total of seventeen (17) units of competency, consisting of:

- twelve (12) core units, and;
- five (5) elective units, consisting of:
- three (3) units must be selected from the CHC43215 Certificate IV in Alcohol and Other Drugs qualification, and;
- two (2) units may be selected from the electives listed in the CHC43215 Certificate IV Alcohol and Other Drugs qualification or any endorsed training package or accredited course — these units must be relevant to the work outcome.

All electives chosen must contribute to a valid, industry-supported vocational outcome as well as be approved by the Polytechnic.

CORE UNITS

CHCAOD001	Work in an alcohol and other drugs context	80
CHCAOD004	Assess needs of clients with alcohol and other drugs issues	135
CHCAOD006	Provide interventions for people with alcohol and other drugs issues	70
CHCAOD009	Develop and review individual alcohol and other drugs treatment plans	75
CHCCCS004	Assess co-existing needs	80
CHCCCS014	Provide brief interventions	75
CHCCOM002	Use communication to build relationships	55

CHCDIV001	Work with diverse people	40
CHCLEG001	Work legally and ethically	55
CHCMHS001	Work with people with mental health issues	80
CHCPRP001	Develop and maintain networks and collaborative partnerships	80
HLTAID003	Provide first aid	18
ELECTIVE UNITS		
CHCAOD002	Work with clients who are intoxicated	50
CHCAOD005	Provide alcohol and other drugs withdrawal services	150
CHCMHS005	Provide services to people with co-existing mental health and alcohol and other drugs issues	90
Imported		
CHCAOD007	Develop strategies for alcohol and other drugs relapse prevention and management	55
CHCAOD008	Provide advanced interventions to meet the needs of clients with alcohol and other drugs issues	90

Certificate IV in Mental Health

Course Code:CHC43315

Campus:Footscray Nicholson, Werribee, City Flinders, City King St, Sunshine.

About this course:Develop the skills for a rewarding career in the fast-growing health industry, working with people experiencing mental health issues. Designed by industry professionals, the Certificate IV in Mental Health will give you the foundation knowledge and skills to provide a wide range of services, including establishing self-directed recovery relationships and providing recovery oriented mental health services. Upon completion of this course you will have gained confidence and knowledge in:

- dual diagnosis and co-existing needs;
- providing mental health services;
- mental health recovery approaches;
- AOD assessments;
- networking and working collaboratively;
- understanding and working with diversity, and;
- legal and ethical issues.

Participating in a 160 hours of work placement will give you practical industry experience as well as on-the-job confidence. You will also further develop your communication skills and your ability to develop and maintain relationships and partnerships.

Course Objectives:This qualification reflects the role of workers who provide self-directed recovery oriented support for people affected by mental illness and psychiatric disability. Work involves implementing community based programs and activities focusing on mental health, mental illness and psychiatric disability. Work is undertaken in a range of community contexts such as community based non-

government organisations; home based outreach; centre-based programs; respite care; residential services, rehabilitation programs; clinical settings; or supporting people in employment. Work is carried out autonomously under the broad guidance of other practitioners and professionals.

Careers:Possible career opportunities emerging from the completion of CHC43315 Certificate IV in Mental Health:

- Case Worker;
- Mental Health Worker;
- Community Support Worker, and;
- Family Support Worker.

Course Duration: 1 year

Admission Requirements:Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs. For employment and practical placement purposes, this vocational sector typically requires a current and satisfactory Police Record Check and Working with Children Check. Failure to provide the required documents in the timeframe specified by the Course Coordinator, means you will be unable to undertake practical placement in a work place and therefore not eligible to progress in this course. The following are suggested sites you could visit to obtain these checks: - Police Record Check - http://www.police.vic.gov.au/content.asp?Document_ID=274 - Working with Children Check - <http://www.workingwithchildren.vic.gov.au/>

COURSE STRUCTURE

To be awarded the CHC43315 Certificate IV in Mental Health, a student must successfully complete a total of fifteen (15) units of competency, comprising of:

- eleven (11) core units, and;
- four (4) elective units, of which:
- at least two (2) units must be selected from the electives listed in the CHC43315 Certificate IV in Mental Health qualification, including at least one (1) unit from the At Risk group, and;
- up to two (2) units may be selected from any endorsed training package or accredited course – these units must be relevant to the work outcome.

All electives chosen must contribute to a valid, industry-supported vocational outcome as well as be approved by Victoria University Polytechnic.

CORE UNITS

CHCDIV001	Work with diverse people	40
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	25
CHCLEG001	Work legally and ethically	55
CHCMHS002	Establish self-directed recovery relationships	60
CHCMHS003	Provide recovery oriented mental health services	60

CHCMHS004	Work collaboratively with the care network and other services	75
CHCMHS005	Provide services to people with co-existing mental health and alcohol and other drugs issues	90
CHCMHS007	Work effectively in trauma informed care	40
CHCMHS008	Promote and facilitate self advocacy	50
CHCMHS011	Assess and promote social, emotional and physical wellbeing	80
HLTWHS001	Participate in workplace health and safety	20
ELECTIVE UNITS		
At Risk Electives		
CHCCCS019	Recognise and respond to crisis situations	45
Other Electives		
CHCCCS027	Visit client residence	50
CHCPRP003	Reflect on and improve own professional practice	120
CHCSOH001	Work with people experiencing or at risk of homelessness	85

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Diploma of Early Childhood Education and Care

Course Code:CHC50113

Campus:Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine.

About this course: Gain the skills and qualification to work at a high level in children's services with a Diploma of Early Childhood Education and Care at Victoria University Polytechnic. You will develop skills in providing care and education to children, with an emphasis on play-based learning. You will learn to facilitate learning and play in order to enable children to achieve developmental outcomes. This practical course will prepare you to enter a rewarding industry where you will provide education and care to children during their most influential years. It includes five work placements and a first aid course. Upon completion, you will be a qualified early childhood educator with skills and knowledge in:

- childhood development (aesthetic, creative, physical);
- planning for children with additional needs;
- networking and family partnerships, and;
- first aid, health and safety.

Course Objectives: This qualification reflects the role of early childhood educators who are responsible for designing and implementing curriculum in early childhood education and care services. In doing so, they work to implement an approved

learning framework within the requirements of the Education and Care Services National Regulations and the National Quality Standard. They may have responsibility for supervision of volunteers or other staff. Under the Education and Care Services National Law (2011) the Australian Children's Education and Care Quality Authority (ACECQA) publishes lists of approved early childhood education and care qualifications and information regarding regulatory requirements here: www.acecqa.gov.au.

Careers: At the completion of CHC50113 Diploma of Early Childhood Education and Care, you will be able to explore the following careers:

- Children's Services Co-ordinator;
- Family Day Care Co-ordinator;
- Educational Leader or Room Leader in a service;
- Early Childhood Educator;
- Playgroup Co-ordinator;
- Assistant Director of Early Childhood Services;
- Early Childhood Educator - Team Leader;
- Early Childhood Educator - Recreation;
- Reliever in Early Childhood Programs;
- Nanny, and;
- deliver three (3) year old kinder program.

Course Duration: 1.5 years

Admission Requirements: Students will be required to demonstrate they have the capacity to work with children and families in the highly demanding field of early childhood as set out by the Australian Children's Education and Care Quality Authority (ACECQA) and the Education and Care Services National Regulations by participating in an interview. This may be conducted individually or as a group, at the discretion of the Polytechnic. Further information can be found: <https://www.acecqa.gov.au/>. Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs. For employment and practical placement purposes, this vocational sector typically requires a current and satisfactory Police Record Check and Working with Children Check. Failure to provide the required documents in the timeframe specified by the Course Coordinator, means you will be unable to undertake practical placement in a workplace and therefore not eligible to progress in this course. The following are suggested sites you could visit to obtain these checks: - Police Record Check - http://www.police.vic.gov.au/content.asp?Document_ID=274 - Working with Children Check - <http://www.workingwithchildren.vic.gov.au/>

Admission Requirements International: Completion of an Australian Year 12 or equivalent. Students will be required to demonstrate they have the capacity to work with children and families in the highly demanding field of early childhood as set out by the Australian Children's Education and Care Quality Authority (ACECQA) and the Education and Care Services National Regulations by participating in an interview. This may be conducted individually or as a group, at the discretion of the Polytechnic. Further information can be found: <https://www.acecqa.gov.au/> IELTS 5.5 or equivalent. For employment and practical placement purposes, this vocational sector typically requires a current and satisfactory Police Record Check and Working with Children Check prior to commencing practical placements. Failure to provide the required documents in the timeframe specified by the Course Coordinator, means you will be unable to undertake practical placement in a workplace and therefore not

eligible to progress in this course. The following are suggested sites you could visit to obtain these checks: - Police Record Check -

http://www.police.vic.gov.au/content.asp?Document_ID=274 - Working with Children Check - <http://www.workingwithchildren.vic.gov.au/>

Selection Processes: Interview, Other/Not Applicable.

COURSE STRUCTURE

To be awarded CHC50113 Diploma of Early Childhood Education and Care, a student must successfully complete a total of twenty-eight (28) units of competency, consisting of:

- twenty-three (23) core units, and;
- five (5) elective units, of which:

at least two (2) must be selected from the elective units listed below, and; up to three (3) units may be selected from any endorsed training package or accredited course relevant to the work outcome. All electives chosen must support the overall integrity of the AQF level of this qualification and contribute to a valid, industry-supported vocational outcome and must be in accordance with the packaging rules specified in CHC Community Services Training Package as well as be approved by the Polytechnic.

CORE UNITS

CHCECE001	Develop cultural competence	70
CHCECE002	Ensure the health and safety of children	63
CHCECE003	Provide care for children	70
CHCECE004	Promote and provide healthy food and drinks	35
CHCECE005	Provide care for babies and toddlers	60
CHCECE007	Develop positive and respectful relationships with children	70
CHCECE009	Use an approved learning framework to guide practice	70
CHCECE016	Establish and maintain a safe and healthy environment for children	50
CHCECE017	Foster the holistic development and wellbeing of the child in early childhood	240
CHCECE018	Nurture creativity in children	80
CHCECE019	Facilitate compliance in an education and care service	120
CHCECE020	Establish and implement plans for developing cooperative behaviour	50
CHCECE021	Implement strategies for the inclusion of all children	50
CHCECE022	Promote children's agency	80
CHCECE023	Analyse information to inform learning	70

CHCECE024	Design and implement the curriculum to foster children's learning and development	170
CHCECE025	Embed sustainable practices in services operations	60
CHCECE026	Work in partnership with families to provide appropriate education and care for children	70
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	25
CHCLEG001	Work legally and ethically	55
CHCPRT001	Identify and respond to children and young people at risk	40
HLTAID004	Provide an emergency first aid response in an education and care setting	20
HLTWHS003	Maintain work health and safety	40
ELECTIVE UNITS		
BSBINN502	Build and sustain an innovative work environment	50
CHCPRP003	Reflect on and improve own professional practice	120
Imported		
BSBWOR301	Organise personal work priorities and development	30
CHCECE011	Provide experiences to support children's play and learning	40
TLIM4004	Mentor individuals or small groups	30

Diploma of Community Services

Course Code:CHC52015

Campus:Footscray Nicholson, Werrbee.

About this course:Gain the skills, knowledge and understanding to work in the community welfare sector with a Diploma of Community Services at Victoria University Polytechnic. This course will enhance your existing knowledge in direct service work and client support so that you can make a genuine difference in people's lives. Students will gain the skills, knowledge and understanding to work in the community services sector with a Diploma of Community Services at Victoria University Polytechnic. This course will enhance your existing knowledge in direct service work and client support so that you can make a genuine difference in people's lives. You will learn to develop and deliver programs and services that meet various needs of individuals and families. We will train you to take a holistic approach by providing you with the knowledge to work with a diverse range of people, using a case management approach. You will also learn other skills such as advocacy, counselling and group work. As part of your studies, you will gain valuable practical experience through undertaking a fieldwork placement.

Course Objectives:This qualification reflects the roles of community services, case management and social housing workers involved in the managing, co-ordinating and/or delivering of person-centred services to individuals, groups and communities. At this level, workers have specialised skills in community services and work autonomously under broad directions from senior management. Workers are usually providing direct support to individuals or groups of individuals. Workers may also

have responsibility for the supervision of other workers and volunteers and/or case management; program coordination or the development of new business opportunities. Note: The Statutory & Forensic Child, Youth & Family Welfare specialisation, must be achieved in order to meet the minimum education requirements for child protection and youth justice practice in Victoria. In addition, to meet the minimum education requirements for entry into child protection practice in Victoria, diploma qualifications must be approved by the Australian Community Workers Association (ACWA), who mandate students must complete 400 hours of work placement.

Careers:The community services sector is one of Australia's fastest growing sectors, and is expected to continue growing. The Diploma of Community Services from Victoria University Polytechnic can help you get your foot in the door, with an emphasis on the skills required to be an effective Community Services worker. Working in community services is demanding but rewarding, and offers diverse opportunities. You could work in welfare organisations, government departments or not-for-profit organisations across a range of areas including:

- Homelessness;
- Family and domestic violence;
- Child protection;
- Employment support;
- Advocacy;
- Group facilitator;
- Community corrections;
- Case worker;
- Client service assessor, and;
- Community services worker.

Course Duration: 2 years

Admission Requirements:Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs. Students are required to attend a face to face group interview and pre-training review on campus. For employment and practical placement purposes, this vocational sector typically requires a current and satisfactory Police Record Check and Working with Children Check. Failure to provide the required documents in the timeframe specified by the Course Coordinator, means you will be unable to undertake practical placement in a workplace and therefore not eligible to progress in this course. The following are suggested sites you could visit to obtain these checks: - Police Record Check - http://www.police.vic.gov.au/content.asp?Document_ID=274 - Working with Children Check - <http://www.workingwithchildren.vic.gov.au/>

Selection Processes: OtherNot Applicable.

COURSE STRUCTURE

To be awarded CHC52015 Diploma of Community Services, a student must successfully complete a total of sixteen (16) units of competency, consisting of:

- eight (8) core units, and;
- eight (8) elective units, of which:

six (6) units must be selected from the electives listed in the CHC52015 Diploma of Community Services qualification, and; two (2) units may be selected from the electives listed in the CHC52015 Diploma of Community Services qualification or any endorsed training package or accredited course – these units must be relevant to the work outcome. All electives chosen must contribute to a valid, industry-supported vocational outcome as well as be approved by the Polytechnic.

CORE UNITS

CHCCCS007	Develop and implement service programs	100
CHCCOM003	Develop workplace communication strategies	100
CHCDEVO02	Analyse impacts of sociological factors on clients in community work and services	100
CHCDIV003	Manage and promote diversity	80
CHCLEG003	Manage legal and ethical compliance	80
CHCMGT005	Facilitate workplace debriefing and support processes	120
CHCPRP003	Reflect on and improve own professional practice	120
HLTWHS004	Manage work health and safety	40

ELECTIVE UNITS

CHCADV005	Provide systems advocacy services	90
CHCCCS004	Assess co-existing needs	80
CHCCDE011	Implement community development strategies	70
CHCCSL003	Facilitate the counselling relationship and process	120
CHCCSM005	Develop, facilitate and review all aspects of case management	75
CHCDEVO01	Confirm client developmental status	60
CHCGRP002	Plan and conduct group activities	70

Imported Electives

CHCDFV003	Promote community awareness of domestic and family violence	50
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Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the training package and be assessed as appropriate by the Polytechnic.

Diploma of Community Development

Course Code:CHC52115

Campus:Footscray Nicholson, Werribee, Sunshine.

About this course: Help create better outcomes for communities with a Diploma of Community Development at Victoria University Polytechnic. This course will provide you with the theoretical knowledge and skills required for leadership in the community sector. You will learn to work in partnership with communities to build their capacity, resilience and self-determination. You will gain the tools to educate the public through programs on health advocacy and community consultation. You will develop specific community development skills as well as broad skills for community services work, such as:

- advocacy;
- facilitation;
- needs assessment, and;
- empowerment.

As part of your studies, you will undertake a fieldwork placement and an industry project. You will even have the opportunity to undertake your placement in an international location; in 2016, students went to Malaysia. These opportunities will give you valuable practical experience and on-the-job confidence.

Course Objectives: This qualification reflects the role of community services workers who manage the development and delivery of programs that build capacity of communities to influence and guide their own future through public social change processes. At this level, workers have specialised skills with complexity in the range and choices of actions required. Workers will generally have responsibility for the supervision of other workers and volunteers. This work may be undertaken through organisations working across a range of social, environment, health, economic, arts and culture, recreation sectors.

Careers: Possible career opportunities emerging from the completion of CHC52115 Diploma of Community Development include:

- community development officer;
- community housing resources worker;
- neighbourhood centre manager, and;
- project manager.

Course Duration: 1.5 years

Admission Requirements: Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs. For employment and practical placement purposes, this vocational sector typically requires a current and satisfactory Police Record Check and Working with Children Check. Failure to provide the required documents in the timeframe specified by the Course Coordinator, means you will be unable to undertake practical placement in a workplace and therefore not eligible to progress in this course. The following are suggested sites you could visit to obtain these checks: - Police Record Check -

http://www.police.vic.gov.au/content.asp?Document_ID=274 - Working with Children Check - <http://www.workingwithchildren.vic.gov.au/>

Selection Processes: Other/Not Applicable.

COURSE STRUCTURE

To be awarded CHC52115 Diploma of Community Development, a student must successfully complete a total of fourteen (14) units of competency, consisting of:

- eight (8) core units, and;
- six (6) elective units, of which:

at least three (3) units must be selected from the electives listed in the CHC52115 Diploma of Community Development qualification, and; up to three (3) units can be selected from the electives listed in the CHC52115 Diploma of Community Development qualification or any endorsed training package or accredited course - these units must be relevant to the work outcome. All electives chosen must contribute to a valid, industry-supported vocational outcome as well as be approved by the Polytechnic.

CORE UNITS

CHCCDE002	Develop and implement community programs	125
CHCCDE008	Support community action	90
CHCCDE009	Develop and support community leadership	90
CHCCDE010	Develop and lead community engagement strategies to enhance participation	70
CHCCDE011	Implement community development strategies	70
CHCCDE012	Work within organisation and government structures to enable community development outcomes	95
CHCDIV003	Manage and promote diversity	80
HLTWHS003	Maintain work health and safety	40

ELECTIVE UNITS

CHCADV005	Provide systems advocacy services	90
CHCCSL003	Facilitate the counselling relationship and process	120
CHCGRP002	Plan and conduct group activities	70
CHCPRP003	Reflect on and improve own professional practice	120
Imported		
CHCDEV002	Analyse impacts of sociological factors on clients in community work and services	100
CHCDFV003	Promote community awareness of domestic and family violence	50

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the training package and be assessed as appropriate by the Polytechnic.

Advanced Diploma of Community Sector Management

Course Code:CHC62015

Campus:Industry, Footscray Nicholson.

About this course: Develop the specialist skills to put you at the forefront of community sector management. In this course you will develop the skills required to manage services, departments and projects in a range of community organisations and government services which may include:

- housing;
- children's services;
- alcohol and other drugs;
- mental health;
- disability, and;
- aged and community care.

Areas of study include:

- risk management;
- finances;
- human resources;
- occupational health and safety processes, and;
- change & innovation.

Course Objectives: This qualification reflects the role of workers who are middle managers or managers across a range of community sector organisations. These people work independently and report to executive management, directors or boards of management. They undertake a range of functions requiring the application of knowledge and skills to achieve results in line with the organisation's goals and strategic directions. At this level, workers have responsibility for planning and monitoring service delivery, recruitment and performance management of other paid or unpaid workers, managing risk and contributing to continuous improvement within the scope of their specific role. This may include management of a specific programs or project, or broader management of a community-based organisation, early childhood education service, not-for-profit organisation or community centre. No licensing, legislative, regulatory or certification requirements apply to this qualification at the time of publication.

Careers: Possible career opportunities emerging from the completion of CHC62015 Advanced Diploma of Community Sector Management includes:

- coordinator;
- centre manager;
- program area manager;
- community development manager;
- community services manager;
- volunteer program manager;
- community care manager, and;
- community education manager.

Course Duration: 1 year

Admission Requirements: Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs. For employment and practical placement purposes, this vocational sector typically requires a current and satisfactory Police Record Check and Working with Children Check. Failure to provide the required documents in the timeframe specified by the Course Coordinator, means you will be

unable to undertake practical placement in a workplace and therefore not eligible to progress in this course. The following are suggested sites you could visit to obtain these checks: - Police Record Check - http://www.police.vic.gov.au/content.asp?Document_ID=274 - Working with Children Check - <http://www.workingwithchildren.vic.gov.au/>

Selection Processes: OtherN/A

COURSE STRUCTURE

To be awarded CHC62015 Advanced Diploma of Community Sector Management, a student must successfully complete a total of thirteen (13) units of competency, comprising of:

- eight (8) core units, and;
- five (5) elective units, of which:

at least two (2) units must be selected from the electives listed in the CHC62015 Advanced Diploma of Community Sector Management qualification; up to three (3) units may be selected from any endorsed training package or accredited course. These units must be relevant to the work outcome. All electives chosen must contribute to a valid, industry-supported vocational outcome as well as be approved by the Polytechnic.

CORE UNITS

BSBFIM601	Manage finances	80
BSBINN601	Lead and manage organisational change	60
BSBMGT608	Manage innovation and continuous improvement	70
BSBRISK501	Manage risk	60
CHCDIV003	Manage and promote diversity	80
CHCLEG003	Manage legal and ethical compliance	80
CHCMGT001	Develop, implement and review quality framework	110
CHCMGT003	Lead the work team	100
ELECTIVE UNITS		
BSBHRM602	Manage human resources strategic planning	60
CHCCOM003	Develop workplace communication strategies	100
CHCMGT005	Facilitate workplace debriefing and support processes	120
CHCPOL002	Develop and implement policy	90
CHCPRP003	Reflect on and improve own professional practice	120

Certificate II in Construction Pathways

Course Code: CPC20211

Campus: Werribee, Sunshine.

About this course: Looking to enter a trades apprenticeship or get a taste of the construction industry? The Certificate II in Construction Pathways at VU Polytechnic

is the ideal starting point. This course is designed to introduce you to the range of recognised trades in the construction industry and provides credit into a construction industry Australian Apprenticeship. While undertaking this course you will gain strong foundation skills to help you increase your employment opportunities in the sector. You will have knowledge of:

- occupational health and safety standards and procedures;
- communication;
- problem solving;
- working in a team, and;
- basic hand and technical skills.

During this course you will be able to undertake elective options that provide an introduction to a trade occupation of your choice such as carpentry, joinery, shopfitting, bricklaying, concreting and plastering.

Course Objectives: This qualification provides a pathway to the primary trades in the construction industry with the exception of plumbing. Trade outcomes are predominantly achieved through an Australian Apprenticeship and this Certificate II allows for inclusion of skills suited for entry to off-site occupations, such as joinery and shopfitting as well as carpentry, bricklaying and other occupations in general construction. This Certificate II is designed to introduce learners to the recognised trade callings in the construction industry and provide meaningful credit in a construction industry Australian Apprenticeship. The qualification has core unit of competency requirements that are required in most Certificate III qualifications. The elective options are structured to allow choice from areas of trade skills as an introduction to a range of occupations. The construction industry strongly affirms that training and assessment leading to recognition of skills must be undertaken in a real or very closely simulated workplace environment and this qualification requires all units of competency to be delivered in this context. Completion of the general induction training program specified by the National Code of Practice for Induction Training for Construction Work (ASCC 2007) is required before entering a construction work site. Achievement of unit CPCCOHS1001A covers this requirement.

Careers: Possible career opportunities emerging from the completion of CPC2021 1 Certificate II in Construction Pathways, includes:

- Builder's Labourer;
- Construction Assistant;
- Trades Assistant;
- Trades Assistant (Brick and Blocklaying);
- Trades Assistant (Plastering);
- Trades Assistant (Carpentry);
- Trades Assistant (Joinery and Shopfitting);
- Trades Assistant (Joinery and Shopfitting);
- Trades Assistant (Carpentry), and;
- Trades Assistant (Waterproofing).

Course Duration: 0.5 years

Admission Requirements: Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

COURSE STRUCTURE

To be awarded the CPC20211 Certificate II in Construction Pathways, a student must successfully complete a total of twelve (12) units of competency, comprising of:

- six (6) core units, and;
- six (6) elective units, of which:
- no less than four (4) units and up to six (6) units from Groups A to G, with no less than two (2) units from any individual group;
- up to two (2) units from Group H, and;
- one (1) unit may be chosen from Certificate I or II qualifications in CPC08 Construction, Plumbing and Services Training Package or another current training package or accredited course.

The elective units must ensure the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome as well as be approved by Victoria University Polytechnic.

CORE UNITS

CPCCCM1012A	Work effectively and sustainably in the construction industry	20
CPCCCM1013A	Plan and organise work	20
CPCCCM1014A	Conduct workplace communication	20
CPCCCM1015A	Carry out measurements and calculations	20
CPCCCM2001A	Read and interpret plans and specifications	36
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry	20

ELECTIVE UNITS

Group A

CPCCBL2001A	Handle and prepare bricklaying and blocklaying materials	16
CPCCBL2002A	Use bricklaying and blocklaying tools and equipment	30

Group B

CPCCCA2002B	Use carpentry tools and equipment	96
CPCCCA2003A	Erect and dismantle formwork for footings and slabs on ground	24
CPCCCA2011A	Handle carpentry materials	16

Group C

Electives from this group, are not currently offered by the Polytechnic.

Group D

Electives from this group, are not currently offered by the Polytechnic.

Group E		
CPCCW2003A	Prepare for construction waterproofing process	100
CPCCW2004A	Prepare surfaces for waterproofing application	100
Group F		
CPCCN2001A	Assemble components	32
CPCCN2002B	Prepare for off-site manufacturing process	32
Group G		
Electives from this group, are not currently offered by the Polytechnic.		
Group H		
CPCCO2013A	Carry out concreting to simple forms	20
Imported		
AHCLSC202	Construct low-profile timber or modular retaining walls	50
VU21799	Use plumbing pipes, fittings and fixtures to simulate plumbing installations	30

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate II in Drainage

Course Code: CPC20712

Campus: Industry, Sunshine.

About this course: Gain specialist skills in planning, installing, maintaining and repairing stormwater, drainage and sewerage systems. You will gain practical skills and knowledge in:

- Planning the layout of a residential sanitary drainage system;
- Installing below-ground sanitary drainage systems;
- Installing on-site disposal systems;
- Providing basic emergency life support;
- Welding polyethylene and polypropylene pipes using fusion method, and;
- Reading plans and calculate plumbing quantities.

The course will be delivered via our award-winning blended learning model which will enable you to access to learn on and off campus for the theory component of the course. You will further develop your skills on-campus with practical workshops which simulate the working environment. On successful completion of this course, you will be able to register with the Victorian Building Authority as a drainer.

Course Objectives: This qualification provides an occupational outcome in draining.

The qualification has core and elective units of competency that include units

common to other qualifications in the plumbing industry, as well as specialist drainage units of competency. The plumbing industry strongly affirms that training and assessment leading to recognition of skills must be undertaken in a real or very closely simulated workplace environment and this qualification requires all units of competency to be delivered in this context. Completion of the general induction training program specified by the National Code of Practice for Induction Training for Construction Work (ASCC 2007) is required before entering a construction work site. Achievement of unit CPCOHS1001A or CPCWHS1001 covers this requirement.

Careers: Possible career opportunities emerging from the completion of CPC20712 Certificate II in Drainage include:

- Drainer.

Course Duration: 2 years

Admission Requirements: Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

COURSE STRUCTURE

To be awarded the CPC20712 Certificate II in Drainage, a student must successfully complete a total of twenty-two (22) units of competency, comprising of:

- eighteen (18) core units, and;
- four (4) elective units.

Electives must be industry relevant as well as be approved by the Polytechnic.

CORE UNITS

CPCPCM2039A	Carry out interactive workplace communication	10
CPCPCM2040A	Read plans and calculate plumbing quantities	8
CPCPCM2041A	Work effectively in the plumbing and services sector	15
CPCPCM2043A	Carry out WHS requirements	50
CPCPCM2045A	Handle and store plumbing materials	6
CPCPCM2046A	Use plumbing hand and power tools	40
CPCPCM2047A	Carry out levelling	6
CPCPCM2054A	Carry out simple concreting and rendering	16
CPCPDR2021A	Locate and clear blockages	8
CPCPDR2022A	Install domestic treatment plants	20
CPCPDR2024A	Install stormwater and sub-soil drainage systems	15
CPCPDR2025A	Drain work site	5
CPCPDR2026A	Install prefabricated inspection openings and enclosures	4

CPCPDR3021A	Plan layout of a residential sanitary drainage system	8
CPCPDR3022A	Install below ground sanitary drainage systems	30
CPCPDR3023A	Install on-site disposal systems	8
HLTFA21 1A	Provide basic emergency life support	8
RIICCM210A	Install trench support	16
ELECTIVE UNITS		
CPCPCM2050A	Mark out materials	20
CPCPCM3022A	Weld polyethylene and polypropylene pipes using fusion method	8
CPCPDR2023A	Maintain effluent disinfection systems	4
CPCPSN3025A	Install pre-treatment facilities	8

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate III in Bricklaying/Blocklaying

Course Code:CPC30111

Campus:Industry, Werribee, Sunshine.

About this course: Lay the foundation for your career in building and construction with a Certificate III in Bricklaying/Blocklaying at the Polytechnic. This trade certificate is a practical course which will equip you to work as a bricklayer or blocklayer in both housing and commercial construction. It is suited for those who enjoy working outdoors, have good hand-eye coordination and can work neatly and accurately. You will gain essential skills and knowledge in:

- levelling;
- laying bricks and blocks;
- general demolition;
- veneer construction;
- structural masonry;
- arch design and construction, and;
- fireplace construction.

You will learn how to safely use and maintain a wide range of tools and equipment used for bricklaying and construction, including:

- power tools;
- automatic and laser levels;
- cement mixers;
- generators;
- scaffolding, and;
- conveyor belts.

This is an apprenticeship course offered over 3 years but is also available to non-apprentices over 1.5 years.

Course Objectives: This qualification provides a trade outcome in bricklaying and blocklaying. The qualification has core unit of competency requirements that cover common skills for the construction industry, as well as two specialist fields of work. Completion of the general induction training program specified by the National Code of Practice for Induction Training for Construction Work (ASCC 2007) is required before entering a construction work site. Achievement of unit CPCCOHS1001A or CPCCWHST001 covers this requirement.

Careers: Possible career opportunities emerging from the completion of CPC30111 Certificate III in Bricklaying/Blocklaying include:

- bricklayer and;
- blocklayer.

Course Duration: 1.5 years

Admission Requirements: Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

Selection Processes: Other/Not Applicable.

COURSE STRUCTURE

To be awarded CPC30111 Certificate III in Bricklaying/Blocklaying, a student must successfully complete twenty-seven (27) units of competency, consisting of:

- twenty-one (21) core units, and;
- six (6) elective units, of which:

at least four (4) units must be selected from Groups A and B, and; up to two (2) units can be selected from Certificate III or IV qualifications in the CPC08 Construction, Plumbing and Services Training Package or another current training package, provided the integrity of the AQF alignment is ensured, and they contribute to a valid, industry-supported vocational outcome as well as be approved by the Polytechnic. Some units in this qualification may have prerequisite requirements, which must be met when packaging the qualification. Electives must be industry relevant as well as be approved by the Polytechnic.

CORE UNITS

CPCCA3002A	Carry out setting out	24
CPCCCM1012A	Work effectively and sustainably in the construction industry	20
CPCCCM1013A	Plan and organise work	20
CPCCCM1014A	Conduct workplace communication	20
CPCCCM1015A	Carry out measurements and calculations	20
CPCCCM2001A	Read and interpret plans and specifications	36
CPCCCM2006B	Apply basic levelling procedures	8

CPCCCM2008B	Erect and dismantle restricted height scaffolding	40
CPCCCM2009A	Carry out basic demolition	32
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry	20
CPCCB12001A	Handle and prepare bricklaying and blocklaying materials	16
CPCCB12002A	Use bricklaying and blocklaying tools and equipment	30
CPCCB13002A	Carry out masonry veneer construction	60
CPCCB13003A	Carry out cavity brick construction	60
CPCCB13004A	Construct masonry steps and stairs	32
CPCCB13005A	Lay masonry walls and corners	76
CPCCB13006A	Lay multi-thickness walls and piers	60
CPCCB13009A	Install flashings and damp proof course	8
CPCCB13010A	Construct masonry arches	100
CPCCB13011A	Construct curved walls	32
CPCCB13014A	Install fire-rated masonry construction	32
ELECTIVE UNITS		
Group A		
CPCCB13001A	Lay paving	24
CPCCB13007A	Install glass blockwork	8
CPCCB13012A	Construct fireplaces and chimneys	48
CPCCB13013A	Construct masonry structural systems	40
CPCCB13015A	Construct decorative brickwork	70
CPCCB13016A	Construct battered masonry walls and piers	32
Group B		
BSBSMB406	Manage small business finances	60
Imported		
CPCSC2002A	Erect and dismantle basic scaffolding	56

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

CPCCCM2007B	Use explosive power tools	16
CPCCCM2010B	Work safely at heights	8
CPCCCO2013A	Carry out concreting to simple forms	20

Certificate III in Carpentry

Course Code: CPC30211

Campus: Industry, Werribee, Sunshine, Learning Links Geelong.

About this course: Build the framework for a career in construction with a Certificate III in Carpentry at the Polytechnic. This trade certificate is a practical course which will equip you to work as a carpenter in housing, commercial and industrial construction. You will learn how to construct and install wall frames, eaves, pitched roofs, ceiling frames and flooring systems. You will gain essential skills and knowledge in:

- measurements and calculations;
- excavation and demolition;
- working safely at heights;
- setting out;
- levelling;
- concreting formwork, and;
- reading plans and specifications.

You will learn how to safely use and maintain of a wide range of tools and equipment used for carpentry and construction, including:

- power tools;
- automatic and laser levels;
- nail guns;
- generators, and;
- scaffolding.

This is an apprenticeship course but is also available to non-apprentices.

Course Objectives: This qualification provides a trade outcome in carpentry, covering work in residential and commercial applications.

Careers: Possible career opportunities emerging from the completion of CPC30211 Certificate III in Carpentry.

- Carpenter, and;
- Carpenter and Joiner.

Course Duration: 3 years

Admission Requirements: Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

Selection Processes: Other/Not Applicable.

COURSE STRUCTURE

To be awarded CPC30211 Certificate III in Carpentry, a student must successfully complete thirty (30) units of competency, comprising of:

- twenty-two (22) core units, and;
- eight (8) elective units, of which:

a maximum of two (2) of the eight (8) required elective units may be substituted by selecting relevant units of competency from any Certificate III or IV construction qualification or qualification in another endorsed training package. Electives must be industry relevant as well as be approved by the Polytechnic.

CORE UNITS

CPCCCA2002B	Use carpentry tools and equipment	96
CPCCCA2011A	Handle carpentry materials	16
CPCCCA3001A	Carry out general demolition of minor building structures	32
CPCCCA3002A	Carry out setting out	24
CPCCCA3003A	Install flooring systems	40
CPCCCA3004A	Construct wall frames	60
CPCCCA3005B	Construct ceiling frames	32
CPCCCA3006B	Erect roof trusses	40
CPCCCA3007C	Construct pitched roofs	60
CPCCCA3008B	Construct eaves	20
CPCCCA3023A	Carry out levelling operations	24
CPCCCM1012A	Work effectively and sustainably in the construction industry	20
CPCCCM1013A	Plan and organise work	20
CPCCCM1014A	Conduct workplace communication	20
CPCCCM1015A	Carry out measurements and calculations	20
CPCCCM2001A	Read and interpret plans and specifications	36
CPCCCM2002A	Carry out excavation	16
CPCCCM2007B	Use explosive power tools	16
CPCCCM2008B	Erect and dismantle restricted height scaffolding	40
CPCCCM2010B	Work safely at heights	8
CPCCCO2013A	Carry out concreting to simple forms	20
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry	20

ELECTIVE UNITS

BSBSMB301	Investigate micro business opportunities	30
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BSBSMB406	Manage small business finances	60
CPCCCA2003A	Erect and dismantle formwork for footings and slabs on ground	24
CPCCCA3009B	Construct advanced roofs	80
CPCCCA3010A	Install and replace windows and doors	70
CPCCCA3011A	Refurbish timber sashes to window frames	16
CPCCCA3012A	Frame and fit wet area fixtures	24
CPCCCA3013A	Install lining, panelling and moulding	40
CPCCCA3014A	Construct bulkheads	16
CPCCCA3015A	Assemble partitions	32
CPCCCA3016A	Construct timber external stairs	40
CPCCCA3017B	Install exterior cladding	20
CPCCCA3018A	Construct, erect and dismantle formwork for stairs and ramps	40
CPCCCA3019A	Erect and dismantle formwork to suspended slabs, columns, beams and walls	40
CPCCCA3020A	Erect and dismantle jump form formwork	60
CPCCCA3021A	Erect and dismantle slip form formwork	60
CPCCCA3022A	Install curtain walling	40
CPCCCM3001C	Operate elevated work platforms	32
CPCCSF2003A	Cut and bend materials using oxy-LPG equipment	20
CPCCSF2004A	Place and fix reinforcement materials	80
CPCCWC3003A	Install dry wall passive fire-rated systems	40
RIICCM210D	Install trench support	16
RIIWHS202D	Enter and work in confined spaces	30
RIIWMG203D	Drain and dewater civil construction site	20
Imported		
CPCCJS3003A	Assemble and install stairs	24
CPCCLSF2001A	Licence to erect, alter and dismantle scaffolding basic level	40
CPCCSC2002A	Erect and dismantle basic scaffolding	56

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited

towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate III in Signs and Graphics

Course Code:CPC30216

Campus:Sunshine.

About this course:Become a fully qualified sign-writer by learning this creative trade with a Certificate III in Signs and Graphics at Victoria University Polytechnic. This course will teach you the practical skills to design, manufacture and install a wide range of indoor and outdoor signage such as:

- vinyl;
- fabric;
- screen-print;
- digital, and;
- LED.

You will gain the knowledge and skills to work effectively in the sign industry, including:

- vinyl cutting;
- sign fabrication;
- sign installation;
- sign design;
- graphic design;
- how to operate advanced computer design software;
- how to produce signs on uneven surfaces;
- sign writing;
- how to produce engraved signs;
- advanced vinyl application, such as vehicle wrapping, and;
- heritage signage.

This is an apprenticeship course. You must be employed as signage apprentice.

Course Objectives:This qualification reflects the role of sign manufacturers who design and produce signs and graphics for a range of purposes. Signs and graphics can be produced using a range of traditional and contemporary techniques, often involving the use of advanced printing software and technology, and a range of methods for illumination and fabrication.

Careers:Possible career opportunities emerging from the completion of CPC30216 Certificate III in Signs and Graphics include:

- Signwriter and;
- Sign Manufacturer.

Course Duration:3 years

Admission Requirements:As part of the Victoria University Polytechnic Pre-Training Review admission process, applicants are required to complete a literacy and number assessment to identify learning support needs.

Selection Processes: OtherNot Applicable.

COURSE STRUCTURE

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To be awarded the CPC30216 Certificate III in Signs and Graphics, a student must successfully complete a total of sixteen (16) units of competency, comprising of:

- seven (7) core units, and;
- nine (9) elective units, of which:

nine (9) units may be chosen from the elective units listed in the CPC30216 Certificate III in Signs and Graphics qualification, and; three (3) units may be chosen from other CPC Certificate III or Certificate IV qualifications, or another current training package or accredited course, provided they do not duplicate the outcome of another unit chosen for the qualification. The elective units must ensure the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome as well as be approved by the Polytechnic.

CORE UNITS

CPCCSG3001	Design and lay out digital signs for production	60
CPCCSG3002	Produce and apply vinyl signs	50
CPCCSG3003	Colour manage signs	20
CPCCSG3004	Print digital signs	60
CPCCSG3011	Install LED technology into signs	50
CPCCSG3012	Fabricate signs	65
CPCCWHS3001	Identify construction work hazards and select risk control strategies	30

ELECTIVE UNITS

AURVTP009	Apply vehicle body film wrapping	20
CPCCCM3001	Operate elevated work platforms up to 11 metres	32
CPCCSG3005	Engrave signs	40
CPCCSG3006	Apply gilding to signs	40
CPCCSG3009	Screen-print signs	36
CPCCSG3013	Paint letters and decorative effects for signs	92
CPCCSG3017	Erect and install signs	30
ICPPRP2250	Produce graphics using graphics applications	60
MSFFM3022	Set up, operate and maintain computer numerically controlled (CNC) machining and processing centres	80

Units in Transition

The following unit/s will not be offered to prospective students. These units are only available for current/continuing students.

CPCCCM2006	Apply basic levelling procedures	8
CPCCCM3003	Work safely around electrical sources, services and	40

assets

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate III in Construction Waterproofing

Course Code:CPC31411

Campus:Werribee, Sunshine.

About this course:Gain the skills and confidence to either start your career in the construction waterproofing industry or build your current skillset with the Certificate III in Construction Waterproofing at VU Polytechnic. This hands-on course will teach you to prepare and apply waterproofing to internal, external and below-ground wet areas. You will learn how to assess and fix common waterproofing defects in both the residential and commercial construction industry. Our experienced teachers will help you gain essential knowledge and skills in:

- occupational health and safety;
- communication;
- problem solving;
- working as a team;
- waterproofing preparation, and;
- waterproofing operations.

The construction industry is one of the fastest growing sectors in Australia. This hands-on course caters for both students new to the sector or for experienced trades people carrying out waterproofing works.

Course Objectives:This qualification provides a trade outcome in waterproofing for the residential and commercial construction industry.

Careers:Possible career opportunities emerging from the completion of CPC31411 Certificate III in Construction Waterproofing include:

- Waterproofer.

Course Duration:0.5 years

Admission Requirements:Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

COURSE STRUCTURE

To be awarded the CPC31411 Certificate III in Construction Waterproofing, a student must successfully complete a total of nineteen (19) units of competency, comprising of:

- fourteen (14) core units, and;
- five (5) elective units of which:

three (3) elective units must be selected from the CPC31411 Certificate III in Construction Waterproofing qualification, and; two (2) elective units may be selected

from any Certificate III or IV construction qualification or qualification in another endorsed training package.

CORE UNITS

CPCCCM1012A	Work effectively and sustainably in the construction industry	20
CPCCCM1013A	Plan and organise work	20
CPCCCM1014A	Conduct workplace communication	20
CPCCCM1015A	Carry out measurements and calculations	20
CPCCCM2001A	Read and interpret plans and specifications	36
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry	20
CPCCWP2001A	Handle waterproofing materials	24
CPCCWP2002A	Use waterproofing tools and equipment	60
CPCCWP2003A	Prepare for construction waterproofing process	100
CPCCWP2004A	Prepare surfaces for waterproofing application	100
CPCCWP3001A	Apply waterproofing process to below ground level wet areas	50
CPCCWP3002A	Apply waterproofing process to internal wet areas	50
CPCCWP3003A	Apply waterproofing process to external wet areas	50
CPCCWP3004A	Apply waterproofing remedial processes	50

ELECTIVE UNITS

BSBSMB406	Manage small business finances	60
CPCCCM2006B	Apply basic levelling procedures	8
CPCCCM2008B	Erect and dismantle restricted height scaffolding	40
CPCCCM2010B	Work safely at heights	8

Imported

CPCCWHS1001	Prepare to work safely in the construction industry	6
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Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate III in Joinery

Course Code:CPC31912

Campus:Industry, Sunshine.

About this course: Gain specialist building skills for a career in the construction industry with a Certificate III in Joinery at the Polytechnic. As an apprentice joiner, this trade certificate will provide you with a theoretical and practical understanding of the construction and installation of wooden structures, manufacturing and machining skills of a variety of joinery products and materials. You'll develop essential skills and knowledge in:

- manufacturing and assembling stairs;
- manufacturing and assembling of windows and doorframes;
- manufacturing and assembling of joinery components;
- cutting and installing glass;
- applying finishes;
- setouts, levelling technical skills, and;
- reading and interpreting plans and specifications.

You'll also learn how to safely use and maintain tools and equipment including:

- static machines;
- power tools;
- automatic, line and laser levels;
- compressors and generators;
- air and battery operated tools, and;
- gas and powder activated tools.

This is an apprenticeship course; you must be employed as a joinery apprentice. This qualification is also available for applicants of the Skilled Migration Assessment Services (SMAS) program.

Course Objectives: This qualification provides a trade outcome in joinery covering work for residential and commercial applications. The qualification has core unit of competency requirements which cover common skills for the construction industry, as well as a specialist field of work. Completion of the general induction training program specified by the National Code of Practice for Induction Training for Construction Work (ASCC 2007) is required before entering a construction work site. Achievement of unit CPCCOHS1001A or CPCCWHS1001 covers this requirement.

Careers: Possible career opportunities emerging from the completion of CPC31912 Certificate III in Joinery include:

- Joiner.

Course Duration: 4 years

Admission Requirements: Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

Selection Processes: Other/Not Applicable.

COURSE STRUCTURE

To be awarded CPC31912 Certificate III in Joinery, a student must complete a total of thirty (30) units of competency, consisting of:

- sixteen (16) core units, and;
- fourteen (14) elective units, of which:

a maximum of two (2) of the required fourteen (14) elective units may be substituted by selecting relevant units of competency from any Certificate III or IV construction qualification or qualification in another endorsed training package. Electives must be industry relevant as well as be approved by the Polytechnic.

CORE UNITS

CPCCCA2002B	Use carpentry tools and equipment	96
CPCCCA2011A	Handle carpentry materials	16
CPCCCM1012A	Work effectively and sustainably in the construction industry	20
CPCCCM1013A	Plan and organise work	20
CPCCCM1014A	Conduct workplace communication	20
CPCCCM1015A	Carry out measurements and calculations	20
CPCCCM2001A	Read and interpret plans and specifications	36
CPCCCM2006B	Apply basic levelling procedures	8
CPCCCM2007B	Use explosive power tools	16
CPCCCM2010B	Work safely at heights	8
CPCCJN3001A	Use static machines	56
CPCCJN3002A	Use computer-controlled machinery	60
CPCCJN3003A	Manufacture components for door and window frames and doors	80
CPCCJN3004A	Manufacture joinery components	40
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry	20
CPCCSH3001A	Set out and assemble cabinets, showcases, wall units, counters and workstations	80

ELECTIVE UNITS

CPCCCA3001A	Carry out general demolition of minor building structures	32
CPCCCA3010A	Install and replace windows and doors	70
CPCCCA3012A	Frame and fit wet area fixtures	24
CPCCCA3013A	Install lining, panelling and moulding	40
CPCCCA3014A	Construct bulkheads	16
CPCCCA3015A	Assemble partitions	32
CPCCJN2001A	Assemble components	32

CPCCJN2002B	Prepare for off-site manufacturing process	32
CPCCJN2003A	Package manufactured products for transport	10
CPCCJN3005A	Cut and install glass	16
CPCCJS3002A	Manufacture stair components for straight flighted stairs	32
CPCCJS3011A	Design and set out stairs	24
CPCCSH2003A	Apply and install sealant and sealant devices	16
CPCCSH3005A	Apply and trim decorative finishes	40

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation, may be credited towards this course. Units must satisfy the completion rules of the training package and be assessed as appropriate by the Polytechnic.

Certificate III in Carpentry and Joinery

Course Code: CPC32011

Campus: Industry, Sunshine.

About this course: Gain specialist building skills for residential and commercial construction with a Certificate III in Carpentry and Joinery from Victoria Polytechnic. This trade certificate gives you practical carpentry skills in the installation and construction of wooden structures. You will learn to build wall frames, eaves, pitched roofs, ceiling frames, flooring systems and stairs. You will also learn key joinery skills such as the use of static machines. This course covers essential skills and knowledge in:

- manufacturing joinery components;
- measurements and calculations;
- excavation and demolition;
- working safely at heights;
- setting out;
- levelling, and;
- reading plans and specifications.

You will learn how to safely use and maintain a wide range of tools and equipment used for carpentry, joinery and construction, including:

- static machines;
- power tools;
- automatic and laser levels;
- nail guns;
- generators, and;
- scaffolding.

This is an apprenticeship course. You must be employed as a carpentry and joinery apprentice.

Course Objectives: This qualification provides a trade outcome in carpentry and joinery, covering work in residential and commercial applications.

Careers: Possible career opportunities emerging from completing CPC32011 Certificate III in Carpentry and Joinery are:

- Carpenter and Joiner.

Course Duration: 3 years

Admission Requirements: Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

Selection Processes: Other/Not Applicable.

COURSE STRUCTURE

To be awarded CPC32011 Certificate III in Carpentry and Joinery, a student must successfully complete a total of thirty-two (32) units of competency, comprising of:

- twenty-eight (28) core units, and;
- four (4) elective units, of which:

a maximum of two (2) of the four (4) required elective units may be substituted by selecting relevant units of competency from any Certificate III or IV construction qualification or qualification in another endorsed training package. Electives must be industry relevant as well as be approved by Victoria University Polytechnic.

CORE UNITS

CPCCCA2002B	Use carpentry tools and equipment	96
CPCCCA2011A	Handle carpentry materials	16
CPCCCA3001A	Carry out general demolition of minor building structures	32
CPCCCA3002A	Carry out setting out	24
CPCCCA3003A	Install flooring systems	40
CPCCCA3004A	Construct wall frames	60
CPCCCA3005B	Construct ceiling frames	32
CPCCCA3006B	Erect roof trusses	40
CPCCCA3007C	Construct pitched roofs	60
CPCCCA3008B	Construct eaves	20
CPCCCA3010A	Install and replace windows and doors	70
CPCCCA3013A	Install lining, panelling and moulding	40
CPCCCA3017B	Install exterior cladding	20
CPCCCA3019A	Erect and dismantle formwork to suspended slabs, columns, beams and walls	40
CPCCCA3023A	Carry out levelling operations	24

CPCCJN3001A	Use static machines	56	CPCCSH3001A	Set out and assemble cabinets, showcases, wall units, counters and workstations	80
CPCCJN3003A	Manufacture components for door and window frames and doors	80	RIICCM210D	Install trench support	16
CPCCJN3004A	Manufacture joinery components	40	RIIWH5202D	Enter and work in confined spaces	30
CPCCCM1012A	Work effectively and sustainably in the construction industry	20	Imported		
CPCCCM1013A	Plan and organise work	20	CPCCCA2003A	Erect and dismantle formwork for footings and slabs on ground	24
CPCCCM1014A	Conduct workplace communication	20	CPCCLSF2001A	Licence to erect, alter and dismantle scaffolding basic level	40
CPCCCM1015A	Carry out measurements and calculations	20	CPCCSC2002A	Erect and dismantle basic scaffolding	56
CPCCCM2001A	Read and interpret plans and specifications	36			
CPCCCM2007B	Use explosive power tools	16			
CPCCCM2008B	Erect and dismantle restricted height scaffolding	40			
CPCCCM2010B	Work safely at heights	8			
CPCCCO2013A	Carry out concreting to simple forms	20			
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry	20			
ELECTIVE UNITS					
BSBSMB406	Manage small business finances	60			
CPCCCA3009B	Construct advanced roofs	80			
CPCCCA3011A	Refurbish timber sashes to window frames	16			
CPCCCA3012A	Frame and fit wet area fixtures	24			
CPCCCA3016A	Construct timber external stairs	40			
CPCCCM2002A	Carry out excavation	16			
CPCCJN3002A	Use computer-controlled machinery	60			
CPCCJS3002A	Manufacture stair components for straight flighted stairs	32			
CPCCJS3003A	Assemble and install stairs	24			
CPCCJS3004A	Manufacture and install continuous handrailing and special stair components	56			
CPCCJS3006A	Construct fabricated stairs	24			
CPCCJS3011A	Design and set out stairs	24			
CPCCSF2003A	Cut and bend materials using oxy-LPG equipment	20			
CPCCSH2003A	Apply and install sealant and sealant devices	16			

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at Victoria University Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by Victoria University Polytechnic.

Certificate III in Plumbing

Course Code:CPC32413

Campus:Industry, Sunshine.

About this course:Get the training and support needed to gain your plumbing qualification with a Certificate III in Plumbing at the Polytechnic. This is an apprenticeship course, designed for those currently employed as plumbing apprentices. It will provide you with the formal trade certificate you need in order to become a registered plumber. Through classroom learning and work-based tasks, you will gain skills and knowledge to complement your on-the-job training. You will learn about:

- water and sanitary services;
- drainage and blockage clearance;
- mechanical services;
- roofing;
- gasfitting;
- welding and pipe fabrication;
- reading plans and specifications, and;
- workplace safety.

You will graduate with the skills, confidence and experience to be job-ready.

Course Objectives:This qualification provides a trade outcome in plumbing.

Careers:Possible career opportunities emerging from the completion of CPC32413 Certificate III in Plumbing include:

- Plumber;
- Plumber and Drainer;
- Plumber and Gasfitter;
- Gasfitter, and;
- Roof Plumber.

Course Duration: 2 years

Admission Requirements: Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

Selection Processes: Other/Not Applicable.

COURSE STRUCTURE

To be awarded the CPC32413 Certificate III in Plumbing, a student must successfully complete:

- all core units from:
- Stream 1 Water (24) and Stream 2 Sanitary (6) as well as;
- Stream 1 Water elective units (5) and Stream 2 Sanitary elective units (4).

Plus two of the following four stream requirements:

- Stream 3 Drainage: 9 core units and 3 elective units from the drainage stream;
- Stream 4 Mechanical services: 4 core units and 11 elective units from the mechanical services stream;
- Stream 5 Roofing: 8 core units and 4 elective units from the roofing stream, and;
- Stream 6 Gas services: 12 core units and 5 elective units from the gas services stream.

NB: Units of competency achieved in one stream count as credit for the same unit in the core or elective requirements for any other stream.

CORE UNITS

Water Stream

CPCPCM2039A	Carry out interactive workplace communication	10
CPCPCM2040A	Read plans and calculate plumbing quantities	8
CPCPCM2041A	Work effectively in the plumbing and services sector	15
CPCPCM2043A	Carry out WHS requirements	50
CPCPCM2045A	Handle and store plumbing materials	6
CPCPCM2046A	Use plumbing hand and power tools	40
CPCPCM2047A	Carry out levelling	6
CPCPCM2050A	Mark out materials	20
CPCPCM2052A	Weld using oxy-acetylene equipment	16
CPCPCM2053A	Weld using manual metal arc welding equipment	16
CPCPCM2054A	Carry out simple concreting and rendering	16
CPCPCM2055A	Work safely on roofs	20

CPCPCM3021A	Flash penetrations through roofs and walls	18
CPCPCM3022A	Weld polyethylene and polypropylene pipes using fusion method	8
CPCPCM3023A	Fabricate and install non-ferrous pressure piping	12
CPCPFS3031A	Fabricate and install fire hydrant and hose reel systems	40
CPCPWT3020A	Connect and install storage tanks to a domestic water supply	12
CPCPWT3021A	Set out and install water services	36
CPCPWT3022A	Install and adjust water service controls and devices	12
CPCPWT3023A	Install and commission water heating systems	25
CPCPWT3025A	Install water pumpsets	8
CPCPWT3026A	Fit off and commission heated and cold water services	16
CPCPWT3027A	Connect irrigation systems from drinking water supply	6
HLFA211A	Provide basic emergency life support	8
Sanitary Stream		
CPCPCM2048A	Cut and join sheet metal	8
CPCPDR2021A	Locate and clear blockages	8
CPCPSN3011B	Plan layout of a residential sanitary plumbing system	8
CPCPSN3022A	Install discharge pipes	28
CPCPSN3023A	Fabricate and install sanitary stacks	28
CPCPSN3024A	Install and fit off sanitary fixtures	20
Drainage Stream		
CPCPDR2021A	Locate and clear blockages	8
CPCPDR2022A	Install domestic treatment plants	20
CPCPDR2024A	Install stormwater and sub-soil drainage systems	15
CPCPDR2025A	Drain work site	5
CPCPDR2026A	Install prefabricated inspection openings and enclosures	4
CPCPDR3021A	Plan layout of a residential sanitary drainage system	8
CPCPDR3022A	Install below ground sanitary drainage systems	30
CPCPDR3023A	Install on-site disposal systems	8
RIICCM210D	Install trench support	16
Mechanical Services Stream		

CPCPCM2048A	Cut and join sheet metal	8	CPCPCM2048A	Cut and join sheet metal	8
CPCPMS2021A	Assemble mechanical services components	12	CPCPCM2049A	Cut using oxy-LPG-acetylene equipment	8
CPCPMS3031A	Fabricate and install steel pressure piping	54	CPCPFS3037A	Install domestic and residential life safety sprinkler systems	60
CPCPMS3033A	Install small bore heating systems	15	CPCPIG2021A	Design domestic urban irrigation systems	5
Roofing Stream			CPCPIG3021A	Set out, install and commission irrigation systems	4
CPCPCM2048A	Cut and join sheet metal	8	CPCPIG3022A	Install and commission domestic irrigation pumps	4
CPCPRF2022A	Select and install roof sheeting and wall cladding	16	CPCPMS3031A	Fabricate and install steel pressure piping	54
CPCPRF2023A	Collect and store roof water	10	CPCPMS3032A	Select and fit insulation and sheathing	8
CPCPRF3021A	Receive roofing materials	4	CPCPMS3033A	Install small bore heating systems	15
CPCPRF3022A	Fabricate and install roof drainage components	48	CPCPMS3040A	Install and maintain evaporative air cooling systems	20
CPCPRF3023A	Fabricate and install external flashings	16	CPCPRF2023A	Collect and store roof water	10
CPCPRF3024A	Install roof components	10	CPCPWT3024A	Install and maintain domestic water treatment equipment	10
CPCPRF3026A	Install composite roof systems	20	CPCPWT3028A	Install water services	10
Gas Services Stream			CPCPWT3029A	Install water pipe systems	12
CPCPCM2048A	Cut and join sheet metal	8	RIICCM210D	Install trench support	16
CPCPGS3046A	Install LPG systems in caravans, mobile homes and mobile workplaces	12	Sanitary Stream		
CPCPGS3047A	Install LPG systems in marine craft	12	CPCPCM2010B	Work safely at heights	8
CPCPGS3048A	Install gas pressure control equipment	8	CPCCCM3001C	Operate elevated work platforms	32
CPCPGS3049A	Install type a gas appliance flues	12	CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry	20
CPCPGS3051A	Purge consumer piping	8	CPCPCM2049A	Cut using oxy-LPG-acetylene equipment	8
CPCPGS3053A	Disconnect and reconnect type A gas appliances	16	CPCPDR2022A	Install domestic treatment plants	20
CPCPGS3054A	Calculate and install natural ventilation for type a gas appliances	8	CPCPDR2023A	Maintain effluent disinfection systems	4
CPCPGS3056A	Install gas piping systems	24	CPCPDR2024A	Install stormwater and sub-soil drainage systems	15
CPCPGS3057A	Size consumer gas piping systems	8	CPCPDR2025A	Drain work site	5
CPCPGS3059A	Install LPG storage of aggregate storage capacity up to 500 litres	4	CPCPDR2026A	Install prefabricated inspection openings and enclosures	4
CPCPGS3061A	Install and commission type a gas appliances	30	CPCPDR3022A	Install below ground sanitary drainage systems	30
ELECTIVE UNITS					
Water Stream					
CPCPCM2008B	Erect and dismantle restricted height scaffolding	40			

CPCPDR3023A	Install on-site disposal systems	8	UEENEEE101A	Apply Occupational Health and Safety regulations, codes and practices in the workplace	20
CPCPMS3032A	Select and fit insulation and sheathing	8	UEENEEJ102A	Prepare and connect refrigerant tubing and fittings	40
CPCPSN3025A	Install pre-treatment facilities	8	UEENEEJ105A	Position, assemble and start up single head split air conditioning and water heating heat pump systems	70
CPCPSN3026A	Install sewerage pumpsets	8	UEENEEJ172A	Recover, pressure test, evacuate, charge and leak test refrigerants - split systems	60
RIICCM210D	Install trench support	16			
Drainage Stream:			Roofing Stream:		
CPCPCM2048A	Cut and join sheet metal	8	CPCCCM2008B	Erect and dismantle restricted height scaffolding	40
CPCPCM2049A	Cut using oxy-LPG-acetylene equipment	8	CPCCCM2010B	Work safely at heights	8
CPCPDR2023A	Maintain effluent disinfection systems	4	CPCCCM3001C	Operate elevated work platforms	32
CPCPSN3025A	Install pre-treatment facilities	8	CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry	20
CPCPWT3029A	Install water pipe systems	12	CPCPCM2049A	Cut using oxy-LPG-acetylene equipment	8
Mechanical Services Stream:			CPCPRF2024A	Fabricate roof coverings for curved structures	8
CPCCCM2008B	Erect and dismantle restricted height scaffolding	40	CPCPRF3025A	Install roof coverings to curved roof structures	12
CPCCCM2010B	Work safely at heights	8	RIICCM210D	Install trench support	16
CPCCCM3001C	Operate elevated work platforms	32	Gas Services Stream:		
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry	20	CPCCCM2008B	Erect and dismantle restricted height scaffolding	40
CPCPCM2049A	Cut using oxy-LPG-acetylene equipment	8	CPCCCM2010B	Work safely at heights	8
CPCPMS3032A	Select and fit insulation and sheathing	8	CPCCCM3001C	Operate elevated work platforms	32
CPCPMS3034A	Install medical gas pipeline systems	24	CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry	20
CPCPMS3035A	Install and test ducting systems	12	CPCPCM2049A	Cut using oxy-LPG-acetylene equipment	8
CPCPMS3036A	Install air handling units	12	CPCPGS3050A	Install type b gas appliance flues	4
CPCPMS3037A	Install and test split system air conditioning	15	CPCPGS3052A	Maintain type a gas appliances	12
CPCPMS3038A	Install air conditioning control equipment	8	CPCPGS3060A	Install LPG storage of aggregate storage capacity exceeding 500 litres and less than 8kl	4
CPCPMS3039A	Maintain mechanical services equipment	8	CPCPMS2021A	Assemble mechanical services components	12
CPCPMS3040A	Install and maintain evaporative air cooling systems	20	CPCPMS3031A	Fabricate and install steel pressure piping	54
CPCPRF3023A	Fabricate and install external flashings	16	CPCPMS3033A	Install small bore heating systems	15
MEM10009B	Install refrigeration and air conditioning plant and equipment	40	CPCPMS3036A	Install air handling units	12
MEM10010B	Install pipework and pipework assemblies	40	RIICCM210D	Install trench support	16
MEM18086B	Test, recover, evacuate and charge refrigeration systems	40			
RIICCM210D	Install trench support	16			

Certificate IV in Building and Construction (Building)

Course Code: CPC40110

Campus: Sunshine, Leaming Links Geelong.

About this course: Add to your hands-on industry experience with a Certificate IV in Building and Construction (Building) at the Polytechnic and take the first steps to becoming a registered builder. This course is designed for those wishing to obtain formal registration under Victorian building legislation. You will learn to take responsibility for the complete construction of a building. You will develop specialist skills and knowledge to run a small-to-medium construction business. Focused primarily on residential buildings, you will gain knowledge about the principles, techniques and regulations of the building industry. Learning from industry professionals, you will cover topics such as:

- quantity surveying;
- tendering;
- planning and scheduling of labour and materials;
- selecting contractors;
- supervising work sites;
- construction technology;
- managing workplace safety, and;
- small business finance.

This course has flexible delivery for those working full time. Classes are held in the evenings, Saturdays and some weekdays.

Course Objectives: This qualification is designed to assist in meeting the licensing/registration requirements of those wishing to become a registered builder.

Careers: Possible career opportunities emerging from the completion of CPC40110 Certificate IV in Building and Construction (Building) include:

- builder, and/or;
- construction manager.

Course Duration: 1 year

Admission Requirements: Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

Selection Processes: Other N/A

COURSE STRUCTURE

To be awarded CPC40110 Certificate IV in Building and Construction (Building), a student must successfully complete a total of sixteen (16) units of competency, comprising of:

- thirteen (13) core units, and;
- three (3) elective units, of which:

all three (3) elective units may be selected from the elective units listed in the CPC40110 Certificate IV in Building and Construction (Building) qualification, or; two (2) of the three (3) elective units may be selected from Certificate III, Certificate IV or Diploma qualifications from another endorsed training package or from the CPC08

Construction, Plumbing and Services Training Package, provided that at least one unit is from Certificate IV and the industry context is maintained. Electives must be industry relevant as well as be approved by the Polytechnic.

CORE UNITS

BSBSMB406A	Manage small business finances	60
CPCCBC4001A	Apply building codes and standards to the construction process for low rise building projects	40
CPCCBC4002A	Manage occupational health and safety in the building and construction workplace	40
CPCCBC4003A	Select and prepare a construction contract	40
CPCCBC4004A	Identify and produce estimated costs for building and construction projects	60
CPCCBC4005A	Produce labour and material schedules for ordering	40
CPCCBC4006B	Select, procure and store construction materials for low rise projects	40
CPCCBC4007A	Plan building or construction work	40
CPCCBC4008B	Conduct on-site supervision of building and construction projects	40
CPCCBC4009B	Apply legal requirements to building and construction projects	50
CPCCBC4010B	Apply structural principles to residential low rise constructions	160
CPCCBC4011B	Apply structural principles to commercial low rise constructions	80
CPCCBC4012B	Read and interpret plans and specifications	30

ELECTIVE UNITS

BSBITU202	Create and use spreadsheets	30
BSBPMG415	Apply project risk management techniques	40
CPCCBC4013A	Prepare and evaluate tender documentation	20
CPCCBC4020A	Build thermally efficient and sustainable structures	40
CPCCWHS1001	Prepare to work safely in the construction industry	6

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate IV in Plumbing and Services

Course Code:CPC40912

Campus:Industry, Sunshine.

About this course:Gain the knowledge and skills to become a licensed plumber with a Certificate IV in Plumbing and Services at the Polytechnic. This course is designed for registered plumbers and final-year apprentices looking to extend their technical skills and knowledge. You will be prepared to gain your plumbing licence with the Victoria Building Authority (external link) (VBA), subject to passing the VBA exam. Through classroom teaching and work-based tasks, you will be equipped to manage and design plumbing projects. This course includes studies in:

- drainage systems — roof, sanitary and stormwater;
- water supply;
- gas installations;
- mechanical services;
- reading plans and specifications, and;
- estimating work costs.

You will graduate with a nationally recognised qualification, ready to operate as a contractor plumber or to start your own plumbing business.

Course Objectives:This qualification provides an outcome for specialist plumbing services tradespersons and operators seeking to deepen their technical skills.

Careers:Possible career opportunities emerging from the completion of CPC40912 Certificate IV in Plumbing and Services include:

- plumbing contractor;
- air conditioning technician, and;
- self-employed plumber.

Course Duration: 2 years

Admission Requirements:Applicants must have successfully completed the Certificate III in Plumbing or equivalent. Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

COURSE STRUCTURE

To be awarded CPC40912 Certificate IV in Plumbing and Services, a student must successfully complete a total of fifteen (15) units of competency. The Polytechnic offers the following stream: Plumbing and services - Operations stream. Plumbing and services - Operations stream:

- twelve (12) core units, comprising of:

four (4) common core units, and; eight (8) Plumbing and services - Operations stream core units;

- three (3) electives, of which:

up to three (3) units may be selected from the list of elective units in the Plumbing and services — Operations stream; two (2) of the three (3) units may be selected from a Certificate IV qualification in another endorsed training package or from the core or elective units of another stream within the Certificate IV in Plumbing and

Services, ensuring both the integrity of the AQF alignment and the industry context of the qualification are maintained; one (1) of the three (3) units may be drawn from Certificate III or Diploma Plumbing and Services qualifications, and; no more than three (3) units may be selected from the list of elective units common to all streams. Electives must be industry relevant as well as be approved by the Polytechnic.

CORE UNITS

Common

BSBOHS403B	Identify hazards and assess OHS risks	60
CPCBC4012B	Read and interpret plans and specifications	30
CPCPCM4011A	Carry out work-based risk control processes	24
CPCPCM4012A	Estimate and cost work	40

Plumbing and services - Operations stream

BSBSMB401	Establish legal and risk management requirements of small business	60
CPCPDR4011B	Design and size sanitary drainage systems	40
CPCPDR4012B	Design and size stormwater drainage systems	45
CPCPDR4013B	Design and size domestic treatment plant disposal systems	35
CPCPGS4011C	Design and size consumer gas installations	60
CPCPRF4011B	Design and size roof drainage systems	60
CPCPSN4011B	Design and size sanitary plumbing systems	50
CPCPWT4011B	Design and size heated and cold water services and systems	80

ELECTIVE UNITS

Plumbing and services - Operations stream

CPCBC4021A	Minimise waste on the building and construction site	20
CPCPMS4011B	Design, size and lay out heating and cooling systems	160
CPCPWT4022A	Commission and maintain backflow prevention devices	20
Other streams		
CPCPCM4013A	Produce 2D architectural drawings using CAD software	40

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training

Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Diploma of Building and Construction (Building)

Course Code: CPC50210

Campus: Industry, Sunshine.

About this course: Develop the skills to manage a wide range of building projects with a Diploma of Building and Construction (Building) at the Polytechnic. This course will teach you the principles, techniques and regulations of the building industry for all types of medium-rise and wide-span buildings, up to 25 metres high. You will learn to take responsibility for coordinating the complete construction of a residential, industrial or commercial building. Learning from industry professionals, you will develop specialist skills and knowledge to run a small-to-medium construction business. You will learn about:

- quantity surveying;
- planning and scheduling of labour and materials;
- selecting contractors;
- managing project risk and quality;
- supervising work sites;
- construction technology;
- managing workplace safety, and;
- small business finance.

This qualification will also help you to meet the licensing/registration requirements to become a registered builder.

Course Objectives: This qualification is designed to meet the needs of builders, including selecting contractors, overseeing the work and its quality, and liaising with clients. This qualification is designed to assist in meeting the licensing/registration requirements of those wishing to become a registered builder.

Careers: Possible career opportunities emerging from completing CPC50210 Diploma of Building and Construction (Building) include:

- Builder;
- Estimator, and;
- Building Supervisor.

Course Duration: 2 years

Admission Requirements: Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

Selection Processes: Other/Not Applicable.

COURSE STRUCTURE

To be awarded CPC50210 Diploma of Building and Construction (Building), a student must successfully complete a total of eighteen (18) units of competency, comprising of:

- thirteen (13) core units, and;

- five (5) elective units, of which:

a minimum of three (3) elective units must be from Group A units listed in the CPC50210 Diploma of Building and Construction (Building) qualification; a maximum of two (2) further elective units may be from Group B units listed in the CPC50210 Diploma of Building and Construction (Building) qualification; one (1) elective unit may be from Diploma level from the CPC08 Construction, Plumbing and Services Training Package or another endorsed training package, provided that the industry context of the qualification is maintained; two (2) elective units may be from any Certificate IV in the CPC08 Construction, Plumbing and Services Training Package, and; one (1) elective unit may be from any Advanced Diploma in the CPC08 Construction, Plumbing and Services Training Package. Some units in this qualification may have prerequisite requirements, which must be met when packaging the qualification. Electives must be industry relevant as well as be approved by the Polytechnic.

CORE UNITS

BSBOHS504B	Apply principles of OHS risk management	40
BSBPMG505A	Manage project quality	40
BSBPMG508A	Manage project risk	40
CPCCBC4001A	Apply building codes and standards to the construction process for low rise building projects	40
CPCCBC4003A	Select and prepare a construction contract	40
CPCCBC4004A	Identify and produce estimated costs for building and construction projects	60
CPCCBC4010B	Apply structural principles to residential low rise constructions	160
CPCCBC4013A	Prepare and evaluate tender documentation	20
CPCCBC5001B	Apply building codes and standards to the construction process for medium rise building projects	200
CPCCBC5002A	Monitor costing systems on medium rise building and construction projects	60
CPCCBC5003A	Supervise the planning of on-site medium rise building or construction work	200
CPCCBC5010B	Manage construction work	150
CPCCBC5018A	Apply structural principles to the construction of medium rise buildings	300

ELECTIVE UNITS

Group A

CPCCBC5004A	Supervise and apply quality standards to the selection of building and construction materials	60
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CPCCB5006B	Apply site surveys and set-out procedures to medium rise building projects	110
CPCCB5007B	Administer the legal obligations of a building or construction contractor	100
CPCCB5011A	Manage environmental management practices and processes in building and construction	150
Group B		
BSBWOR501	Manage personal work priorities and professional development	60
CPCCB4005A	Produce labour and material schedules for ordering	40
CPCCB4006B	Select, procure and store construction materials for low rise projects	40
CPCCB4009B	Apply legal requirements to building and construction projects	50
CPCCB4011B	Apply structural principles to commercial low rise constructions	80
CPCCB4012B	Read and interpret plans and specifications	30
CPCCB4018A	Apply site surveys and set-out procedures to building and construction projects	40
CPCWHS1001	Prepare to work safely in the construction industry	6

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the training package and be assessed as appropriate by the Polytechnic.

Advanced Diploma of Building Surveying

Course Code: CPC60115

Campus: Sunshine, Geelong Learning Links.

About this course: Undertake practical training for building inspection and surveying work with an Advanced Diploma of Building Surveying at Victoria University Polytechnic. Building surveyors are responsible for interpreting and enforcing laws and regulations controlling building and construction. This course provides training in building theory and surveying related to residential, industrial and commercial buildings of up to three storeys. You will learn about building surveying procedures and practices, and develop specialist skills and knowledge in:

- plan assessment;
- construction methods, technology and materials;
- inspection;
- regulatory laws & compliance requirements, and;
- business management.

With a current shortage of registered building surveyors, you will be well placed for a career in Australia's growing construction industry.

Course Objectives: This qualification reflects the role of building surveyors who apply knowledge of compliance requirements and construction methods and materials to the implementation of statutory building surveying requirements or to the provision of advisory building surveying services. The scope of work/learning undertaken in this course will allow graduates an opportunity to apply their skills and knowledge to varying roles across jurisdictions and can include: - providing code-consulting advice to clients on the compliance requirements for proposed building developments; - processing building applications and issuing building permits; - conducting mandatory inspections; - auditing buildings and following up on areas of non-compliance, and; - issuing occupancy and final permits (temporary and permanent). Building Surveyors work in a highly regulated environment and must carry out their role ethically and according to legislative requirements.

Careers: Possible career opportunities emerging from the completion of CPC60115 Advanced Diploma of Building Surveying:

- unlimited building inspector;
- limited building surveyor, and;
- assistant building surveyor or cadet (depending on experience).

Course Duration: 2 years

Admission Requirements: Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

Selection Processes: Other/Not Applicable.

COURSE STRUCTURE

To be awarded CPC60115 Advanced Diploma of Building Surveying, a student must successfully complete a total of seventeen (17) units of competency, comprising of:

- fourteen (14) core units, and;
- three (3) elective units of which:

all three (3) units may be selected from the elective units listed in the CPC60115 Advanced Diploma of Building Surveying qualification; up to two (2) units may be chosen from other Advanced Diploma or Graduate Diploma qualifications in the CPC Construction, Plumbing and Services Training Package or another current training package or accredited course, provided they do not duplicate the outcome of another unit chosen for the qualification. The elective units must ensure the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome as well as be approved by the Polytechnic.

CORE UNITS

CPCBS6001	Research and evaluate construction methods and materials for residential buildings to three storeys	250
CPCBS6002	Research and evaluate construction methods and materials for commercial buildings to three storeys	250
CPCBS6003	Apply legal and ethical requirements to building	80

	surveying functions	
CPCCBS6004	Assess and advise on compliance of design documentation for residential buildings to three storeys	120
CPCCBS6005	Assess and advise on compliance of design documentation for commercial buildings to three storeys	90
CPCCBS6006	Process planning applications for residential buildings up to three storeys	200
CPCCBS6008	Process building applications for residential buildings up to three storeys	100
CPCCBS6009	Process building applications for commercial buildings up to three storeys	120
CPCCBS6010	Conduct and report on building surveying audits of residential buildings up to three storeys	100
CPCCBS6012	Conduct and report on initial construction inspections of residential buildings up to three storeys	120
CPCCBS6013	Conduct and report on initial construction inspections of commercial buildings up to three storeys	120
CPCCBS6014	Conduct and report on advanced and final inspections of residential buildings up to three storeys	80
CPCCBS6015	Conduct and report on advanced and final inspections of commercial buildings up to three storeys	80
CPCCBS6016	Assess and advise on performance-based solutions for buildings up to three storeys	90
ELECTIVE UNITS		
CPCCBS6011	Conduct and report on building surveying audits of commercial buildings up to three storeys	300
Imported		
CPCCBS8004	Advise on compliance of building design documentation	180
CPCCBS8009	Lead a building surveying team	60

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate IV in Professional Writing and Editing

Course Code:CUA40118

Campus:Footscray Nicholson, Online.

About this course:Unlock your potential as a writer with a Certificate IV in Professional Writing and Editing at Victoria University Polytechnic. This course will

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provide you with theoretical and practical skills in a range of writing, editing and content production tasks. You'll have the opportunity to participate in literary events and in writing for a range of publications. You'll build a solid foundation of knowledge and skills to succeed in the writing, editing and publishing industries. Writing skills are also highly valued in almost all industries. You will gain experience and understanding to work effectively in the creative arts industry, including:

- writing and editing skills for fiction and non-fiction across a range of genres and forms;
- understanding and implementing copyright requirements;
- technological skills and use of the internet;
- concept development, and;
- history and theory of writing and literature.

Course Objectives:This qualification reflects the role of individuals who undertake a range of writing and editing tasks required across a range of industries. Individuals will be required to write in a range of contexts and text types. They will also be required to edit and proofread their own written works preparing them for roles across a range of industries, including the writing or editing industries. They may provide guidance to others but have limited responsibility for the output of others.

Careers:Possible career opportunities emerging from the completion of CUA40118 Certificate IV in Professional Writing and Editing include:

- writer, and;
- editor.

Course Duration: 1 year

Admission Requirements:Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

COURSE STRUCTURE

To be awarded the CUA40118 Certificate IV in Professional Writing and Editing, a student must successfully complete a total of twelve (12) units of competency, comprising of:

- six (6) core units, and;
- six (6) elective units, of which:
- four (4) units must be selected from the electives listed in the CUA40118 Certificate IV in Professional Writing and Editing qualification, and;
- two (2) units may be selected from the remaining listed electives or any currently endorsed training package qualification or accredited course.

Elective units must be relevant to the work environment and the qualification, maintain the overall integrity of the AQF alignment and contribute to a valid vocational outcome as well as be approved by the Polytechnic.

CORE UNITS

BSBITU303	Design and produce text documents	90
CUACMP311	Implement copyright arrangements	20

CUAIND311	Work effectively in the creative industries	50
CUAWRT404	Perform writing and editing tasks	120
CUAWRT405	Write fiction material	70
CUAWRT406	Write nonfiction material	70
ELECTIVE UNITS		
CUAPPR401	Realise a creative project	60
CUARES402	Conduct research	30
CUAWRT301	Write content for a range of media	40
CUAWRT407	Develop content for publication	70
CUAWRT411	Write for young children	70
CUAWRT413	Write poetry	70
CUAWRT414	Write narratives	70
ICTWEB420	Write content for web pages	30

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate IV in Design

Course Code:CUA40715

Campus:Footscray Nicholson.

About this course:Begin your career as a media designer or creative artist and gain fundamental skills that can be applied to a number of design disciplines, with a Certificate IV in Design at the Polytechnic. You will learn about design concepts, and how to select suitable techniques and media to communicate your ideas. Through the development of your own creative project, you will learn how to:

- develop your critical and creative thinking;
- devise design solutions;
- interpret and respond to a design brief;
- integrate colour theory and design process;
- produce drawings to communicate ideas;
- refine 3-D design ideas and processes;
- research and apply techniques for the design of wearable objects, and;
- author interactive media.

On completion, you will have a solid understanding of technical and conceptual design as well as have the knowledge to take design concepts through to finished art stage.

Course Objectives:This qualification reflects the role of individuals who have a broad range of technical and conceptual design skills. Practice at this level is underpinned

by the application of integrated technical and theoretical knowledge and the ability to develop concepts and solutions in response to a brief.

Careers:Possible career opportunities emerging from the completion of CUA40715 Certificate IV in Design include:

- design assistant and/or;
- digital artist.

Course Duration: 1 year

Admission Requirements:Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

COURSE STRUCTURE

To be awarded the CUA40715 Certificate IV in Design, a student must successfully complete a total of fifteen (15) units of competency, comprising of:

- seven (7) core units, and;
- eight (8) elective units, of which:

five (5) units must be selected from the electives listed in the CUA40715 Certificate IV in Design qualification, and; three (3) units may be selected from the electives listed in the CUA40715 Certificate IV in Design qualification or any currently endorsed training package qualification or accredited course at Certificate III, IV or Diploma level. Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid vocational outcome as well as be approved by the Polytechnic.

CORE UNITS

BSBCRT301	Develop and extend critical and creative thinking skills	40
BSBDES305	Source and apply information on the history and theory of design	65
BSBDES401	Generate design solutions	60
BSBDES402	Interpret and respond to a design brief	20
BSBWHS201	Contribute to health and safety of self and others	20
CUAACD401	Integrate colour theory and design processes	30
CUAPPR401	Realise a creative project	60
ELECTIVE UNITS		
BSBCRT402	Collaborate in a creative process	40
CUAACD301	Produce drawings to communicate ideas	80
CUADES401	Research and apply techniques for the design of wearable objects	50
CUADIG401	Author interactive media	50

CUADIG404	Apply scripting language in authoring	60
CUAGRD302	Use typography techniques	50
CUAWRT301	Write content for a range of media	40
Imported		
CUAACD507	Refine 3-D design ideas and processes	70

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate IV in Music Industry

Course Code:CUA40915

Campus:Footscray Nicholson.

About this course:In this course you will gain a basic grounding in music performance or in live sound, studio recording, Pro Tools, Logic, Ableton Live and Reason. You will learn in state of the art facilities at Kindred Studios with teachers who have first-hand music industry experience. This qualification is offered with the specialisations of:

- Sound Production, or;
- Performance.

This makes it the ideal preparation for entry into the music industry.

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

Careers:Possible career opportunities emerging from the completion of CUA40915 Certificate IV in Music Industry, with a specialisation includes: Performance Specialisation

- music performer (solo artist/group)

Sound Production

- sound engineer;
- music producer;
- studio engineer, and/or;
- live sound engineer.

Course Duration: 1 year

Admission Requirements:Applicants seeking to apply for the Performance Specialisation will be required to undertake an audition to determine course suitability. Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

Selection Processes:Practical Test, OtherN/A

COURSE STRUCTURE

To be awarded CUA40915 Certificate IV in Music Industry, a student must successfully complete a total of fourteen (14) units of competency, consisting of:

- four (4) core units, and;
- ten (10) elective units, of which:

eight (8) units must be selected from the elective units listed in the CUA40915 Certificate IV in Music Industry qualification, with no more than three (3) units from Group D, and; two (2) units may be selected from the remaining elective units listed in the CUA40915 Certificate IV in Music Industry qualification or any currently endorsed training package qualification or accredited course at Certificate III, IV or Diploma. Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid vocational outcome as well as be approved by the Polytechnic. This qualification can provide for specialisations. Specialisations The Polytechnic currently offer the following specialisation(s): - Performance, and; - Sound Production.

Specialisation: Sound Production

To be awarded this specialisation, the following additional packaging rules must be adhered to:

- six (6) elective units must be selected from Group B.

CORE UNITS

BSBCRT401	Articulate, present and debate ideas	40
BSBIPR401	Use and respect copyright	50
BSBSMB301	Investigate micro business opportunities	30
CUAWHS302	Apply work health and safety practices	10

ELECTIVE UNITS

Group A: Performance

Group A electives are not currently offered by the Polytechnic under this specialisation.

Group B: Sound Production

CUAMCP303	Develop simple musical pieces using electronic media	35
CUASOU301	Undertake live audio operations	100
CUASOU308	Install and disassemble audio equipment	40
CUASOU401	Mix live audio	140
CUASOU405	Record sound	60
CUASOU407	Edit sound	65

CUASOU409 Mix recorded music 50

Group C: Business

Group C electives are not currently offered by the Polytechnic under this specialisation.

Group D: General

CUASOU202 Perform basic sound editing 30

CUASOU307 Record and mix a basic music demo 40

CUASOU402 Manage audio input sources 30

Specialisation: Performance

To be awarded this specialisation, the following additional packaging rules must be adhered to:

- six (6) elective units must be selected from Group A.

CORE UNITS

BSBCRT401 Articulate, present and debate ideas 40

BSBIPR401 Use and respect copyright 50

BSBSMB301 Investigate micro business opportunities 30

CUAWHS302 Apply work health and safety practices 10

ELECTIVE UNITS

Group A: Performance

CUAMLT403 Develop skills in analysis of functional harmony 55

CUAMPF302 Prepare for performances 35

CUAMPF401 Rehearse music for group performances 85

CUAMPF402 Develop and maintain stagecraft skills 70

CUAMPF403 Develop repertoire as part of a backup group 60

CUAMPF404 Perform music as part of a group 70

CUAMPF405 Develop instrumental techniques 50

CUAMPF406 Perform music as a soloist 70

CUAMPF408 Develop performance techniques on a second instrument 40

Group B: Sound Production

Group B electives are not currently offered by the Polytechnic under this specialisation.

Group C: Business

Group C electives are not currently offered by the Polytechnic under this specialisation.

Group D: General

CUASOU307 Record and mix a basic music demo 40

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Diploma of Professional Writing and Editing

Course Code:CUA50118

Campus:Footscray Nicholson.

About this course:Develop your writing skills for work in the creative and publishing industries with the Diploma of Professional Writing and Editing at VU Polytechnic. Written communication skills are highly desired in today's workforce. During this course you will develop broad and transferable writing skills that will allow you to work across many areas of the media, including:

- print publications;
- digital forums and websites;
- television and film;
- advertising and marketing materials;
- social media;
- press releases, and;
- technical documents.

During this course you will gain knowledge and skills in:

- performing advanced writing and editing tasks;
- writing advanced fiction and nonfiction materials;
- undertaking project work and developing works for publication, and;
- knowledge of the creative arts industry and working as a freelance editor or writer.

You will also learn to market your work, as well as discover what roles and opportunities are available to a professional writer or editor.

Course Objectives:This qualification reflects the role of individuals who undertake a range of advanced writing and editing tasks required across diverse industries, including the writing or editing industries. Individuals will be required to write in a range of contexts and text types. They have autonomy in performing writing and editing tasks and can be responsible for planning, coordinating and evaluating writing and editing their own work and the work of others.

Careers:Possible career opportunities emerging from the completion of CUA50118 Diploma of Professional Writing and Editing include:

- writer, and;
- editor.

Course Duration: 1 year

Admission Requirements:All applicants must provide evidence of their technical skills in writing and editing and ability to: - Write short works (approximately 1,000 words) suitable for publication in any media; - Edit other people's written work for grammar, punctuation and appropriate use of language, and; - Provide an objective critique of other people's written work in a positive manner to assist re-writing. Skills may have been acquired through personal or work experience, or through formal study, such as the completion of the Certificate IV in Professional Writing and Editing. Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

Selection Processes:Portfolio

COURSE STRUCTURE

To be awarded the CUA50118 Diploma of Professional Writing and Editing, a student must successfully complete a total of thirteen (13) units of competency, comprising of:

- six (6) core units, and;
- seven (7) elective units, of which:
- five (5) units must be selected from the electives listed in the CUA50118 Diploma of Professional Writing and Editing qualification, and;
- two (2) units may be selected from the remaining listed electives or any currently endorsed training package qualification or accredited course.

Elective units must be relevant to the work environment and the qualification, maintain the overall integrity of the AQF alignment and contribute to a valid vocational outcome as well as be approved by the Polytechnic.

CORE UNITS

BSBPMG522	Undertake project work	60
CUAIND402	Provide freelance services	30
CUAIND502	Maintain and apply creative arts industry knowledge	50
CUAWRT504	Perform advanced editing tasks	120
CUAWRT505	Perform advanced writing tasks	120
CUAWRT506	Develop nonfiction works for publication	70

ELECTIVE UNITS

BSBCRT403	Explore the history and social impact of creativity	50
BSBWRT401	Write complex documents	50
CUARES403	Research history and theory to inform own arts practice	70
CUAWRT404	Perform writing and editing tasks	120
CUAWRT405	Write fiction material	70

CUAWRT406	Write nonfiction material	70
CUAWRT508	Develop children's and young adults' written works for publication	70
CUAWRT509	Develop fiction works for publication	70

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Diploma of Graphic Design

Course Code:CUA50715

Campus:Footscray Nicholson.

About this course:Build the foundation for a career in the graphic design industry with a Diploma of Graphic Design at the Polytechnic. This vocational course will give you the technical skills and knowledge to produce artwork for commercial purposes using both traditional and electronic methods. You will develop a sound understanding of the design process and be ready to solve a range of visual communication problems. During your studies, you will learn to create design concept from a brief both efficiently and economically. You will build your personal portfolio while developing specialist skills for advertising and multimedia in:

- digital design;
- illustration;
- calligraphy;
- layout;
- typography, and;
- context.

You will also become proficient in the use of industry-standard software including Adobe Illustrator, InDesign, and Photoshop.

Course Objectives:This qualification reflects the role of individuals who combine technical, creative and conceptual skills to create designs that meet client requirements and solve a range of visual communication challenges. Practice at this level is underpinned by application of design theory and practice and the ability to analyse and synthesise information from a range of sources to generate design solutions.

Careers:Possible career opportunities emerging from the completion of CUA50715 Diploma of Graphic Design, include:

- Graphic Designer, and/or
- Illustrator

Course Duration: 1 year

Admission Requirements:Applicants must provide evidence of their ability to: - produce multiple examples of graphic design work that respond effectively to different design challenges; - produce typography that supports the overall design solution, and; - use graphic design industry software. Skills may have been acquired through personal or work experience, or through formal study such as the completion

of VCE Visual Communication Design, the Certificate IV in Screen and Media or the Certificate IV in Design. Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

Selection Processes: Portfolio, OtherN/A

COURSE STRUCTURE

To be awarded CUA50715 Diploma of Graphic Design, a student must successfully complete a total of nineteen (19) units of competency, comprising of:

- nine (9) core units, and;
- ten (10) elective units, of which:

six (6) units must be selected from the electives listed within the CUA50715 Diploma of Graphic Design qualification; four (4) units may be selected from the remaining listed electives or any currently endorsed training package qualification or accredited course at Certificate IV, Diploma or Advanced Diploma level. Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid vocational outcome.

CORE UNITS

BSBDES403	Develop and extend design skills and practice	30
CUAACD501	Refine drawing and other visual representation tools	70
CUAGR501	Research visual communication history and theory	55
CUAGR502	Produce graphic designs for 2-D and 3-D applications	60
CUAGR503	Produce typographic design solutions	60
CUAGR504	Create and manipulate graphics	60
CUAGR505	Design and manipulate complex layouts	65
CUAGR506	Develop graphic design practice to meet industry needs	60
CUAPPR503	Present a body of own creative work	60

ELECTIVE UNITS

BSBCRT401	Articulate, present and debate ideas	40
BSBCRT501	Originate and develop concepts	30
BSBDES501	Implement design solutions	60
BSBWOR501	Manage personal work priorities and professional development	60
CUAACD506	Refine 2-D design ideas and processes	70
CUAACD512	Work with photomedia in creative practice	55
CUADIG304	Create visual design components	30
CUADIG403	Create user interfaces	50

CUAPHI513 Employ colour management in a digital imaging workplace 45
Imported

CUAPHI507 Produce media photo images 50

Diploma of Screen and Media

Course Code:CUA51015

Campus:City King St.

About this course:The CUA51015 Diploma of Screen and Media (Specialist Make-up Services) course enables the participant to gain the practical and technical skills they need to work with confidence as a Photographic, Film and Television Make-up Artist/Technician. The CUA51015 Diploma of Screen and Media (Specialist Make-up Services) course is a comprehensive program that extends the knowledge and skills of a makeup artist into all forms of media from sketching, presenting of photographic portfolios in print and digital format, sculpting, body art, and airbrushing. It incorporates a series of photo shoots including a body art shoot. This course also covers business plans, marketing and client interaction to provide effective communication and awareness in a rapidly changing and diverse environment.

Course Objectives:This qualification reflects the role of individuals who possess a sound theoretical knowledge base and use a range of specialised, technical or managerial competencies to plan, carry out and evaluate the work of self and/or team in the film, television, radio and interactive media industries.

Careers:Our graduates enter the industry as freelance professionals in a variety of behind-the-scene production roles. Many have also found career-building positions in Australian network television. Australian and International graduates are also actively working in media industries in Europe, USA and Asia. The growth in digital television and online content delivery has seen the rise of new job roles and opportunities within the Industry. Industry professionals regularly turn to the Polytechnic students and graduates to fill roles in all aspects of:

- media special effects;
- body art and face painting events;
- feature film and television productions;
- theatre;
- fashion and wedding photography;
- runway, and;
- music clips.

This program aims to provide students with the skills and knowledge necessary to work as:

- Make-up Artist/Designer;
- Hair Stylist/Designer, and;
- Special Make-up Artist/Designer.

Course Duration: 1 year

Admission Requirements:Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

Selection Processes: OtherN/A

COURSE STRUCTURE

To be awarded CUA51015 Diploma of Screen and Media, a student must successfully complete a total of fifteen (15) units of competency, consisting of:

- three (3) core units, and;
- twelve (12) elective units, of which:

ten (10) units must be selected from the electives listed within the qualification, and; two (2) units may be selected from the remaining listed electives or any currently endorsed training package qualification or accredited course at Certificate IV, Diploma or Advanced Diploma level. Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid vocational outcome as well as be approved by the Polytechnic. Specialisations The Polytechnic currently offers the following specialisation(s): Specialist Make-up Services.

Specialisation: Specialist Make-up Services

To be awarded this specialisation, the following additional packaging rules must be adhered to:

- Six (6) specialist units must be selected from Group B, and must include CUAMUP401 Design, apply and remove make-up and CUAMUP403 Style hair for performance or productions.

CORE UNITS

BSBCRT501	Originate and develop concepts	30
CUAIND502	Maintain and apply creative arts industry knowledge	50
CUAPPR505	Establish and maintain safe creative practice	30

Group A Elective Units - Interactive Media

BSBDES402	Interpret and respond to a design brief	20
BSBDES403	Develop and extend design skills and practice	30

Group B Elective Units - Specialist Make-up Services

CUAMUP401	Design, apply and remove make-up	160
CUAMUP402	Maintain make-up and hair continuity	160
CUAMUP403	Style hair for performances or productions	60
CUAMUP404	Style wigs and hairpieces for performances or productions	120
CUAMUP502	Design and apply specialised make-up	65
CUAMUP503	Design and apply special make-up effects	60

Group C Elective Units - Screen and Media

Group C electives are not currently offered by the Polytechnic.

Group D Elective Units - General

BSBCMM401	Make a presentation	30
BSBCRT402	Collaborate in a creative process	40
BSBPMG522	Undertake project work	60

Imported Elective Units

CUAIND402	Provide freelance services	30
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Diploma of Visual Arts

Course Code:CUA51115

Campus:Footscray Nicholson.

About this course:Begin your career as a visual artist with the skills and knowledge to produce artwork by studying a wide range of contemporary, digital and classical techniques in painting and drawing. Practising artists teach this course and visiting speakers give talks on their work. Your studies will also include gallery visits. You may also be able to take your study further by progressing into the Advanced Diploma of Visual Arts.

Course Objectives:This qualification reflects the role of individuals who combine specialised technical, creative and conceptual skills to plan and realise a body of work in one or more art forms. Mediums may include ceramics, drawing and illustration, painting, photomedia, printmaking, public art, sculpture, textile design, wood design, digital art and glasswork. Practice at this level is underpinned by application of arts theory and history and the ability to critically analyse and synthesise information from a range of sources. Discourse around complex ideas is also required. Visual artists may work in their own practice or in a wide range of contexts across the arts government, community or commercial organisation.

Careers:Possible career opportunities emerging from the completion of CUA51115 Diploma of Visual Arts include:

- digital art;
- drawing and illustration;
- painting;
- photomedia, and;
- printmaking.

Course Duration: 1 year

Admission Requirements:Applicants must have the technical and organisational skills to conceptualise and create works in selected medium. Skills and knowledge may have been acquired through experience in creative practice or through formal study such as the completion of VCE Studio Arts, the Certificate IV in Screen and Media or the Certificate IV in Design. Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

Selection Processes:Portfolio, Other/Not Applicable.

COURSE STRUCTURE

To be awarded CUA51115 Diploma of Visual Arts, a student must successfully complete a total of fifteen (15) units of competency, comprising of:

- six (6) core units, and;
- nine (9) elective units, of which:

three (3) units must be selected from Group A; two (2) units must be selected from Group B; four (4) units may be selected from the remaining electives listed in the CUA51115 Diploma of Visual Arts qualification or any other training package qualification or accredited course at Certificate IV, Diploma or Advanced Diploma Level. Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid vocational outcome as well as be approved by the Polytechnic.

CORE UNITS

CUAACD501	Refine drawing and other visual representation tools	70
CUAPPR501	Realise a body of creative work	80
CUAPPR502	Develop own sustainable professional practice	35
CUAPPR503	Present a body of own creative work	60
CUAPPR505	Establish and maintain safe creative practice	30
CUARES503	Analyse cultural history and theory	70

ELECTIVE UNITS

Group A

CUAACD505	Work with the human form in creative practice	50
CUADIG508	Refine digital art techniques	80
CUADIG509	Investigate technologies for the creation of digital art	70
CUAPRI501	Refine printmaking techniques	75
CUAPRI502	Investigate printmaking materials and processes	80

Group B

BSBPMG522	Undertake project work	60
CUAEMP403	Install and dismantle exhibition elements	20

Imported

CUADIG406	Produce innovative video art	50
CUADRA401	Experiment with techniques to produce drawings	50

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Advanced Diploma of Music Industry

Course Code:CUA60515

Campus:Footscray Nicholson.

About this course:Build the technical, compositional and performance skills you'll need as a professional musician. You will study music analysis, music craft, performance technique and technology. This qualification is offered with the specialist streams of performance and composition. It is the ideal way to prepare for entry into the music industry or into further study, for example the Bachelor of Music. You will have access to:

- well-equipped rehearsal and performance facilities at Kindred Studios;
- 21-machine computer music lab;
- multimedia software for production, arranging and composition;
- Kindred Studios, and;
- Study alongside industry professionals working in the music and media industries, in our unique industry-based location at Kindred Studios (external link) in Yarraville, just a 5 minute walk from Footscray Nicholson campus.

Course Objectives:This qualification reflects the role of individuals who use wide-ranging analytical, technical, creative, conceptual and managerial skills in their chosen field in the music industry. Their knowledge base may be specialised or broad. These individuals are sometimes accountable for group outcomes.

Careers:Possible career opportunities emerging from the completion of CUA60515 Advanced Diploma of Music Industry include:

- Composer and Performer, and;
- Performer.

Course Duration:1 year

Admission Requirements:All applicants will be required to undertake an audition to determine course suitability. Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

Selection Processes: Other/Not Applicable.

COURSE STRUCTURE

To be awarded CUA60515 Advanced Diploma of Music Industry, a student must successfully complete a total of fifteen (15) units of competency, consisting of:

- four (4) core units, and;
- eleven (11) elective units, of which:

eight (8) units must be selected from the electives listed in the qualification, with no more than two (2) units from Group D, and; three (3) units may be selected from the remaining listed electives or any currently endorsed training package qualification or accredited course at Diploma level or above. Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment, contribute to a valid vocational outcome and be approved by the University. This qualification can provide for specialisations. Specialisations The Polytechnic currently offers the following specialisation(s):

- Performance, and;
- Performance/Composition.

Specialisation: Performance

To achieve this specialisation, the following additional packaging rules must be adhered to:

- Six (6) elective units must be selected from Group A.

CORE UNITS

BSBIPR501	Manage intellectual property to protect and grow business	60
CUAMLT502	Apply concepts of music and society to professional practice	40
CUAPPR505	Establish and maintain safe creative practice	30
CUAPPR603	Engage in the business of creative practice	70

ELECTIVE UNITS

Group A - Performance

CUAMCP501	Compose music using electronic media	60
CUAMCP601	Extend techniques for arranging music	60
CUAMCP602	Extend techniques for composing music	65
CUAMLT501	Refine aural perception skills	60
CUAMLT602	Analyse harmony	100
CUAMPF601	Present a music performance	70
CUAMPF602	Manage stagecraft aspects of performances	65
CUAMPF603	Refine performance techniques and expand repertoire	65
CUAMPF604	Extend improvisation techniques	65
CUAMPF607	Lead music rehearsals	70

Group B - Sound Production

CUASOU504	Produce sound recordings	100
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Group D

Group D electives are not currently offered by the Polytechnic

Specialisation: Performance, Composition

To achieve this dual specialisation, the following additional packaging rules must be adhered to:

- Six (6) elective units must be selected from Group A and include a minimum of 4

CUAMCP units.

CORE UNITS

BSBIPR501	Manage intellectual property to protect and grow business	60
CUAMLT502	Apply concepts of music and society to professional practice	40
CUAPPR505	Establish and maintain safe creative practice	30
CUAPPR603	Engage in the business of creative practice	70

ELECTIVE UNITS

Group A - Performance/Composition

CUAMCP501	Compose music using electronic media	60
CUAMCP503	Prepare compositions for publishing	45
CUAMCP601	Extend techniques for arranging music	60
CUAMCP602	Extend techniques for composing music	65
CUAMLT501	Refine aural perception skills	60
CUAMLT602	Analyse harmony	100
CUAMPF601	Present a music performance	70
CUAMPF602	Manage stagecraft aspects of performances	65
CUAMPF603	Refine performance techniques and expand repertoire	65
CUAMPF604	Extend improvisation techniques	65
CUAMPF607	Lead music rehearsals	70

Group B - Sound Production

CUASOU504	Produce sound recordings	100
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Imported

CUAMPF501	Prepare a program for performance	70
CUAMPF505	Develop technical skills and expand repertoire	85

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate IV in Accounting and Bookkeeping

Course Code: FNS40217

Campus: Footscray Nicholson, Werribee.

About this course: Gain the specialised skills to enter the financial services industry with a Certificate IV in Accounting and Bookkeeping at VU Polytechnic. This course will provide you with a solid foundation to begin your financial career. You will learn accounting principles as well as develop skills to perform a range of duties in the financial sector. Our qualified trainers will provide you with the necessary knowledge and skills in:

- preparing financial reports;
- processing of financial transactions and interim reporting;
- administering subsidiary accounts and ledgers;
- computerised accounting systems and cloud-based systems;
- business activity and instalment activity statements, and;
- payroll systems.

Course Objectives: This qualification reflects the job roles of workers in the accounting industry, including BAS Agents and contract bookkeepers; and of those employees performing bookkeeping tasks for organisations in a range of industries. It includes preparing and lodging business and instalment activity statements, and providing advice or dealing with the Commissioner on behalf of a taxpayer in relation to activity statements. Individuals in these roles apply theoretical and specialist knowledge and skills to work autonomously, and exercise judgement in completing routine and non-routine activities. Licensing/Regulatory Information Work functions in the occupational areas where this qualification may be used are subject to regulatory requirements. Refer to the FNS Financial Services Training Package Companion Volume Implementation Guide or the relevant regulator for specific guidance on requirements. Persons providing a business activity statement (BAS) service for a fee or other reward must be registered by the Tax Practitioners Board (TPB) and this qualification is currently cited as meeting the TPB education requirements for registration. Other conditions apply, including a designated period of experience. Persons seeking BAS agent registration should check current registration requirements with the TPB, as registration requirements are reviewed regularly.

Careers: Graduates of this qualification will be able to enter roles such as:

- Bookkeeper;
- Accounts Support Officer;
- Accounts Payable/Receivable;
- Payroll Officer, and;
- BAS Agent.

Course Duration: 0.5 years

Admission Requirements: Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

COURSE STRUCTURE

To be awarded the FNS40217 Certificate IV in Accounting and Bookkeeping, a student must successfully complete a total of thirteen (13) units of competency, comprising of:

- eight (8) core units, and;
- five (5) elective units, of which:

all five (5) may be selected from the units listed in the FNS40217 Certificate IV in Accounting and Bookkeeping qualification; up to two (2) units may be selected from a Certificate III, Certificate IV or Diploma in any currently endorsed training package or accredited course, provided they do not duplicate the outcome of another unit chosen for the qualification. Electives must be industry relevant as well as be approved by Victoria University Polytechnic.

CORE UNITS

BSBFIA401	Prepare financial reports	50
BSBSMB412	Introduce cloud computing into business operations	50
FNSACC311	Process financial transactions and extract interim reports	60
FNSACC312	Administer subsidiary accounts and ledgers	40
FNSACC408	Work effectively in the accounting and bookkeeping industry	40
FNSACC416	Set up and operate a computerised accounting system	80
FNSTPB401	Complete business activity and instalment activity statements	50
FNSTPB402	Establish and maintain payroll systems	45

ELECTIVE UNITS

BSBITU402	Develop and use complex spreadsheets	50
FNSACC411	Process business tax requirements	50
FNSACC313	Perform financial calculations	30
FNSACC414	Prepare financial statements for non-reporting entities	60
Imported		
BSBWRT401	Write complex documents	50

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Diploma of Accounting

Course Code: FNS50217

Campus: Footscray Nicholson, Werribee.

About this course: Boost your job prospects by gaining skills to provide professional financial services with a Diploma of Accounting at Victoria University Polytechnic. This course will provide you with the training and knowledge necessary for a range of accounting career pathways. You will become proficient in the use of accounting software. Learning from our expert staff, you will gain the skills and confidence to perform a range of accounting duties including:

- providing financial and business performance information;
- managing budgets and forecasts;
- preparing financial reports;
- providing management accounting information, and;
- preparing income tax.

Course Objectives: This qualification reflects professional accounting job roles in financial services and other industries, including tax agents, accounts payable and accounts receivable officers, payroll service providers, and employees performing a range of accounting tasks for organisations in a range of industries. Individuals in these roles apply solutions to a range of often complex problems, and analyse and evaluate information from a variety of sources. They apply initiative to plan, coordinate and evaluate their own work and provide guidance to others within defined guidelines. Licensing/Regulatory Information Work functions in the occupational areas where this qualification may be used are subject to regulatory requirements. Refer to the FNS Financial Services Training Package Companion Volume Implementation Guide or the relevant regulator for specific guidance on requirements. This qualification includes units that comprise an approved Tax Practitioner Board (TPB) course in Australian taxation law and commercial law, which are relevant for registration as a tax agent. Persons seeking registration with the TPB should check current registration requirements with the TPB, as registration requirements are reviewed regularly.

Careers: Possible career opportunities emerging from the completion of FNS50217 Diploma of Accounting include:

- Accounts Support Officer, and;
- Tax Agent.

Course Duration: 0.5 years

Admission Requirements: Applicants must have completed either: FNSSS00014 Accounting Principles Skill Set, which includes the following units: BSBFIA401 Prepare financial reports; FNSACC311 Process financial transactions and extract interim reports; FNSACC312 Administer subsidiary accounts and ledgers; FNSACC408 Work effectively in the accounting and bookkeeping industry; FNSACC416 Set up and operate a computerised accounting system; FNSTPB401 Complete business activity and instalment activity statements, and; FNSTPB402 Establish and maintain payroll systems; OR FNS40615 Certificate IV in Accounting or equivalent, or; FNS40215 Certificate IV in Bookkeeping or equivalent Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

COURSE STRUCTURE

To be awarded the FNS50217 Diploma of Accounting, a student must successfully complete a total of eleven (11) units of competency, comprising of:

- six (6) core units, and;
- five (5) elective units, of which:

three (3) units must be selected from the electives listed in the FNS50217 Diploma of Accounting qualification; two (2) units may be selected from the electives listed in the FNS50217 Diploma of Accounting qualification or from a Certificate IV, Diploma or Advanced Diploma in any currently endorsed training package or accredited course, provided they do not duplicate the outcome of another unit chosen for the

qualification. Electives must be industry relevant as well as be approved by Victoria University Polytechnic.

CORE UNITS

FNSACC511	Provide financial and business performance information	60
FNSACC512	Prepare tax documentation for individuals	80
FNSACC513	Manage budgets and forecasts	40
FNSACC514	Prepare financial reports for corporate entities	70
FNSACC516	Implement and maintain internal control procedures	40
FNSACC517	Provide management accounting information	60

ELECTIVE UNITS

FNSACC601	Prepare and administer tax documentation for legal entities	80
FNSINC602	Interpret and use financial statistics and tools	60
FNSTPB503	Apply legal principles in consumer and contract law	60
FNSTPB504	Apply legal principles in corporations and trust law	60
FNSTPB505	Apply legal principles in property law	60

Imported units

BSBFIM502	Manage payroll	30
FNSINC401	Apply principles of professional practice to work in the financial services industry	30

Recognition of Prior Learning and/or Credit Transfers:

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Diploma of Payroll Services

Course Code: FNS50417

Campus: Footscray Nicholson.

About this course: Are you interested in getting your foot in the door of the financial services industry? Develop a broad range of Payroll skills with the Diploma of Payroll Services at VU Polytechnic. Taught by teachers with real-world experience in the finance industry, you will learn a diverse range of skills including superannuation, taxation and communication skills. You will gain confidence and knowledge in:

- establishing and maintaining a Payroll system;
- salary packaging;
- budgeting and forecasting;
- implement internal controls;
- taxation systems for Payroll;

- managing Payroll, and;
- business performance information.

Upon completion of this course, you will be equipped to enter the industry with a wide range of cognitive, technical and functional communication skills, allowing you to either begin work or continue onto further study.

Course Objectives: This qualification reflects the job roles of workers who perform payroll administration and payroll management tasks in a variety of industries. It includes establishing payroll systems and using them to perform sometimes complex tasks, including preparing salary packaging arrangements and additional allowances, processing superannuation payments, and processing employee terminations.

Careers: Graduates in the FNS50417 Diploma of Payroll Services may seek employment as a:

- payroll officer;
- payroll manager, and/or;
- other specialised payroll functions.

Course Duration: 0.5 years

Admission Requirements: Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

COURSE STRUCTURE

To be awarded the FNS50417 Diploma of Payroll Services, a student must successfully complete a total of eleven (11) units of competency, comprising of:

- eight (8) core units, and;
- three (3) elective units, of which:
- all three (3) units may be chosen from the elective units listed in the FNS50417 Diploma of Payroll Services qualification;

up to two (2) units may be from a Certificate IV, Diploma or Advanced Diploma in any currently endorsed training package or accredited course, provided they do not duplicate the outcome of another unit chosen for the qualification. Electives must be industry relevant as well as be approved by Victoria University Polytechnic.

CORE UNITS

BSBFIM502	Manage payroll	30
FNSINC401	Apply principles of professional practice to work in the financial services industry	30
FNSPAY501	Process salary packaging arrangements and additional allowances in payroll	55
FNSPAY502	Process superannuation payments in payroll	30
FNSPAY503	Process complex employee terminations in payroll	40
FNSPAY504	Interpret and apply knowledge of industrial regulations relevant to payroll	55

FNSPAY505	Interpret and apply knowledge of taxation systems relevant to payroll	40
FNSTPB402	Establish and maintain payroll systems	45
ELECTIVE UNITS		
FNSACC311	Process financial transactions and extract interim reports	60
FNSACC312	Administer subsidiary accounts and ledgers	40
FNSTPB401	Complete business activity and instalment activity statements	50

Recognition of Prior Learning and/or Credit Transfers:

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Advanced Diploma of Accounting

Course Code: FNS60217

Campus: Footscray Nicholson.

About this course: Enhance your career prospects by developing a broad range of accounting and professional finance skills with the Advanced Diploma of Accounting at Victoria University Polytechnic. This course will provide you with the training and knowledge necessary for a range of career paths in the finance industry. Learning from our expert teachers with current industry experience, you will gain skills in:

- tax for corporate entities;
- taxation planning;
- evaluating financial performance;
- auditing and corporate governance;
- preparing complex financial and management reports;
- the principles of consumer and contract law;
- the principles of corporations and trust law, and;
- the principles of commercial and property law.

Upon completion of this course you will be equipped with a wide range of technical and communication skills to prepare you for entry into the accounting sector workforce.

Course Objectives: This qualification reflects the role of individuals working in accounting and seeking professional recognition, including tax agents, accounts managers and business analysts; and to employees performing a range of accounts management tasks for organisations in a range of industries. At this level individuals are expected to apply theoretical and technical skills in a range of situations and to display initiative and judgement in planning activities. They have autonomy in performing complex operations and can be responsible for planning, coordinating and evaluating the work of others within broad but generally well-defined parameters. Licensing/Regulatory Information Work functions in the occupational areas where this qualification may be used are subject to regulatory requirements. Refer to the FNS Financial Services Training Package Companion Volume Implementation Guide or the relevant regulator for specific guidance on requirements. This qualification includes units that comprise an approved Tax Practitioner Board (TPB) course in

Australian taxation law and commercial law, which are relevant for registration as a tax agent. Persons seeking registration with the TPB should check current registration requirements with the TPB, as registration requirements are reviewed regularly.

Careers: Possible career opportunities emerging from the completion of FNS60217 Advanced Diploma of Accounting include:

- Registered Tax Agent;
- Financial Controller.

Course Duration: 9 months

Admission Requirements: Applicants must have completed either: FNSSS00014 Accounting Principles Skill Set and FNSSS00015 Advanced Accounting Principles Skill Set, or; FNS50215 Diploma of Accounting, or; FNS50217 Diploma of Accounting. Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

COURSE STRUCTURE

To be awarded the FNS60217 Advanced Diploma of Accounting, a student must successfully complete a total of fourteen (14) units of competency, comprising of:

- three (3) core units, and;
- eleven (11) elective units, of which:
- five (5) units must be selected from the elective units listed in the FNS60217 Advanced Diploma of Accounting qualification;
- six (6) units, may be selected from the elective units listed in the FNS60217 Advanced Diploma of Accounting or from a Certificate IV, Diploma or Advanced Diploma, in any currently endorsed training package or accredited course, provided they do not duplicate the outcome of another unit chosen for the qualification.

Electives must be industry relevant as well as be approved by Victoria University Polytechnic.

CORE UNITS

FNSACC624	Monitor corporate governance activities	60
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FNSINC601	Apply economic principles to work in the financial services industry	60
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FNSINC602	Interpret and use financial statistics and tools	60
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ELECTIVE UNITS

FNSACC601	Prepare and administer tax documentation for legal entities	80
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FNSACC602	Audit and report on financial systems and records	40
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FNSACC603	Implement tax plans and evaluate tax obligation	60
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FNSACC608	Evaluate organisation's financial performance	60
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FNSACC613	Prepare and analyse management accounting	60
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information

FNSACC614	Prepare complex corporate financial reports	60
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FNSTPB503	Apply legal principles in consumer and contract law	60
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FNSTPB504	Apply legal principles in corporations and trust law	60
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FNSTPB505	Apply legal principles in property law	60
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Imported

BSBMGT502	Manage people performance	70
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BSBMKG514	Implement and monitor marketing activities	50
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Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate III in Non-Emergency Patient Transport

Course Code: HLT31115

Campus: Werribee, Sunshine.

About this course: Start your career as a non-emergency patient transport officer working with low-risk patients in a growing industry. During this course you will learn how to provide non-emergency transport and care for patients who have non-acute or chronic illness or disability. You will gain the skills to provide appropriate patient assessment as well as follow procedures for safe removal of a patient for pre-arranged or booked transport service. Learning from our expert staff through our award-winning blended learning model, you will gain knowledge and skills in:

- communicating in a health or community services environment;
- recognising healthy body systems;
- procedures for routine safe removal of a patient;
- transporting non-emergency patients;
- infection prevention and control procedures, and;
- working with diverse people and safe work practices for client care.

Course Objectives: This qualification reflects the role of workers such as non-emergency patient transport officers who provide non-emergency transport and care for patients who have non-acute or chronic illness or disability and require transport. Workers in this role provide appropriate patient assessment, follow procedures for safe removal of a patient for transport for pre-arranged or booked transport service and the time of response is not given high priority in comparison to emergency transport.

Careers: Possible career opportunities emerging from the completion of HLT31115 Certificate III in Non-Emergency Patient Transport include:

- Ambulance Assistant (First Aid Provider);
- Ambulance Call Taker, and;
- Non-Emergency Patient Transport Assistant.

Course Duration: 0.5 years

Admission Requirements: All applicants must be at least 18 years of age or over by the time of commencement date of the program. All applicants must complete a Language, Literacy and Numeracy Assessment (LLN). VU Polytechnic use the Basic Key Skills Builder (BKSB) tool for this assessment and applicants must achieve level four (4) in both literacy and numeracy. Applicants who complete the ACSF assessment tool the minimum exit level three (3) for both literacy and numeracy. Applicants can be accepted one (1) level lower with the provision of enrolling into additional learning support appropriate to their needs and course requirements where other elements of their application suggest the opportunity for successful completion. At time of application applicants must be able to provide: Current Drivers Licence (Probationary Accepted) Placement requirements: All applicants must provide prior to placement: A current Working with Children Check (WWCC) A satisfactory Police Record check

COURSE STRUCTURE

To be awarded the HLT31115 Certificate III in Non-Emergency Patient Transport, a student must successfully complete a total of thirteen (13) units of competency, comprising of:

- eight (8) core units, and;
- five (5) elective units, of which:

three (3) units must be selected from the electives listed in the HLT31115 Certificate III in Non-Emergency Patient Transport qualification, and; two (2) units may be selected from the electives listed in the HLT31115 Certificate III in Non-Emergency Patient Transport qualification, any endorsed training package or accredited course. All electives chosen must contribute to a valid, industry-supported vocational outcome as well as be approved by the Polytechnic.

CORE UNITS

CHCCOM005	Communicate and work in health or community services	30
CHCDIV001	Work with diverse people	40
HLTAAP001	Recognise healthy body systems	70
HLTAID003	Provide first aid	18
HLTAMB001	Follow procedures for routine safe removal of patient	50
HLTAMB014	Transport non-emergency patients under operational conditions	40
HLTINFO01	Comply with infection prevention and control policies and procedures	25
HLTWH002	Follow safe work practices for direct client care	25

ELECTIVE UNITS

HLTAID006	Provide advanced first aid	30
HLTAID007	Provide advanced resuscitation	14
HLTAMB007	Assess and deliver basic clinical care	100

Imported

CHCCCS010	Maintain high standard of service	30
CHCCCS026	Transport individuals	20

Units in Transition:

The following unit/s will not be offered to prospective students in 2020. These units will only be available for current/continuing students from this time.

BSBMED301	Interpret and apply medical terminology appropriately	60
HLTAMB011	Manage a routine non-emergency scene	50

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate III in Health Services Assistance

Course Code: HLT31115

Campus: Footscray Nicholson, St Albans, Werribee, Sunshine.

About this course: Develop a career caring for patients in hospitals as a Patient Service Assistant (PSA) to professional health staff. 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: This qualification reflects the role of a variety of workers who use a range of factual, technical and procedural knowledge to provide assistance to health professional staff for the care of clients. Health services assistance involves the worker in direct client contact under supervision. This qualification forms part of the credit suite specified by the Victorian Curriculum and Assessment Authority (VCAA) and may contribute towards the satisfactory completion of the Victoria Certificate of Education (VCE) or the Victoria Certificate of Applied Learning (VCAL).

Careers: At the completion of HLT31115 Certificate III in Health Services Assistance, you will be able to explore the following careers:

- Orderly;
- Nursing Assistant;
- Nursing Support Worker;
- Patient Service Attendant;
- Ward Assistant;
- Patient Support Assistant;
- Wards Person;
- Patient Care Assistant, and;

- Ward Support.

Course Duration: 0.5 years

Admission Requirements: Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs. For employment and practical placement purposes, this vocational sector typically requires a current and satisfactory Police Record Check and Working with Children Check. Failure to provide the required documents in the timeframe specified by the Course Coordinator, means you will be unable to undertake practical placement in a workplace and therefore not eligible to progress in this course. The following are suggested sites you could visit to obtain these checks: - Police Record Check - http://www.police.vic.gov.au/content.asp?Document_ID=274 - Working with Children Check - <http://www.workingwithchildren.vic.gov.au/VETIS>: The literacy and numeracy levels of applicants will be assessed through consultation with the relevant secondary school.

Selection Processes: OtherN/A

COURSE STRUCTURE

To be awarded HLT33115 Certificate III in Health Services Assistance, a student must successfully complete a total of fifteen (15) units of competency, comprising of:

- seven (7) core units, and;
- eight (8) elective units, consisting of:

at least six (6) units from the electives listed in the HLT33115 Certificate III in Health Services Assistance qualification; up to two (2) units from any endorsed training package or accredited course – these units must be relevant to the work outcome. All electives chosen must contribute to a valid, industry-supported vocational outcome as well as be approved by the Polytechnic.

CORE UNITS

BSBMED301	Interpret and apply medical terminology appropriately	60
BSBWOR301	Organise personal work priorities and development	30
CHCCOM005	Communicate and work in health or community services	30
CHCDIV001	Work with diverse people	40
HLTAAPO01	Recognise healthy body systems	70
HLTINFO01	Comply with infection prevention and control policies and procedures	25
HLTWH001	Participate in workplace health and safety	20

ELECTIVE UNITS

Group A - Operating theatre technician

Group A electives are not currently offered by the Polytechnic.

Group B - Assisting in nursing work in acute care

CHCCS002	Assist with movement	25
CHCCS026	Transport individuals	20
Other electives		
CHCAGE001	Facilitate the empowerment of older people	50
CHCAGE005	Provide support to people living with dementia	65
CHCCS010	Maintain high standard of service	30
CHCCS012	Prepare and maintain beds	15
CHCCS015	Provide individualised support	30
CHCDIS007	Facilitate the empowerment of people with disability	100
HLTFSE001	Follow basic food safety practices	30

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate III in Health Administration

Course Code: HLT37315

Campus: Industry, Werribee.

About this course: Develop the skills necessary for supporting the daily operations of a health practice, with a Certificate III in Health Administration at Victoria University Polytechnic. This course will provide you with training to work in administrative roles in hospitals, community health centres and private practices. Through classroom learning and a practical work placement, you will learn to perform a variety of duties including:

- maintaining patient and financial records
- managing information and resources
- implementing infection control policies.

You will also become proficient in the use of basic medical terminology. You will develop a combination of communications skills and organisational skills, as well as an understanding of work health and safety processes. Our expert staff will ensure you graduate job-ready.

Course Objectives: This qualification reflects the role of administrative workers in the health industry. These workers follow known routines and procedures, taking responsibility for their own work under general supervision. They combine communication, customer service and technical skills, and use discretion and judgment to adapt and transfer their skills to different situations.

Careers: Possible career opportunities emerging from the completion of HLT37315 Certificate III in Health Administration include:

- Admissions Clerk;
- Medical Receptionist;
- Clinical Coding Clerk;
- Administrative Worker;
- Ward Clerk, or;
- Patient Coordinator.

Course Duration: 0.5 years

Admission Requirements: Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs. For employment and practical placement purposes, this vocational sector typically requires a current and satisfactory Police Record Check and Working with Children Check. Failure to provide the required documents in the timeframe specified by the Course Coordinator, means you will be unable to undertake practical placement in a workplace and therefore not eligible to progress in this course. The following are suggested sites you could visit to obtain these checks: - Police Record Check - http://www.police.vic.gov.au/content.asp?Document_ID=274 - Working with Children Check - <http://www.workingwithchildren.vic.gov.au/>

COURSE STRUCTURE

To be awarded HLT37315 Certificate III in Health Administration, a student must successfully complete a total of thirteen (13) units of competency, comprising of:

- five (5) core units, and;
- eight (8) elective units, consisting of:

at least three (3) units from the Administration group identified in the HLT37315 Certificate III in Health Administration qualification, and; up to five (5) units from the electives listed in the HLT37315 Certificate III in Health Administration qualification, any endorsed training package or accredited course. Electives must be industry relevant as well as be approved by the Polytechnic.

CORE UNITS

CHCCOM005	Communicate and work in health or community services	30
CHCDIV001	Work with diverse people	40
HLTINFO01	Comply with infection prevention and control policies and procedures	25
HLTWS001	Participate in workplace health and safety	20
BSBMED301	Interpret and apply medical terminology appropriately	60

ELECTIVE UNITS

Administration Electives

BSBFIA301	Maintain financial records	60
BSBFIA303	Process accounts payable and receivable	30

BSBFLM309	Support continuous improvement systems and processes	40
BSBINM301	Organise workplace information	30
BSBITU306	Design and produce business documents	80
BSBMED302	Prepare and process medical accounts	30
BSBMED303	Maintain patient records	20
Other Electives		
HLTAID003	Provide first aid	18

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate IV in Allied Health Assistance

Course Code: HLT43015

Campus: St Albans, Werribee, Sunshine.

About this course: Gain the knowledge and skills to provide therapeutic and program related support to allied health professionals and to assist patients with their rehabilitation. Delivered by expert staff through our award-winning blended learning, the Certificate IV in Allied Health Assistance at VU Polytechnic will provide you with the essential training to work alongside health professionals such as physiotherapists or occupational therapists in the health industry. Upon completion of this course you will be equipped with the knowledge and confidence to:

- Provide therapeutic and program related support to allied health professionals;
- Conduct therapeutic and program related activities under the guidance of an allied health professional;
- Identify client circumstances that need additional input from the allied health professional;
- Engaged to work in a speciality area or work generically across the organisation in delivery of allied health assistance; services, and;
- Work in conjunction with the allied health professional, may have responsibility for supervising other allied health assistance workers.

During this course, you will undertake work placement to help you gain necessary skills to work in the industry.

Course Objectives: This qualification reflects the role of workers who provide therapeutic and program related support to allied health professionals. The worker is required to conduct therapeutic and program related activities under the guidance of an allied health professional. Supervision may be direct, indirect or remote and must occur within organisation requirements. The worker is required to identify client circumstances that need additional input from the allied health professional. The worker may be engaged to work in a speciality area or work generically across the organisation in delivery of allied health assistance services. The worker, in

conjunction with the allied health professional, may have responsibility for supervising other allied health assistance workers.

Careers: Possible career opportunities emerging from the completion of HLT43015 Certificate IV in Allied Health Assistance include:

- Allied Health Worker;
- Community Rehabilitation Assistant.

Course Duration: 1 year

Admission Requirements: Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

COURSE STRUCTURE

To be awarded the HLT43015 Certificate IV in Allied Health Assistance, a student must successfully complete a total of sixteen (16) units of competency, comprising of:

- seven (7) core units, and;
- nine (9) elective units, of which:
- at least six (6) units must be selected from the electives listed in the HLT43015 Certificate IV in Allied Health Assistance qualification; at least 2 of these units must be coded HLTAHA;
- three (3) units may be selected from any endorsed training package or accredited course. These units must be relevant to the work outcome.

Any combination of electives that meets the rules above can be selected for the award of the Certificate IV in Allied Health Assistance. Where appropriate, electives may be packaged to provide a qualification with a specialisation. Packaging for each specialisation:

- All Group A electives must be selected for award of the Certificate IV in Allied Health Assistance (Physiotherapy)
- All Group B electives must be selected for award of the Certificate IV in Allied Health Assistance (Podiatry)
- All Group C electives must be selected for award of the Certificate IV in Allied Health Assistance (Occupational therapy)
- All Group D electives must be selected for award of the Certificate IV in Allied Health Assistance (Speech pathology)
- All Group E electives must be selected for award of the Certificate IV in Allied Health Assistance (Community rehabilitation)
- All Group F electives must be selected for award of the Certificate IV in Allied Health Assistance (Nutrition and dietetics)

All electives chosen must contribute to a valid, industry-supported vocational outcome as well as be approved by Victoria University Polytechnic. The Polytechnic currently offer the following specialisation:

- Community rehabilitation.

Specialisation: Community rehabilitation

To be awarded this specialisation, the following additional rule must be adhered to:

- all Group E (2) electives must be selected.

CORE UNITS

BSBMED301	Interpret and apply medical terminology appropriately	60
CHCCOM005	Communicate and work in health or community services	30
CHCDIV001	Work with diverse people	40
CHCLEG003	Manage legal and ethical compliance	80
HLTAAP001	Recognise healthy body systems	70
HLTAAP002	Confirm physical health status	90
HLTWS002	Follow safe work practices for direct client care	25

ELECTIVE UNITS

Group A: Physiotherapy

Group A electives are not currently offered by the Polytechnic.

Group B: Podiatry

Group B electives are not currently offered by the Polytechnic.

Group C: Occupational therapy

Group C electives are not currently offered by the Polytechnic.

Group D: Speech pathology

Group D electives are not currently offered by the Polytechnic.

Group E: Community rehabilitation

HLTAHA004	Support client independence and community participation	70
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HLTAHA024	Work within a community rehabilitation environment	55
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Group F: Nutrition and dietetics

Group F electives are not currently offered by the Polytechnic.

Other Electives

CHCAGE001	Facilitate the empowerment of older people	50
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CHCAGE005	Provide support to people living with dementia	65
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CHCCS001	Address the needs of people with chronic disease	75
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CHCCS002	Assist with movement	25
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CHCCS006	Facilitate individual service planning and delivery	120
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CHCCCS023	Support independence and wellbeing	80
CHCDIS007	Facilitate the empowerment of people with disability	100

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Diploma of Paramedical Science

Course Code: HLT51015

Campus: Sunshine.

About this course: Begin a rewarding career treating and transporting patients with a Diploma of Paramedical Science at the Polytechnic. You will gain clinical skills and theoretical knowledge to treat and transport patients. This course will prepare you to work in pre-hospital and out-of-hospital care in the health care industry. You will be qualified to work in the private and non-emergency patient transport sector as an Ambulance Transport Attendant (ATA) in Victoria. You will complete practical clinical placement and be introduced, under supervision, to the responsibilities of an ATA to ensure you graduate job-ready. This diploma provides the skills required by some state ambulance authorities and non-emergency patient transport companies to deliver patient care and transport services.

Course Objectives: This qualification reflects the role of pre-hospital and out-of-hospital workers employed by State/Territory ambulance authorities, the Australian Defence Force and the private sector to provide patient assessment, healthcare and transport services. These workers possess clinical skills and theoretical knowledge and provide clinical assessment and pre-hospital and out-of-hospital interventions to patients in an emergency, including providing advanced skills in life support.

Careers: Possible career opportunities emerging from the completion of HLT51015 Diploma of Paramedical Science includes:

- patient transport officer;
- ambulance transport attendant, and;
- ambulance officer.

Course Duration: 1 year

Admission Requirements: All applicants must provide a current and valid Drivers Licence (minimum probationary). All applicants must complete a Language, Literacy and Numeracy Assessment (LLN). VU Polytechnic use the Basic Key Skills Builder (BKSB) tool for this assessment and applicants must achieve level four (4) in both literacy and numeracy. Applicants who complete the ACSF assessment tool the minimum exit level three (3) for both literacy and numeracy must be achieved. Applicants will be required to attend an interview. Applicants will be given four (4) scenarios based questions, and five (5) minutes preparation time prior to a fifteen minutes interview. Applicants will be scored based on their answers according the key points outlined in the assessor's guide. This delivery model requires applicants to have successfully completed previous studies. All applicants must provide one (1) of the following documents. HLT31115 Certificate III in Non-Emergency Patient Transport HLT41115 Certificate IV in Health Care Academic transcript with the

following five (5) minimum unit of competency listed below: HLTINFO01 Comply with infection prevention and control policies and procedures HLTWHS002 Follow safe work practices for direct client care HLTAMB001 Follow procedures for routine safe removal of patient CHCDIV001 Work with diverse people HLTAMB014 Transport non emergency patients under operational condition Placement requirements: All successful applicants must provide the following documentation prior to placement. A current Working with Children Check (WWCC) A satisfactory Police Record check A Health Status check (immunisations status) are required for clinical placement purposes.

Selection Processes: Other/Not Applicable.

COURSE STRUCTURE

To be awarded HLT51015 Diploma of Paramedical Science, a student must successfully complete a total of seventeen (17) units of competency, comprising of:

- nine (9) core units, and;
- eight (8) elective units, of which:

at least four (4) units must be selected from the electives listed within the HLT51015 Diploma of Paramedical Science qualification; up to four (4) units may be selected from the electives listed within the HLT51015 Diploma of Paramedical Science qualification, any endorsed training package or accredited course - these units must be relevant to the work outcome. All electives chosen must contribute to a valid, industry-supported vocational outcome as well as be approved by the Polytechnic.

CORE UNITS

CHCDIV001	Work with diverse people	40
CHCLEG001	Work legally and ethically	55
HLTAAP002	Confirm physical health status	90
HLTAMB001	Follow procedures for routine safe removal of patient	50
HLTAMB008	Assess and deliver standard clinical care	200
HLTAMB012	Communicate in complex situations to support health care	70
HLTINFO01	Comply with infection prevention and control policies and procedures	25
HLTWHS002	Follow safe work practices for direct client care	25
HLTWHS006	Manage personal stressors in the work environment	25
ELECTIVE UNITS		
CHCMHS005	Provide services to people with co-existing mental health and alcohol and other drugs issues	90
HLTAMB003	Transport emergency patients	50
HLTAMB011	Manage a routine non-emergency scene	50

HLTAMB013	Contribute to managing the scene of an emergency	50
HLTAMB014	Transport non-emergency patients under operational conditions	40
Imported		
BSBMED301	Interpret and apply medical terminology appropriately	60
CHCPOL003	Research and apply evidence to practice	65
CHCPRP005	Engage with health professionals and the health system	40

Units in Transition

These units are only available for current/continuing students. They are not available for new and prospective students.

CHCCCS020	Respond effectively to behaviours of concern	20
HLTAID006	Provide advanced first aid	30
HLTAMB002	Implement safe access and egress in an emergency	80

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Diploma of Remedial Massage

Course Code: HLT52015

Campus: Footscray Park, Werribee, City King St, Whitten Oval.

About this course: Develop essential skills to work across a range of industries from sport to rehabilitation with a Diploma of Remedial Massage at the Polytechnic. This course teaches you practical skills in remedial massage, which uses massage, stretching and associated techniques to improve wellness, health and relaxation. You will gain the theoretical knowledge required to assess your clients' soft tissue dysfunction as well as provide treatment to clients with a specific need. You will gain experience with real clients in the Polytechnic massage clinic. You will study at our City King campus during the first semester then at Whitten Oval for second semester. Enrolling in this course provides the opportunity to apply for a paid cadetship with the Western Bulldogs AFL club. This course gives you a qualification as well as the small business skills needed to thrive in the industry. This qualification is recognised nationally by Service Skills Australia.

Course Objectives: This qualification reflects the role of remedial massage therapists who work with clients presenting with soft tissue dysfunction, musculoskeletal imbalance or restrictions in range of motion (ROM). Practitioners may be self-employed or work within a larger health service.

Careers: Possible career opportunities emerging from the completion of HLT52015 Diploma of Remedial Massage include:

- Ayurvedic Lifestyle Consultant;

- Clinical Aromatherapist;
- Kinesiologist;
- Reflexologist;
- Remedial Massage Therapist;
- Shiatsu Therapist, and/or;
- TCM Remedial Massage Practitioner.

Course Duration: 1 year

Admission Requirements: Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs. For employment and practical placement purposes, this vocational sector typically requires a current and satisfactory Police Record Check. Failure to provide the required documents in the timeframe specified by the Course Coordinator, means you will be unable to undertake practical placement in a workplace and therefore not eligible to progress in this course. The following is a suggested site you could visit to obtain this check: - Police Record Check - http://www.police.vic.gov.au/content.asp?Document_ID=274

COURSE STRUCTURE

To be awarded HLT52015 Diploma of Remedial Massage, a student must successfully complete a total of twenty-one (21) units of competency, comprising of:

- sixteen (16) core units, and;
- five (5) elective units, of which:

at least one (1) unit must be selected from the Business Management group listed in the HLT52015 Diploma of Remedial Massage qualification; up to four (4) units must be selected from the electives listed in the HLT52015 Diploma of Remedial Massage qualification, any endorsed training package or accredited course – these units must be relevant to the work outcome. All electives chosen must contribute to a valid, industry-supported vocational outcome as well as be approved by the Polytechnic.

CORE UNITS

CHCCM006	Establish and manage client relationships	35
CHCDIV001	Work with diverse people	40
CHCLEG003	Manage legal and ethical compliance	80
CHCPRP003	Reflect on and improve own professional practice	120
CHCPRP005	Engage with health professionals and the health system	40
HLTAAP003	Analyse and respond to client health information	60
HLTAID003	Provide first aid	18
HLTINF004	Manage the prevention and control of infection	50
HLTMSG001	Develop massage practice	40
HLTMSG002	Assess client massage needs	150

HLTMSG003	Perform remedial massage musculoskeletal assessments	240
HLTMSG004	Provide massage treatments	150
HLTMSG005	Provide remedial massage treatments	240
HLTMSG006	Adapt remedial massage practice to meet specific needs	120
HLTMSG008	Monitor and evaluate remedial massage treatments	30
HLTWHS004	Manage work health and safety	40
ELECTIVE UNITS		
Business Management		
BSBSMB404	Undertake small business planning	50
CHCCCS001	Address the needs of people with chronic disease	75
Other Electives		
BSBMED401	Manage patient recordkeeping system	50
SISSPT307A	Conduct advanced taping	10
HLTMSG007	Adapt remedial massage practice for athletes	60

Recognition of Prior Learning and/or Credit Transfers:

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Diploma of Nursing

Course Code: HLT54115

Campus: St Albans, Werribee, Sunshine.

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. Students, who successfully complete this course, may apply to the Nursing and Midwifery Board of Australia (www.nursingmidwiferyboard.gov.au) for registration as an Enrolled Nurse.

Course Objectives: This qualification reflects the role of an enrolled nurse working under supervision of a registered nurse. This qualification covers the application of skills and knowledge required to provide nursing care for people across the health sector. A lifespan approach should underpin this qualification with relevant competencies that relate to the different stages of life identified within the units. A graduate from a Diploma of Nursing program approved by the Nursing and Midwifery Board of Australia (NMBA) is able to apply for registration with the NMBA as an enrolled nurse. Further information on registration is available at www.nursingmidwiferyboard.gov.au.

Careers: Possible career opportunities emerging from the completion of HLT54115 Diploma of Nursing include:

- Enrolled Nurse.

Course Duration: 2 years

Admission Requirements: All applicants must be at least 18 years of age or over by the time of commencement date of the program. All applicants must complete a Literacy and Numeracy Assessment (LLN). VU Polytechnic use the Basic Key Skills Builder (BKSB) tool for this assessment and applicants must achieve level four (4) in both literacy and numeracy. Applicants who complete the ACSF assessment tool must achieve a minimum exit level three (3) for both Literacy and Numeracy. All applicants will be required to undertake an interview and complete a language and calculations test. Applicants must also be able to demonstrate that they meet the requirements of the Nursing and Midwifery Board of Australia's (NMBA) English language skills registration standard. Proof of this English language competency must be provided and can be achieved via one (1) of the following pathways: 1. Primary Language Pathway The applicant's primary language is English, and they have undertaken and satisfactorily completed at least six (6) years of primary and secondary education, including at least two (2) years between Years 7 and 12. Countries include Australia, New Zealand, United Kingdom, Republic of Ireland, Canada, South Africa and the United States of America. Applicants will be required to complete a declaration. 2. English Language Test Pathway Applicants must be able to demonstrate that they have achieved the required minimum scores in one of the approved English language tests as specified in the NMBA's English language skills registration standard prior to acceptance of offer. IELTS the IELTS (academic module) with a minimum overall score of 7 and a minimum score of 7 in each of the four components (listening, reading, writing and speaking). OET with a minimum score of B in each of the four components (listening, reading, writing and speaking). PTE Academic with a minimum overall score of 65 and a minimum score of 65 in each of the four communicative skills (listening, reading, writing and speaking). TOEFL iBT with a minimum total score of 94 and the following minimum score in each section of the test 24 for listening, 24 for reading, 27 for writing, and 23 for speaking. More information can be found by visiting:

<https://www.nursingmidwiferyboard.gov.au/Registration-Standards/English-language-skills.aspx> Placement requirements: In addition to the above requirements, all students must provide the following documentation prior to placement. A current Working with Children Check (WWCC) A satisfactory Police Record check A Health Status check (immunisations status) are required for clinical placement purposes.

Admission Requirements International: All applicants must be at least 18 years of age or over by the time of commencement date of the program. All applicants must demonstrate Year 12 or equivalent and meet the requirements of the Nursing and Midwifery Board of Australia's (NMBA) English language skills registration standard. All applicants will be required to undertake an interview and complete a language and calculations test. Applicants must also be able to demonstrate that they meet the requirements of the Nursing and Midwifery Board of Australia's (NMBA) English language skills registration standard. Proof of this English language competency must be provided and can be achieved via one (1) of the following pathways: Primary Language Pathway Primary Language Pathway The applicant's primary language is English, and they have undertaken and satisfactorily completed at least six (6) years of primary and secondary education, including at least two (2) years between Years 7 and 12. Countries include Australia, New Zealand, United Kingdom, Republic of Ireland, Canada, South Africa and the United States of America. English Language

Test Pathway Applicants must be able to demonstrate that they have achieved the required minimum scores in one of the approved English language tests as specified in the NMBA's English language skills registration standard prior to acceptance of offer. IELTS the IELTS (academic module) with a minimum overall score of 7 and a minimum score of 7 in each of the four components (listening, reading, writing and speaking). OET with a minimum score of B in each of the four components (listening, reading, writing and speaking). PTE Academic with a minimum overall score of 65 and a minimum score of 65 in each of the four communicative skills (listening, reading, writing and speaking). TOEFL iBT with a minimum total score of 94 and the following minimum score in each section of the test 24 for listening, 24 for reading, 27 for writing, and 23 for speaking. More information can be found by visiting: <https://www.nursingmidwiferyboard.gov.au/Registration-Standards/English-language-skills.aspx> Placement requirements: In addition to the above requirements all students must provide prior to placement: A current Working with Children Check (WWCC) A satisfactory Police Record check A Health Status check (immunisations status) are required for clinical placement purposes.

Selection Processes: Interview, Other Not Applicable.

COURSE STRUCTURE

To be awarded HLT54115 Diploma of Nursing, a student must successfully complete a total of twenty-five (25) units of competency, consisting of:

- twenty (20) core units, and;
- five (5) elective units, of which:

at least three (3) units from the electives listed within the HLT54115 Diploma of Nursing qualification; up to two (2) units from any endorsed training package or accredited course – these units must be relevant to the work outcome. All electives chosen must contribute to a valid, industry-supported vocational outcome as well as be approved by the Polytechnic.

CORE UNITS

CHCDIV001	Work with diverse people	40
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	25
CHCPRP003	Reflect on and improve own professional practice	120
HLTAAP002	Confirm physical health status	90
HLTAAP003	Analyse and respond to client health information	60
HLTENN001	Practise nursing within the Australian health care system	100
HLTENN002	Apply communication skills in nursing practice	50
HLTENN003	Perform clinical assessment and contribute to planning nursing care	50
HLTENN004	Implement, monitor and evaluate nursing care plans	110
HLTENN005	Contribute to nursing care of a person with complex	90

needs

HLTENN006	Apply principles of wound management in the clinical environment	45
HLTENN007	Administer and monitor medicines and intravenous therapy	250
HLTENN008	Apply legal and ethical parameters to nursing practice	30
HLTENN009	Implement and monitor care for a person with mental health conditions	60
HLTENN011	Implement and monitor care for a person with acute health problems	70
HLTENN012	Implement and monitor care for a person with chronic health problems	50
HLTENN013	Implement and monitor care of the older person	75
HLTENN015	Apply nursing practice in the primary health care setting	80
HLTINF001	Comply with infection prevention and control policies and procedures	25
HLTWHS002	Follow safe work practices for direct client care	25

ELECTIVE UNITS

CHCPOL003	Research and apply evidence to practice	65
HLTENN010	Apply a palliative approach in nursing practice	50
HLTENN025	Implement and monitor care for a person with diabetes	80
HLTWHS006	Manage personal stressors in the work environment	25
Imported		
BSBMED301	Interpret and apply medical terminology appropriately	60

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate II in Information, Digital Media and Technology

Course Code: ICT20115

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

About this course: This certificate covers digital literacy, employability skills as well as social and welfare support for youth experiencing education or employment barriers, as part of the Polytechnic's 'Skills First' program. Students develop general information and communication technology skills and gain an understanding of

software and digital media packages, as well as social media tools. The program also covers the essential skills needed to prepare for work and traineeship roles including:

- attendance;
- punctuality;
- teamwork;
- communication, and;
- problem solving skills.

VEtIS: This delivery is partial completion of ICT201 15. On successful completion of the program, students will be eligible for: a Statement of Attainment towards completion of ICT20115 Certificate II in Information, Digital Media and Technology.

Course Objectives: This qualification provides the skills and knowledge for individuals to be competent in the foundation skills and knowledge for use within the wide range of general information and communications technology (ICT) technologies. Persons working at this level apply a range of knowledge and skills in basic information and communications technology, with an understanding of software packages, digital media packages, social media tools and working safely and ethically in a sustainable work environment. Vocational Education Training in Schools (VEtIS) This qualification forms part of the credit suite specified by the Victorian Curriculum and Assessment Authority (VCAA) and may contribute towards the satisfactory completion of the Victoria Certificate of Education (VCE) or the Victoria Certificate of Applied Learning (VCAL).

Careers: This entry level qualification provides the foundation skills and knowledge to use information and communications technology (ICT) in any industry.

Course Duration: 0.5 years

Admission Requirements: Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs. VEtIS: The literacy and numeracy levels of applicants will be assessed through consultation with the relevant secondary school.

Selection Processes: Other/Not Applicable.

COURSE STRUCTURE

To be awarded ICT201 15 Certificate II in Information, Digital Media and Technology, a student must complete a total of fourteen (14) units of competency, consisting of:

- seven (7) core units, and;
- seven (7) elective units, consisting of:
- up to seven (7) from the elective units listed in the ICT201 15 Certificate II in Information, Digital Media and Technology qualification, and;
- up to three (3) units from elsewhere in the ICT Information and Communications Technology Training Package or any other training package or accredited course at Certificate II or III level.

The elective units chosen must be relevant to the work outcome and meet local industry needs as well as be approved by the Polytechnic. VEtIS: This delivery is partial completion of ICT201 15. On successful completion of the program, students will be eligible for: a Statement of Attainment towards completion of ICT201 15 Certificate II in Information, Digital Media and Technology.

CORE UNITS

BSBWHS201	Contribute to health and safety of self and others	20
BSBSUS201	Participate in environmentally sustainable work practices	20
ICTICT201	Use computer operating systems and hardware	60
ICTICT202	Work and communicate effectively in an ICT environment	40
ICTICT203	Operate application software packages	60
ICTICT204	Operate a digital media technology package	40
ICTWEB201	Use social media tools for collaboration and engagement	20

ELECTIVE UNITS

CUAPOS201	Perform basic vision and sound editing	40
ICTICT205	Design basic organisational documents using computing packages	40
ICTICT206	Install software applications	20
ICTICT207	Integrate commercial computing packages	60
ICTICT211	Identify and use basic current industry specific technologies	40
ICTSAS205	Maintain ICT system integrity	20
ICTSAS206	Detect and protect from spam and destructive software	10

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate III in Information, Digital Media and Technology

Course Code: ICT30118

Campus: Footscray Nicholson, Sunshine.

About this course: Gain the specialised knowledge and skills to work in the growing general communications and technology (ICT) industry. This course provides you with practical, industry relevant training in a variety of information and communication technology (ICT) disciplines. Training in our state-of-the-art computer labs, you will develop the skills and knowledge to:

- work and communicate in an ICT environment;
- create user documentation;
- install and optimise operating system software;
- run diagnostic tests;

- consult on WHS communication processes, and;
- work sustainably.

Successful completion of the course will equip you with the confidence to work across a range of ICT roles, or to continue onto further study.

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) 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. Vocational Education and Training in Schools (VETiS) This qualification forms part of the credit suite specified by the Victorian Curriculum and Assessment Authority (VCAA) and may contribute towards the satisfactory completion of the Victoria Certificate of Education (VCE) or the Victoria Certificate of Applied Learning (VCAL).

Careers: Possible career opportunities emerging from the completion of ICT30118 Certificate III in Information, Digital Media and Technology include:

- Technical Support Officer;
- Network Administrator;
- Web Technician;
- Software Administration Officer, and;
- Digital Media Technician.

Course Duration: 0.5 years

Admission Requirements: Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs. Vocational Education and Training in Schools (VETiS): The literacy and numeracy levels of applicants will be assessed through consultation with the relevant secondary school.

COURSE STRUCTURE

To be awarded the ICT30118 Certificate III in Information, Digital Media and Technology, a student must successfully complete a total of seventeen (17) units of competency, comprising of:

- six (6) core units, and;
- eleven (11) elective units, of which:

five (5) units must be selected from one of the following specialist elective groups: Group A: Applications; Group B: Network administration; Group C: Support; Group D: Web technologies, or; Group E: Multimedia; up to six (6) units may be selected from any of the specialist elective groups above or from Group F, and; up to three (3) units may be selected from elsewhere in the ICT Information and Communication Technology Training Package or any other Training Package or accredited course at Certificate III or IV level. The electives chosen must be relevant to the work outcomes and meet local industry needs as well as be approved by the Polytechnic.

CORE UNITS

BSBSUS401 Implement and monitor environmentally sustainable 40

work practices

BSBWHS304	Participate effectively in WHS communication and consultation processes	30
ICTICT202	Work and communicate effectively in an ICT environment	40
ICTICT301	Create user documentation	20
ICTICT302	Install and optimise operating system software	20
ICTSAS308	Run standard diagnostic tests	40
ELECTIVE UNITS		
Specialist elective units		
Group A: Applications		
ICTICT203	Operate application software packages	60
ICTICT304	Implement system software changes	40
ICTICT307	Customise packaged software applications for clients	80
ICTICT308	Use advanced features of computer applications	40
ICTICT409	Develop macros and templates for clients using standard products	60
Group B: Network administration		
ICTNWK305	Install and manage network protocols	40
ICTSAS307	Install, configure and secure a small office or home office network	50
Group C: Support		
ICTSAS304	Provide basic system administration	20
ICTSAS305	Provide ICT advice to clients	40
ICTSAS306	Maintain equipment and software	20
Group D: Web technologies		
BSBEBU401	Review and maintain a website	50
ICTWEB303	Produce digital images for the web	30
Group E: Multimedia		
Group E electives are not currently offered by the Polytechnic.		
General electives units		
Group F		
ICTICT305	Identify and use current industry specific technologies	60

ICTICT306	Migrate to new technology	20
ICTPRG301	Apply introductory programming techniques	40
Imported Units		
VU21993	Secure a networked personal computer	60
VU21994	Perform basic cyber security data analysis	20

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate IV in Computer Systems Technology

Course Code: ICT41015

Campus: Footscray Nicholson, Sunshine.

About this course: Gain the skills and knowledge to work in the IT sector as a specialist or as part of a team with a Certificate IV in Computer Systems Technology at Victoria University Polytechnic. This course will provide you with practical training in multiple information and communication technology (ICT) disciplines. You will train in our state-of-the-art computer labs to gain technical skills in:

- connecting, maintaining and configuring hardware;
- building, installing and operating networks;
- network security;
- introductory programming skills;
- operating system software;
- troubleshooting system and software faults;
- router set-up and testing;
- client-side script for a dynamic webpage;
- WHS communication and consultation processes, and;
- client business requirements.

You will also gain skills in working ethically, safely and sustainably in a workplace environment. Upon completion of this qualification, you will have the confidence and ability to work across a range of ICT roles, or continue with further study.

Course Objectives: This qualification provides the skills and knowledge for an individual to install and administer simple networks, servers, and client desktop deployments either as an independent information and communications technology (ICT) specialist or as part of a team.

Careers: Possible career opportunities emerging from the completion of ICT41015 Certificate IV in Computer Systems Technology include:

- Network Administrator;
- Network Operations Technician;
- Network Technician;
- Tester (Networking), and;
- Tester (Websites).

Course Duration: 1 year

Admission Requirements: Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

COURSE STRUCTURE

To be awarded the ICT41015 Certificate IV in Computer Systems Technology, a student must successfully complete a total of twenty (20) units of competency, comprising of:

- twelve (12) core units, and;
- eight (8) elective units, of which:

all eight (8) units may be selected from the electives listed in the ICT41015 Certificate IV in Computer Systems Technology qualification; up to four (4) electives may be selected from elsewhere in ICT Information and Communications Technology Training Package, or any other endorsed training package or accredited course at Certificate IV or Diploma level. Electives chosen must be relevant to the work outcome and meet local industry needs as well as be approved by the Polytechnic.

CORE UNITS

BSBSUS401	Implement and monitor environmentally sustainable work practices	40
BSBWHS304	Participate effectively in WHS communication and consultation processes	30
ICTICT401	Determine and confirm client business requirements	40
ICTICT418	Contribute to copyright, ethics and privacy in an ICT environment	40
ICTICT421	Connect, maintain and configure hardware components	40
ICTNWK404	Install, operate and troubleshoot a small enterprise branch network	60
ICTNWK405	Build a small wireless local area network	20
ICTPRG414	Apply introductory programming skills in another language	60
ICTSAS425	Configure and troubleshoot operating system software	40
ICTSAS426	Locate and troubleshoot ICT equipment, system and software faults	40
ICTTEN417	Install, configure and test a router	60
ICTWEB411	Produce basic client-side script for dynamic web pages	40
ELECTIVE UNITS		
ICTNWK408	Configure a desktop environment	40

ICTNWK420	Install and configure virtual machines	50
ICTPRG430	Apply introductory object-oriented language skills	60
ICTWEB425	Apply structured query language to extract and manipulate data	60
ICTWEB430	Produce server-side script for dynamic web pages	60
Imported		
ICTDBS413	Determine database requirements	80
ICTNWK421	Install, configure and test network security	50
ICTWEB416	Customise content management system	80

UNITS IN TRANSITION

The following unit/s will not be offered to prospective students. These units are only available for current/continuing students.

ICTNWK402	Install and configure virtual machines for sustainable ICT	50
ICTDBS401	Identify physical database requirements	80
ICTNWK406	Install, configure and test network security	50
ICTPMG401	Support small scale ICT projects	60
ICTWEB415	Produce server-side script for dynamic web pages	60

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate II in Engineering

Course Code: MEM20105

Campus: Sunshine.

About this course: Lay the foundation for a career in the engineering industry with a Certificate II in Engineering at Victoria University Polytechnic. This course will give you practical engineering skills as well as a broad understanding of engineering principles. You will develop skills in the safe use and maintenance of equipment including:

- drill machines;
- lathes;
- grinders;
- milling machines, and;
- other engineering tools and materials.

You will learn how to produce components and products using hand tools and machines. You will also learn how to read and create basic technical/computer-aided design (CAD) drawings. This course also teaches you occupational health and safety

principles and how to follow workplace safety regulations. This qualification will help you to get an engineering apprenticeship or traineeship, or an entry-level job in the field.

Course Objectives: This qualification covers the skills and knowledge required of workers employed as Engineering/manufacturing Employees - Level III as defined in the Manufacturing and Associated Industries and Occupations Award or in related industries where Engineering/ Manufacturing Employees work. The qualification has been specifically developed to reflect the minimum training requirement specified in the Award for employment in the above occupation. The qualification packaging has been developed on an assumption that competency will be developed through a combination of on and off-the-job learning strategies such as those delivered through a formal traineeship. The qualification may also be achieved through formal skills recognition assessment processes.

Careers: This is a preparatory course, which will prepare students to enter into an apprenticeship.

Course Duration: 3 months

Admission Requirements: Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

COURSE STRUCTURE

To be awarded the MEM20105 Certificate II in Engineering, a student must successfully complete:

- five (5) core units and;
- elective units listed in the MEM20105 Certificate II in Engineering qualification, to the value of at least 30 points.

elective units up to the value of six (6) points, may be selected from other endorsed training packages and accredited courses, where those units are available for inclusion at Certificate II. Note: This is not to include other MEM units, which may be listed in other training packages and/or accredited courses.

CORE UNITS

MEM13014A	Apply principles of occupational health and safety in the work environment	10
MEM14004A	Plan to undertake a routine task	10
MEM15002A	Apply quality systems	20
MEM15024A	Apply quality procedures	10
MEM16007A	Work with others in a manufacturing, engineering or related environment	10

ELECTIVE UNITS

MEM05005B	Carry out mechanical cutting	20
MEM05007C	Perform manual heating and thermal cutting	20

MEM05013C	Perform manual production welding	20
MEM07032B	Use workshop machines for basic operation	20
MEM09002B	Interpret technical drawing	40
MEM11011B	Undertake manual handling	20
MEM12023A	Perform engineering measurements	30
MEM12024A	Perform computations	30
MEM14005A	Plan a complete activity	20
MEM16008A	Interact with computing technology	20
MEM18001C	Use hand tools	20
MEM18002B	Use power tools/hand held operations	20

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate III in Engineering - Mechanical Trade

Course Code: MEM30219

Campus: Sunshine.

About this course: Start a career as a mechanical tradesperson with the Certificate III in Engineering – Mechanical Trade apprenticeship course. The skills associated with this qualification are intended to apply to a wide range of mechanical trade work, including undertaking fitting, assembly, manufacture, installation, modification, testing, fault finding, maintenance and service of mechanical equipment, machinery and the use of machine tools. You'll learn about mechanical and thermal cutting, marking out, tool making, general machining, maintenance, mechatronics, fluid power, shaping and joining metal using computer numerical control (CNC) machinery, computer-aided drafting (CAD) and workplace safety. This qualification is offered with the specialist streams of:

- Fitting, and;
- Fitting/machining.

Course Objectives: This qualification defines the skills and knowledge required of an Engineering Tradesperson - Mechanical within metal, engineering, manufacturing and associated industries. The qualification has been specifically developed for apprentices in the above trade. The qualification packaging has been developed on an assumption that competency will be developed through a combination of on and off-the-job learning strategies such as those delivered through a formal apprenticeship. The qualification may also be achieved through formal skills recognition assessment processes. The skills associated with this qualification are intended to apply to a wide range of mechanical trade work, including undertaking fitting, assembly, manufacture, installation, modification, testing, fault finding, maintenance and service of mechanical equipment, machinery and the use of machine tools. This qualification is designed to provide an industry recognised skills profile related to trade work as an Engineering Tradesperson - Mechanical. Skills

development should be undertaken through an Australian Apprenticeship arrangement where the mix of on and off-the-job training would be specified in the Training Plan associated with the Contract of Training between the employer and apprentice. Assessment of some units of competency must, where indicated, include evidence of the candidate's performance in a functioning workplace where there is a sufficient range of appropriate tasks and materials to cover the scope of application of those units. All outcomes must reflect the standard of performance inherent in the job. No licensing, legislative or certification requirements apply to this qualification at the time of publication. However, in some jurisdictions units in this qualification may relate to licensing or regulatory requirements. Local regulations should be checked.

Careers: Possible career opportunities emerging from the completion of MEM30219 Certificate III in Engineering - Mechanical Trade include:

- Fitter and Turner;
- Fitter and Machinist;
- Mechanical Fitter;
- Metal Fabricator;
- Plant Mechanic;
- Tool and Die Maker, and;
- Toolmaker.

Course Duration: 3 years

Admission Requirements: Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

COURSE STRUCTURE

To be awarded the MEM30219 Certificate III in Engineering - Mechanical Trade, units of competency to the value of 96 points must be achieved, chosen as outlined below:

- core units of competency listed below (totalling 33 points);
- elective units of competency to a minimum value of 40 points from Groups A, B and C electives as described below, and;
- elective units of competency to a maximum value of 23 points from Group D to bring the total value to 96 points.

To be awarded the MEM30219 Certificate III in Engineering - Mechanical Trade (Fitting), units of competency to the value of 96 points must be achieved, chosen as outlined below:

- core units of competency listed below (totalling 33 points);
- elective units of competency to a minimum value of 40 points from Group B electives as described below, and;
- elective units of competency to a maximum value of 23 points from Group D to bring the total value to 96 points.

To be awarded the MEM30219 Certificate III in Engineering - Mechanical Trade (Fitting/machining), units of competency to the value of 96 points must be achieved, chosen as outlined below:

- core units of competency listed below (totalling 33 points);

- elective units of competency to a minimum value of 40 points from Group C electives as described below, and;
- elective units of competency to a maximum value of 23 points from Group D to bring the total value to 96 points.

Appropriate Group D elective units to the value of 8 points may be chosen from this Training Package, other endorsed Training Packages and accredited courses where those units are available for inclusion at Certificate III. Only select units that would be suitable for occupational outcomes in a mechanical trade environment. Electives must be industry relevant as well as be approved by the Polytechnic. Prerequisites Points associated with prerequisites count towards the total. All prerequisites are included in the units listed. Specialisations The Polytechnic offer the following specialisations:

- Fitting, and;
- Fitting/machining.

Specialisation: Fitting

CORE UNITS

MEM09002	Interpret technical drawing	40
MEM11011	Undertake manual handling	20
MEM12023	Perform engineering measurements	30
MEM12024	Perform computations	30
MEM13015	Work safely and effectively in manufacturing and engineering	40
MEM14006	Plan work activities	40
MEM16006	Organise and communicate information	20
MEM16008	Interact with computing technology	20
MEM17003	Assist in the provision of on-the-job training	20
MEM18001	Use hand tools	20
MEM18002	Use power tools/hand held operations	20
MSMENV272	Participate in environmentally sustainable work practices	30

ELECTIVE UNITS

Group B

MEM12006	Mark off/out (general engineering)	40
MEM07005	Perform general machining	80
MEM18003	Use tools for precision work	40
MEM18004	Maintain and overhaul mechanical equipment	40

MEM18005	Perform fault diagnosis, installation and removal of bearings	40
MEM18006	Perform precision fitting of engineering components	60
MEM18055	Dismantle, replace and assemble engineering components	30
MEM18009	Perform precision levelling and alignment of machines and engineering components	40
MEM18007	Maintain and repair mechanical drives and mechanical transmission assemblies	40
MEM18018	Maintain pneumatic system components	40
MEM18020	Maintain hydraulic system components	40

Group D

MEM05007	Perform manual heating and thermal cutting	20
MEM05012	Perform routine manual metal arc welding	20
MEM05050	Perform routine gas metal arc welding	20
MEM12003	Perform precision mechanical measurement	20
MEM18010	Perform equipment condition monitoring and recording	40
MEM18011	Shut down and isolate machines/equipment	20

Specialisation: Fitting/machining

CORE UNITS

MEM09002	Interpret technical drawing	40
MEM11011	Undertake manual handling	20
MEM12023	Perform engineering measurements	30
MEM12024	Perform computations	30
MEM13015	Work safely and effectively in manufacturing and engineering	40
MEM14006	Plan work activities	40
MEM16006	Organise and communicate information	20
MEM16008	Interact with computing technology	20
MEM17003	Assist in the provision of on-the-job training	20
MEM18001	Use hand tools	20
MEM18002	Use power tools/hand held operations	20
MSMENV272	Participate in environmentally sustainable work practices	30

ELECTIVE UNITS

Group C

MEM07005	Perform general machining	80
MEM07006	Perform lathe operations	40
MEM07007	Perform milling operations	40
MEM07008	Perform grinding operations	40
MEM12003	Perform precision mechanical measurement	20
MEM12006	Mark off/out (general engineering)	40
MEM18003	Use tools for precision work	40
MEM18005	Perform fault diagnosis, installation and removal of bearings	40
MEM18006	Perform precision fitting of engineering components	60
MEM18018	Maintain pneumatic system components	40
MEM18020	Maintain hydraulic system components	40
MEM18055	Dismantle, replace and assemble engineering components	30

Group D

MEM05007	Perform manual heating and thermal cutting	20
MEM05012	Perform routine manual metal arc welding	20
MEM05049	Perform routine gas tungsten arc welding	20
MEM05050	Perform routine gas metal arc welding	20
MEM07021	Perform complex lathe operations	40

Recognition of Prior Learning and/or Credit Transfers:

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate III in Engineering - Fabrication Trade

Course Code: MEM30319

Campus: Sunshine.

About this course: Lay the foundation for a career in metal fabrication and engineering with a Certificate III in Engineering - Fabrication Trade apprenticeship course. This course will give you the knowledge and skills required to work in the metals and engineering industry. You'll learn to make and repair steel and other metal products and structures such as boilers and storage tanks, and will learn broad engineering skills in fabrication including undertaking metal fabrication, structural steel erection, sheet metal work, welding, blacksmithing and surface finishing.

Course Objectives: This qualification defines the skills and knowledge required of an engineering tradesperson - fabrication within metal, engineering, manufacturing and associated industries. The qualification has been specifically developed to meet the needs of apprentices in the above trade. The qualification packaging has been developed on an assumption that competency will be developed through an integrated combination of on and off-the-job learning strategies such as those delivered through a formal apprenticeship. The qualification may also be achieved through formal skills recognition assessment processes. The skills associated with this qualification are intended to apply to a wide range of fabrication work, including undertaking metal fabrication, structural steel erection, sheetmetal work, welding, blacksmithing and surface finishing. This qualification is designed to provide an industry recognised skills profile related to trade work as an Engineering Tradesperson- Fabrication. Skills development should be undertaken through an Australian Apprenticeship arrangement where the mix of on and off-the-job training would be specified in the Training Plan associated with the Contract of Training between the employer and apprentice. Assessment of some units of competency must, where indicated, include evidence of the candidate's performance in a functioning workplace where there is a sufficient range of appropriate tasks and materials to cover the scope of application of those units. All outcomes must reflect the standard of performance inherent in the job. No licensing, legislative or certification requirements apply to this qualification at the time of publication. However, in some jurisdictions units in this qualification may relate to licensing or regulatory requirements. Local regulations should be checked.

Careers: Possible career opportunities emerging from the completion of MEM30319 Certificate III in Engineering- Fabrication Trade include:

- Fitter (Metal);
- Fitter and Turner;
- Maintenance Mechanic/Motor Mechanic;
- Mechanical Fitter;
- Metal Fabricator;
- Plant Mechanic;
- Tool and Die Maker, and;
- Toolmaker.

Course Duration: 3 years

Admission Requirements: Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

COURSE STRUCTURE

To be awarded the MEM30319 Certificate III in Engineering - Fabrication Trade, units of competency to the value of 96 points must be achieved, chosen as outlined below:

- all core units of competency listed below (totalling 33 points);
- elective units of competency to a minimum value of 40 points from Groups A, B, C, D, E, F and G as described below, and;
- elective units of competency to a maximum value of 23 points from Group H to bring the total value to 96 points.

To be awarded the MEM30319 Certificate III in Engineering - Fabrication Trade (Welding), units of competency to the value of 96 points must be achieved, chosen as outlined below:

- all core units of competency listed below (totalling 33 points);
- elective units of competency to a minimum value of 40 points from Group C as described below, and;
- elective units of competency to a maximum value of 23 points from Group H to bring the total value to 96 points.

To be awarded the MEM30319 Certificate III in Engineering - Fabrication Trade (Boilermaking/welding), units of competency to the value of 96 points must be achieved, chosen as outlined below:

- all core units of competency listed below (totalling 33 points);
- elective units of competency to a minimum value of 40 points from Group D as described below, and;
- elective units of competency to a maximum value of 23 points from Group H to bring the total value to 96 points.

Appropriate Group H elective units to the value of 8 points may be chosen from this Training Package, other endorsed Training Packages and accredited courses where those units are available for inclusion at Certificate III. Only select units that would be suitable for occupational outcomes in a fabrication trade environment. Electives must be industry relevant as well as be approved by the Polytechnic. Prerequisites Points associated with prerequisites count towards the total. All prerequisites are included in the units listed. Specialisations The Polytechnic offer the following specialisations:

- Boilermaking/welding, and;
- Welding.

Specialisation: Boilermaking/welding

CORE UNITS

MEM09002	Interpret technical drawing	40
MEM11011	Undertake manual handling	20
MEM12023	Perform engineering measurements	30
MEM12024	Perform computations	30
MEM13015	Work safely and effectively in manufacturing and engineering	40
MEM14006	Plan work activities	40
MEM16006	Organise and communicate information	20
MEM16008	Interact with computing technology	20
MEM17003	Assist in the provision of on-the-job training	20
MEM18001	Use hand tools	20
MEM18002	Use power tools/hand held operations	20

MSMENV272	Participate in environmentally sustainable work practices	30
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ELECTIVE UNITS

Group D

MEM05005	Carry out mechanical cutting	20
MEM05007	Perform manual heating and thermal cutting	20
MEM05012	Perform routine manual metal arc welding	20
MEM05015	Weld using manual metal arc welding process	40
MEM05016	Perform advanced welding using manual metal arc welding process	40
MEM05017	Weld using gas metal arc welding process	40
MEM05019	Weld using gas tungsten arc welding process	40
MEM05036	Repair, replace and/or modify fabrications	40
MEM05037	Perform geometric development	60
MEM05049	Perform routine gas tungsten arc welding	20
MEM05050	Perform routine gas metal arc welding	20
MEM05051	Select welding processes	20
MEM05052	Apply safe welding practices	40
MEM12007	Mark off/out structural fabrications and shapes	40

Group H

MEM05010	Apply fabrication, forming and shaping techniques	80
MEM05011	Assemble fabricated components	80
MEM13001	Perform emergency first aid	10

Specialisation: Welding

CORE UNITS

MEM09002	Interpret technical drawing	40
MEM11011	Undertake manual handling	20
MEM12023	Perform engineering measurements	30
MEM12024	Perform computations	30
MEM13015	Work safely and effectively in manufacturing and engineering	40
MEM14006	Plan work activities	40

MEM16006	Organise and communicate information	20
MEM16008	Interact with computing technology	20
MEM17003	Assist in the provision of on-the-job training	20
MEM18001	Use hand tools	20
MEM18002	Use power tools/hand held operations	20
MSMENV272	Participate in environmentally sustainable work practices	30
ELECTIVE UNITS		
Group C		
MEM05004	Perform routine oxy fuel gas welding	20
MEM05005	Carry out mechanical cutting	20
MEM05007	Perform manual heating and thermal cutting	20
MEM05012	Perform routine manual metal arc welding	20
MEM05015	Weld using manual metal arc welding process	40
MEM05016	Perform advanced welding using manual metal arc welding process	40
MEM05017	Weld using gas metal arc welding process	40
MEM05018	Perform advanced welding using gas metal arc welding process	40
MEM05019	Weld using gas tungsten arc welding process	40
MEM05020	Perform advanced welding using gas tungsten arc welding process	40
MEM05047	Weld using flux core arc welding process	40
MEM05048	Perform advanced welding using flux core arc welding process	40
MEM05049	Perform routine gas tungsten arc welding	20
MEM05050	Perform routine gas metal arc welding	20
MEM05051	Select welding processes	20
MEM05052	Apply safe welding practices	40
Group H		
MEM05008	Perform advanced manual thermal cutting, gouging and shaping	20
MEM05037	Perform geometric development	60
MEM12007	Mark off/out structural fabrications and shapes	40

MEM13001 Perform emergency first aid 10

Recognition of Prior Learning and/or Credit Transfers:

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate IV in Engineering

Course Code:MEM40119

Campus:Sunshine.

About this course:This course gives you the opportunity to upgrade your skills and knowledge so you can advance your career in the manufacturing and engineering industries. You will learn more about:

- welding/fabrication (certificates 1-10) - including metallurgy, inspection and design;
- machining – using milling machines, lathes, brake pressing, rolling and plasma cutting;
- installation and maintenance of mechanical equipment, machinery and fluid power equipment, and;
- workplace safety.

This is a leading-edge course focused on current technology. You will be prepared to gain entry into technician and supervisor positions in the industry.

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

Careers:Possible career opportunities emerging from the completion of MEM40119 Certificate IV in Engineering includes:

- engineering/manufacturing tradesperson – Special Class Level II;
- fitter and turner;
- fitter and machinist;
- maintenance fitter;
- boilermaker;
- sheet metal worker;
- welder, and;
- patternmaker.

Course Duration: 4 years

Admission Requirements: Students must have completed Cert III in Engineering or provide evidence of equivalent experience in order to gain credits and/or Recognition of Prior Learning (RPL). In accordance with qualification requirements students must have access to structured on-the-job training or is an existing apprentice under an Australian Apprenticeship arrangement.

The training involves face to face theory and requires a specified number of hours of practice on relevant skills in a workplace. It should not be used as a pre-employment or pre-apprenticeship program. Applicants are required to complete a Pre-Training Review

and a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

COURSE STRUCTURE

To be awarded MEM40119 Certificate IV in Engineering, a student must successfully complete the following:

- twelve (12) core units (totalling 33 points), and:
- elective units comprising of:
- units selected from Group A, to the value of at least twelve (12) points, and;
- units selected from Group B to a maximum value of eighty seven (87) points to bring the total value to one hundred and thirty two (132) points of which:
- appropriate Group B units to the value of fourteen (14) points may be chosen from this Training Package, other endorsed Training Packages and accredited courses where those units are available for inclusion in Certificate III and Certificate IV qualifications. Only select units that would be suitable for occupational outcomes in a higher engineering trade environment.

Electives must be industry relevant as well as be approved by the Polytechnic.

CORE UNITS

MEM09002	Interpret technical drawing	40
MEM11011	Undertake manual handling	20
MEM12023	Perform engineering measurements	30
MEM12024	Perform computations	30
MEM13015	Work safely and effectively in manufacturing and engineering	40
MEM14006	Plan work activities	40
MEM16006	Organise and communicate information	20
MEM16008	Interact with computing technology	20
MEM17003	Assist in the provision of on-the-job training	20
MEM18001	Use hand tools	20
MEM18002	Use power tools/hand held operations	20
MSMENV272	Participate in environmentally sustainable work practices	30

ELECTIVE UNITS

Group A

MEM18010	Perform equipment condition monitoring and recording	40
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MEM18019	Maintain pneumatic systems	40
MEM18022	Maintain fluid power controls	80
Group A - Alternative Electives		
MEM05026	Apply welding principles	40
MEM05043	Perform welds to code standards using gas metal arc welding process	60
MEM05044	Perform welds to code standards using gas tungsten arc welding process	60
MEM05045	Perform pipe welds to code standards using manual metal arc welding process	60
MEM05046	Perform welds to code standards using manual metal arc welding process	60
MEM12003	Perform precision mechanical measurement	20
MEM18011	Shut down and isolate machines/equipment	20
MEM18021	Maintain hydraulic systems	40
Group B		
MEM05007	Perform manual heating and thermal cutting	20
MEM05012	Perform routine manual metal arc welding	20
MEM05015	Weld using manual metal arc welding process	40
MEM05050	Perform routine gas metal arc welding	20
MEM05051	Select welding processes	20
MEM05052	Apply safe welding practices	40
MEM07005	Perform general machining	80
MEM07006	Perform lathe operations	40
MEM07007	Perform milling operations	40
MEM07008	Perform grinding operations	40
MEM07021	Perform complex lathe operations	40
MEM12006	Mark off/out (general engineering)	40
MEM18003	Use tools for precision work	40
MEM18004	Maintain and overhaul mechanical equipment	40
MEM18005	Perform fault diagnosis, installation and removal of bearings	40
MEM18006	Perform precision fitting of engineering components	60

MEM18007	Maintain and repair mechanical drives and mechanical transmission assemblies	40
MEM18009	Perform precision levelling and alignment of machines and engineering components	40
MEM18018	Maintain pneumatic system components	40
MEM18020	Maintain hydraulic system components	40
MEM18055	Dismantle, replace and assemble engineering components	30
MEM05055	Weld using oxy fuel gas welding process	40
Group B - Alternative Electives		
MEM03003	Perform sheet and plate assembly	40
MEM05004	Perform routine oxy fuel gas welding	20
MEM05005	Carry out mechanical cutting	20
MEM05010	Apply fabrication, forming and shaping techniques	80
MEM05011	Assemble fabricated components	80
MEM05012	Perform routine manual metal arc welding	20
MEM05016	Perform advanced welding using manual metal arc welding process	40
MEM05017	Weld using gas metal arc welding process	40
MEM05018	Perform advanced welding using gas metal arc welding process	40
MEM05019	Weld using gas tungsten arc welding process	40
MEM05020	Perform advanced welding using gas tungsten arc welding process	40
MEM05023	Weld using submerged arc welding process	40
MEM05036	Repair, replace and/or modify fabrications	40
MEM05037	Perform geometric development	60
MEM05047	Weld using flux core arc welding process	40
MEM05048	Perform advanced welding using flux core arc welding process	40
MEM05049	Perform routine gas tungsten arc welding	20
MEM05050	Perform routine gas metal arc welding	20
MEM12007	Mark off/out structural fabrications and shapes	40

Please note: Group A and Group B Electives must not be interchanged with Group A -

Alternative Electives and Group B - Alternative Electives.

Group A and Group B Electives are packaged for the Mechanical stream, whereas Group A and Group B Alternative are packaged for Fabrication stream.

Recognition of Prior Learning and/or Credit Transfers:

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate II in Furniture Making

Course Code:MSF20313

Campus:Industry, Sunshine.

About this course:If you are interested in a career in furniture making and want to prepare yourself for an apprenticeship in the industry, then this is the course for you. MSF20313 Certificate II in Furniture Making is a preparatory course for an aspiring young apprentice, to gain the skills and knowledge in basic furniture making which includes but is not limited to:

- manufacture free-standing furniture;
- manufacture built-in cabinets;
- provide on-site assistance with the installation of furniture, and;
- understanding quality manufacturing of furniture products.

Our qualified trainers and assessors, in conjunction with experienced industry partners, will prepare you for an exciting career in the furniture industry!

Course Objectives:This qualification describes the skills and knowledge required to perform the manufacture of free-standing furniture or built-in cabinets, and provide on-site assistance in the installation of furniture or cabinets involving known routines and procedures and some accountability for the quality of outcomes. It reflects vocational outcomes for those performing assistant cabinet maker, assistant installer of built-in cabinets, and production operator within a cabinet making enterprise. Cabinets include free-standing and built-in furniture or fitted cabinets, such as those used in kitchens and bathrooms. Skills are also included that cover assisting in the installation or renovation of kitchens and bathrooms and other fitted cabinets, which involves collaboration with others through members of a group or team. This qualification does not cover shopfitting. Meaningful involvement of industry is essential to achieving this qualification outcome. This qualification is suitable for persons employed in furniture making as described above. It also applies to persons who are formally engaged in a traineeship in accordance with the Australian Apprenticeships policy. The MSF20516 Certificate II in Furniture Making Pathways is the appropriate qualification for VET delivered to secondary students.

Careers:Job roles covered by this qualification include assistant cabinet maker, assistant installer of built-in cabinets for kitchens, bathrooms and other fitted cabinets, and production operator within a cabinet making enterprise. Cabinets include free-standing and built-in furniture.

Course Duration: 2 months

Admission Requirements:Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

Selection Processes: Other/Not Applicable.

COURSE STRUCTURE

To be awarded the MSF20313 Certificate II in Furniture Making, a student must successfully complete a total of thirteen (13) units, comprising of:

- five (5) core units, and;
- eight (8) elective units, of which:

one (1) unit must be selected from Group A; four (4) units must be selected from Group B, with a maximum of two (2) units coded MSS, and; three (3) units may be selected from the MSF Furnishing Training Package, other endorsed training packages and/or accredited courses. Units must be aligned at Certificate II level (maximum 3 units) or Certificate III level (maximum 1 unit) as well as be approved by the Polytechnic.

CORE UNITS:

MSFFM2001	Use furniture making sector hand and power tools	40
MSFGN2001	Make measurements and calculations	30
MSMENV272	Participate in environmentally sustainable work practices	30
MSMSUP102	Communicate in the workplace	20
MSMSUP106	Work in a team	30

ELECTIVE UNITS:

Group A

MSMWHS200	Work safely	30
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Group B

MEM16008A	Interact with computing technology	20
MSAPMSUP201A	Receive or despatch goods	20
MSFFF2004	Prepare surfaces for finishing	24
MSFFF2006	Apply surface coatings by spray gun	60
MSFFM2002	Assemble furnishing components	20
MSFFM2003	Select and apply hardware	16
MSFFM2004	Apply sheet laminates by hand	8
MSFFM2005	Join solid timber	8
MSFFM2006	Hand make timber joints	40
MSFFM2007	Follow plans to assemble production furniture	16
MSFFM2010	Set up and operate basic static machines	56

MSFFM2011	Apply manufactured board conversion techniques	16
MSFFM2012	Set up, operate and maintain pressure and clamping machines	20
MSFKB2001	Prepare for cabinet installation	12
MSFKB2002	Provide assistance in cabinet installation	12
MSMSUP240	Undertake minor maintenance	30
MSMSUP273	Handle goods	20
MSS402001	Apply competitive manufacturing practices	40

Group C: Certificate II Level

CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry	20
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Group C: Certificate III Level

CPCCWP3002A	Apply waterproofing process to internal wet areas	50
MSFFM3005	Fabricate custom furniture	64
MSFKB3001	Identify processes in kitchen and bathroom projects	80
MSFKB3005	Fabricate cabinets for the built-in environment	80

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

CPCCWHS1001	Prepare to work safely in the construction industry	6
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Certificate III in Cabinet Making

Course Code:MSF31113

Campus:Industry, Sunshine, Learning Links Geelong.

About this course: Develop valuable cabinet making skills for residential and commercial buildings with a Certificate III in Cabinet Making at Victoria University Polytechnic. This is an apprenticeship course, designed for those currently employed as cabinet-making apprentices. It will provide you with the formal trade certificate you need, to become a fully qualified cabinet maker. You'll be prepared to work in furniture making and the installation and manufacture of fitted furniture in kitchens and bathrooms. Through classroom learning and work-based tasks, you'll gain skills and knowledge to complement your on-the-job training. We provide a strong partnership between you, your employer and our teaching staff that will ensure you know how to:

- use hand and power tools;
- apply surface coatings using a spray gun;
- produce manual and computer-aided drawings, and;
- estimate and cost a job.

You'll graduate with the skills, confidence and experience to be job-ready.

Course Objectives: This qualification covers the skills and knowledge required to perform a range of skills at trade-level for those working in furniture making and those involved in the manufacture and installation of fitted furniture typically in a kitchen, bathroom and related context. Installation skills may be applied to new or renovation work. Training programs for this qualification are suitable to be undertaken as part of a formal training contract with an employer under an Australian Apprenticeship arrangement.

Careers: Possible career opportunities emerging from the completion of MSF31113 Certificate III in Cabinet Making include:

- Cabinet Maker.

Course Duration: 3 years

Admission Requirements: Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

Selection Processes: Other/Not Applicable.

COURSE STRUCTURE

To be awarded MSF31113 Certificate III in Cabinet Making, a student must successfully complete twenty-eight (28) units of competency, comprising of:

- six (6) core units, and;
- twenty-two (22) elective units from Groups A to F as specified below.

Electives must be industry relevant as well as be approved by the Polytechnic. Specialisation The Polytechnic currently offer the following specialisation(s):

- Furniture, and;
- Kitchens and Bathrooms.

Specialisation: Furniture

To be awarded this specialisation, the following training package rules apply:

- one (1) unit from Group A;
- a minimum of eight (8) units from Groups B or D, and;
- a minimum of eight (8) units from Group E;
- the balance of units (up to 5) can be chosen from Group F, or from Groups B, C or D.

Additional Group F rules:

Up to five (5) relevant units may be chosen from units not already selected from Groups B to E, or units available in this Training Package or other endorsed Training Packages and accredited courses. Those units must be aligned at Certificate II level (maximum 1 unit), Certificate III level (maximum 5 units) or Certificate IV level (maximum 1 unit). Units selected from other Training Packages and accredited courses via Group F must be relevant to the qualification outcome and not duplicate

units available within this qualification.

CORE UNITS

MSFFM2001	Use furniture making sector hand and power tools	40
MSFGN2001	Make measurements and calculations	30
MSFGN3001	Read and interpret work documents	24
MSMENV272	Participate in environmentally sustainable work practices	30
MSMSUP102	Communicate in the workplace	20
MSMSUP106	Work in a team	30

ELECTIVE UNITS

Group A

CPCWHS1001	Prepare to work safely in the construction industry	6
MSMWHS200	Work safely	30

Group B

MSFFF2004	Prepare surfaces for finishing	24
MSFFM2002	Assemble furnishing components	20
MSFFM2005	Join solid timber	8
MSFFM2006	Hand make timber joints	40
MSFFM3002	Construct furniture using leg and rail method	64
MSFFM3005	Fabricate custom furniture	64
MSFFM3006	Install furnishing products	24

Group C

Group C electives are not currently offered by the Polytechnic

Group D

BSBCUS301	Deliver and monitor a service to customers	35
MSFFM2003	Select and apply hardware	16
MSFFM2010	Set up and operate basic static machines	56
MSFFM2011	Apply manufactured board conversion techniques	16
MSFFM3010	Prepare cutting list from plans and job specifications	16
MSFFM3021	Set up, operate and maintain computer numerically controlled (CNC) sizing machines	60
MSFFM3022	Set up, operate and maintain computer numerically	80

	controlled (CNC) machining and processing centres			Group F electives are not currently offered by the Polytechnic
MSFGN3002	Estimate and cost job	16		Specialisation: Kitchens and Bathrooms
Group E				To be awarded this specialisation, the following training package rules apply:
CUAACD302	Produce computer-aided drawings	50		- one (1) unit from Group A;
MSFFF2006	Apply surface coatings by spray gun	60		- a minimum of eight (8) units from Groups C or D, and;
MSFFM3003	Produce angled and curved furniture using manufactured board	64		- and a minimum of eight (8) units from Group E;
MSFFM3004	Produce angled and curved furniture using solid timber	64		- the balance of units (up to 5) can be chosen from Group F, or from Groups B, C or D.
MSFFM3007	Prepare and apply decorative surfaces for furniture	24		Additional Group F rules:
MSFFM3008	Select timbers for furniture production	8		Up to five (5) relevant units may be chosen from units not already selected from Groups B to E, or units available in this Training Package or other endorsed Training Packages and accredited courses. Those units must be aligned at Certificate II level (maximum 1 unit), Certificate III level (maximum 5 units) or Certificate IV level (maximum 1 unit). Units selected from other Training Packages and accredited courses via Group F must be relevant to the qualification outcome and not duplicate units available within this qualification.
MSFFM3009	Produce manual and computer-aided production drawings	60		
MSFFM3011	Measure and draw site layout for manufactured furniture products	16		
MSFFM3012	Set up, operate and maintain sawing machines	24		CORE UNITS
MSFFM3013	Set up, operate and maintain drilling machines	24	MSFFM2001	Use furniture making sector hand and power tools 40
MSFFM3014	Set up, operate and maintain joining machines	52	MSFGN2001	Make measurements and calculations 30
MSFFM3015	Set up, operate and maintain planing and finishing machines	40	MSFGN3001	Read and interpret work documents 24
MSFFM3017	Set up, operate and maintain routing and shaping machines	60	MSMENV272	Participate in environmentally sustainable work practices 30
MSFFM3018	Set up, operate and maintain mechanical wood-turning lathes	60	MSMSUP102	Communicate in the workplace 20
MSFFM3019	Set up, operate and maintain automated edge banding machines	60	MSMSUP106	Work in a team 30
MSFFM3024	Construct jigs and fixtures	40		ELECTIVE UNITS
MSFFT4001	Coordinate on-site installation of furnishing products	40	Group A	
MSFFT4008	Interpret and use workplace information	54	CPCWHS1001	Prepare to work safely in the construction industry 6
MSFFT4009	Match furnishing style and materials to customer requirements	24	MSMWHS200	Work safely 30
MSMSUP390	Use structured problem-solving tools	40	Group B	
MSS402051	Apply quality standards	30	MSFFF2004	Prepare surfaces for finishing 24
TLID2003	Handle dangerous goods/hazardous substances	40	MSFFM2002	Assemble furnishing components 20
Group F			MSFFM2005	Join solid timber 8
			MSFFM2006	Hand make timber joints 40
			MSFFM3002	Construct furniture using leg and rail method 64

MSFFM3006	Install furnishing products	24	MSFFM3018	Set up, operate and maintain mechanical wood-turning lathes	60
Group C					
MSFKB2001	Prepare for cabinet installation	12	MSFFM3019	Set up, operate and maintain automated edge banding machines	60
MSFKB3002	Determine requirements for installation of cabinets	46	MSFFM3024	Construct jigs and fixtures	40
MSFKB3003	Check and measure fit of cabinets	20	MSFFT4001	Coordinate on-site installation of furnishing products	40
MSFKB3004	Conduct on-site adjustments to cabinets and components	16	MSFFT4008	Interpret and use workplace information	54
MSFKB3005	Fabricate cabinets for the built-in environment	80	MSFFT4009	Match furnishing style and materials to customer requirements	24
MSFKB3006	Install fitted cabinets and components	35	MSMSUP390	Use structured problem-solving tools	40
Group D					
BSBCUS301	Deliver and monitor a service to customers	35	MSS402051	Apply quality standards	30
MSFFM2003	Select and apply hardware	16	TLID2003	Handle dangerous goods/hazardous substances	40
MSFFM2010	Set up and operate basic static machines	56	Group F		
MSFFM2011	Apply manufactured board conversion techniques	16	Group F electives are not currently offered by the Polytechnic		
MSFFM3021	Set up, operate and maintain computer numerically controlled (CNC) sizing machines	60	Recognition of Prior Learning and/or Credit Transfers		
MSFFM3022	Set up, operate and maintain computer numerically controlled (CNC) machining and processing centres	80	Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.		
Group E					
CUAACD302	Produce computer-aided drawings	50	Certificate II in Civil Construction		
MSFFF2006	Apply surface coatings by spray gun	60	Course Code: RII20715		
MSFFM3003	Produce angled and curved furniture using manufactured board	64	Campus: Industry, Werribee, Sunshine.		
MSFFM3008	Select timbers for furniture production	8	About this course: Develop the foundational skills necessary to gain access to an apprenticeship in civil construction with this practical pre-apprenticeship course. You will be introduced to a range of foundation skills and knowledge including:		
MSFFM3009	Produce manual and computer-aided production drawings	60	<ul style="list-style-type: none"> • identifying, locating and protecting underground services; • measurements and calculations; • manual excavation; • levelling, and; • reading and interpreting plans and specifications. 		
MSFFM3011	Measure and draw site layout for manufactured furniture products	16	You will learn how to safely use and maintain tools and equipment used in civil construction, including:		
MSFFM3012	Set up, operate and maintain sawing machines	24	<ul style="list-style-type: none"> • hand and power tools; • small plant and equipment, and; • concreting materials and equipment 		
MSFFM3013	Set up, operate and maintain drilling machines	24	You will also develop an understanding of workplace safety and the safe disposal of infrastructure materials. Upon completion, you will have a broad understanding of the industry and be prepared to choose your career path. You will have the skills and knowledge to gain employment as an apprentice and undertake further study such as the Certificate III in Civil Construction.		
MSFFM3015	Set up, operate and maintain planing and finishing machines	40			
MSFFM3017	Set up, operate and maintain routing and shaping machines	60			

Course Objectives: This qualification reflects the role of individuals working in an operational role in civil construction, who undertake a prescribed range of tasks using limited practical skills and fundamental knowledge, in a defined context working under supervision. Licensing, legislative, regulatory and certification requirements that apply to this qualification can vary between states, territories, and industry sectors. Relevant information must be sourced prior to application of the qualification. Vocational Education and Training in Schools (VETiS) This qualification forms part of the credit suite specified by the Victorian Curriculum and Assessment Authority (VCAA) and may contribute towards the satisfactory completion of the Victoria Certificate of Education (VCE) or the Victoria Certificate of Applied Learning (VCAL).

Careers: Possible career opportunities emerging from the completion of RII20715 Certificate II in Civil Construction are:

- Civil Construction Apprentice, or;
- Civil Construction Operator.

Course Duration: 0.5 years

Admission Requirements: Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs. VETiS: The literacy and numeracy levels of applicants will be assessed through consultation with the relevant secondary school.

COURSE STRUCTURE

To be awarded the RII20715 Certificate II in Civil Construction, a student must successfully complete a total of sixteen (16) units of competency, comprising of:

- ten (10) core units, and;
- six (6) elective units, of which:

at least five (5) units must be selected from elective units listed in the RII20715 Certificate II in Civil Construction qualification, and; one (1) unit may be selected from elsewhere within the RII Resources and Infrastructure Industry Training Package, or from another endorsed training package, or from an accredited course. All elective units selected from outside this qualification must reflect current occupational and learning outcomes of this AQF qualification level as well as be approved by the Polytechnic.

CORE UNITS

RIIBEF201D	Plan and organise work	20
RIICCM201D	Carry out measurements and calculations	20
RIICCM202D	Identify, locate and protect underground services	30
RIICCM203D	Read and interpret plans and specifications	40
RIICCM205E	Carry out manual excavation	8
RIICCM207D	Spread and compact materials manually	12
RIICOM201D	Communicate in the workplace	20
RIISAM203D	Use hand and power tools	80

RIISAM204D	Operate small plant and equipment	20
RIIWHS201D	Work safely and follow WHS policies and procedures	20
ELECTIVE UNITS		
RIICCM208D	Carry out basic levelling	16
RIICCM209D	Carry out concrete work	40
RIISAM201D	Handle resources and infrastructure materials and safely dispose of nontoxic materials	16
RIICCM206D	Support plant operations	8
RIIWHS205D	Control traffic with stop-slow bat	20
Imported units		

CPCWHS1001	Prepare to work safely in the construction industry	6
RIIWHS302D	Implement traffic management plan	20

Units in Transition

The following unit/s will not be offered to prospective students. These units are only available for current/continuing students.

BSBDIV301	Work effectively with diversity	30
RIICRC315D	Use concreting materials and equipment	60

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate III in Civil Construction Plant Operations

Course Code:RII30815

Campus:Industry, Werribee.

About this course: Gain the skills necessary to work on major infrastructure projects in the fast growing civil construction industry. Developed in partnership with industry, the Certificate III in Civil Construction Plant Operations at VU Polytechnic will provide you with the skills and knowledge to:

- plan and organise work;
- carry out measurements and calculations;
- identify, locate and protect underground services;
- read and interpret plans and specifications;
- carry out manual excavation;
- support plant operations;
- carry out basic levelling;
- communicate in the workplace;
- handle resources and infrastructure materials and safely dispose of nontoxic materials;

- use hand and power tools;
- operate small plant and equipment;
- work safely and follow WHS policies and procedures;
- drain and dewater civil construction site, and;
- usage of various civil construction machinery.

Course Objectives: This qualification reflects the role of a skilled operator working with civil construction plant, who applies a broad range of skills in a varied work context, using some discretion and judgement and relevant theoretical knowledge. The individual may provide theoretical advice and support a team. Licensing, legislative, regulatory and certification requirements that apply to this qualification can vary between states, territories, and industry sectors. Relevant information must be sourced prior to application of the qualification.

Careers: Possible career opportunities emerging from the completion of RII30815 Certificate III in Civil Construction Plant Operations include:

- Asphalter/Pavement Layer;
- Bridge Construction Worker;
- Civil Construction Plant Operator;
- Civil Foundations Worker;
- Construction Rescue Worker;
- Construction Worker (Civil Construction General);
- Construction Worker (Site Maintenance);
- Mine Rescue Worker;
- Mobile Plant Operator;
- Pipe Layer;
- Road Construction Worker;
- Road Marker;
- Timber Bridge Constructor;
- Traffic Controller;
- Trenchless Technology Civil Foundation Worker, and;
- tunnel Constructor or Builder.

Course Duration: 1.5 years

Admission Requirements: Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

COURSE STRUCTURE

To be awarded the RII30815 Certificate III in Civil Construction Plant Operations, a student must successfully complete a total of nineteen (19) units of competency, comprising of: fourteen (14) core units, and; five (5) elective units, of which: one (1) unit must be selected from Group A; two (2) units must be selected from Group B; no more than two (2) units may be selected from Group C, and; no more than one (1) unit may be chosen from elsewhere within this training package, or from another endorsed training package, or from an accredited course. OR two (2) units must be selected from Group A; three (3) units may be selected from Group A, B or C; no more than one (1) unit may be selected from elsewhere within this training package, or from another endorsed training package, or from an accredited course. All elective units selected from outside this qualification must reflect current

occupational and learning outcomes of this AQF qualification level as well as be approved by the Polytechnic.

CORE UNITS

RIIBEF201D	Plan and organise work	20
RIICCM201D	Carry out measurements and calculations	20
RIICCM202D	Identify, locate and protect underground services	30
RIICCM203D	Read and interpret plans and specifications	40
RIICCM205E	Carry out manual excavation	8
RIICCM206D	Support plant operations	8
RIICCM207D	Spread and compact materials manually	12
RIICCM208D	Carry out basic levelling	16
RIICOM201D	Communicate in the workplace	20
RIISAM201D	Handle resources and infrastructure materials and safely dispose of nontoxic materials	16
RIISAM203D	Use hand and power tools	80
RIISAM204D	Operate small plant and equipment	20
RIIWH201D	Work safely and follow WHS policies and procedures	20
RIIWMG203D	Drain and dewater civil construction site	20

ELECTIVE UNITS

Group A

RIIMPO319E	Conduct backhoe/loader operations	200
RIIMPO321F	Conduct civil construction wheeled front end loader operations	160
RIIMPO323E	Conduct civil construction dozer operations	240
RIIMPO324F	Conduct civil construction grader operations	240

Group B

RIIMPO315E	Conduct tractor operations	60
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Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate III in Civil Construction

Course Code: RII30915

Campus: Industry, Werribee, Sunshine.

About this course: Develop practical skills and knowledge in a fast-growing industry with a Certificate III in Civil Construction apprenticeship. This trade certificate is delivered with either a Civil Construction General specialisation, Road Construction and Maintenance specialisation or Tunnel Construction specialisation. You will gain knowledge and skills in:

- planning and organising work;
- workplace communication and safety;
- reading and interpreting plans and specifications;
- measurements and calculations;
- operation of a small plant and equipment;
- manual excavation and levelling;
- concreting;
- implementing a traffic management plan;
- installation of signs and roadside fixtures;
- repairing damaged surfaces, and;
- maintenance of bitumen surfaces.

You will also learn how to safely use and maintain tools and equipment used in civil construction, including:

- hand and power tools;
- concreting material and equipment;
- road surfacing equipment, and;
- elevating work platforms.

Course Objectives: This qualification reflects the role of a skilled operator working in Civil construction, who applies a broad range of skills in a varied work context, using some discretion and judgement and relevant theoretical knowledge. The qualification applies to specialist occupations in bituminous surfacing, bridge construction and maintenance, pipe laying, road construction and maintenance, road marking, tunnel construction, timber bridge construction and maintenance, civil construction general and traffic management occupations. The individual may provide theoretical advice and support a team. Licensing, legislative, regulatory and certification requirements that apply to this qualification can vary between states, territories, and industry sectors. Relevant information must be sourced prior to application of the qualification.

Careers: Possible career opportunities emerging from the completion of RII30915 Certificate III in Civil Construction:

- specialist in road construction, and;
- specialist in road maintenance.

Course Duration: 1.5 years

Admission Requirements: Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

COURSE STRUCTURE

To be awarded the RII30915 Certificate III in Civil Construction, a student must successfully complete seven (7) core units as well as elective units required for one (1) specialisation. Specialisations The Polytechnic currently offer the following

specialisations: 1. Road Construction and Maintenance; 2. Civil Construction General, and; 3. Tunnel Construction.

CORE UNITS

RIIBEF201D	Plan and organise work	20
RIICCM201D	Carry out measurements and calculations	20
RIICCM203D	Read and interpret plans and specifications	40
RIICOM201D	Communicate in the workplace	20
RIISAM203D	Use hand and power tools	80
RIISAM204D	Operate small plant and equipment	20
RIIWHS201D	Work safely and follow WHS policies and procedures	20

Specialisation: Road Construction and Maintenance

To be awarded this specialisation, the additional training package rules must be adhered to:

- eighteen (18) elective units, of which:
- nine (9) units must be selected from Group J;
- at least two (2) units must be selected from Group K;
- at least two (2) units must be selected from Group L;
- no more than five (5) units may be selected from elsewhere within the RII Resources and Infrastructure Industry Training Package, or from another endorsed training package, or from an accredited course, and;
- at least five (5) units of the eighteen (18) elective units selected must be road construction and maintenance (RIICRC) units.

ELECTIVE UNITS

Group J Electives

RIICCM202D	Identify, locate and protect underground services	30
RIICCM205E	Carry out manual excavation	8
RIICCM206D	Support plant operations	8
RIICCM207D	Spread and compact materials manually	12
RIICCM208D	Carry out basic levelling	16
RIICRC201D	Repair potholes	36
RIISAM201D	Handle resources and infrastructure materials and safely dispose of nontoxic materials	16
RIIWHS302D	Implement traffic management plan	20

RIW MG203D	Drain and dewater civil construction site	20	BSBFLM312	Contribute to team effectiveness	40
Group K Electives			RIICBM301D	Maintain concrete bridges	80
RIICRC301D	Maintain drainage systems	16	RIICBS304D	Compact asphalt with rollers	44
RIICRC304D	Maintain sealed roads	32	RIICBS310D	Conduct patching operations	60
RIICRC315D	Use concreting materials and equipment	60	RIICCM301D	Construct and dismantle fences and gates	40
Group L Electives			RIICPL301D	Install water mains pipelines	40
BSBDIV301	Work effectively with diversity	30	RIICPL302D	Install stormwater systems	40
RIICCM209D	Carry out concrete work	40	RIICPL303D	Install sewer pipelines	40
RIICRC202D	Install signs	16	RIICPL304D	Install pre-cast gully pits	40
RIICRC204D	Install and maintain roadside fixtures	40	RIICPL305D	Install pre-cast access chambers	40
RIIHAN301E	Operate elevating work platform	40	RIICRC301D	Maintain drainage systems	16
RIIWH5205D	Control traffic with stop-slow bat	20	RIICRC302D	Place and form concrete kerb, channel and fixtures	36
Other Electives			RIICRC304D	Maintain sealed roads	32
RIICRM201E	Escort mobile works	24	RIICRC306D	Conduct earthworks	80
RIICRM204D	Prepare surface for road marking	16	RIICRC307D	Conduct road pavement construction	24
RIIMPO318F	Conduct civil construction skid steer loader operations	80	RIIHAN308F	Load and unload plant	20
Imported			RIIMG301D	Maintain site records	10
RIIMPO317F	Conduct roller operations	80	RIIMPO318F	Conduct civil construction skid steer loader operations	80
RIIMPO320F	Conduct civil construction excavator operations	200	RIIRT M203D	Work as a safety observer/spotter	20
RIIMPO321F	Conduct civil construction wheeled front end loader operations	160	Group Z		
Specialisation: Civil Construction General			FWPCOT2239	Trim and cut felled trees	40
To be awarded this specialisation, the additional training package rules must be adhered to:			RIICBS202D	Hand spread asphalt	18
- eighteen (18) elective units, of which:			RIICCM202D	Identify, locate and protect underground services	30
- at least ten (10) units must be selected from Group Y;			RIICCM205E	Carry out manual excavation	8
- at least three (3) units must be selected from Group Z, and;			RIICCM208D	Carry out basic levelling	16
- no more than five (5) units may be selected from elsewhere within the RII Resources and Infrastructure Industry Training Package, or from another endorsed training package, or from an accredited course.			RIICCM209D	Carry out concrete work	40
ELECTIVE UNITS			RIICCM210D	Install trench support	16
Group Y			RIICRC201D	Repair potholes	36
			RIICRC202D	Install signs	16
			RIICRC204D	Install and maintain roadside fixtures	40

RIICRC208D	Lay pipes	40
RIIRIS202D	Respond to site based spills	20
RIIWH302D	Implement traffic management plan	20
Imported		
RIIMPO317F	Conduct roller operations	80
RIIMPO320F	Conduct civil construction excavator operations	200
RIIMPO321F	Conduct civil construction wheeled front end loader operations	160

Specialisation: Tunnel Construction

To be awarded this specialisation, the additional training package rules must be adhered to:

- eighteen (18) elective units, of which:
- eight (8) units must be chosen from Group P;
- at least three (3) units must be chose from Group Q;
- at least two (2) units must be chose from Group R;
- no more than five (5) units may be selected from elsewhere within the RII Resources and Infrastructure Industry Training Package, or from another endorsed training package, or from an accredited course, and;
- at least two (2) of the eighteen (18) electives must be tunnel construction (RIICTC) units.

Group P

RIICCM202D	Identify, locate and protect underground services	30
RIICCM205E	Carry out manual excavation	8
RIICCM206D	Support plant operations	8
RIICCM207D	Spread and compact materials manually	12
RIICCM208D	Carry out basic levelling	16
RIICRC203D	Install sub-soil drainage	20
RIISAM201D	Handle resources and infrastructure materials and safely dispose of nontoxic materials	16
RIIWMG203D	Drain and dewater civil construction site	20
Group Q		
RIICCM301D	Construct and dismantle fences and gates	40
RIICFW303D	Install primary ground support	24
RIICRC301D	Maintain drainage systems	16

RIICTC301D	Install tunnelling constructions services	80
RIICTC302D	Line tunnel	80
RIICTC303D	Excavate tunnel by machine	32
RIICTC304D	Muck out tunnel earthworks	16
RIICTC305D	Construct portals	24
RIIHAN301E	Operate elevating work platform	40
RIIUND310D	Apply shot-crete underground	40
RIICFW302D	Install temporary and permanent rock anchors	24

Group R

CPCLDG3001A	License to perform dogging	80
CPCLRG3001A	License to perform rigging- Basic level	196
CPCLSF2001A	Licence to erect, alter and dismantle scaffolding basic level	40
RIICCM209D	Carry out concrete work	40
RIICCM210D	Install trench support	16
RIICCM211D	Erect and dismantle temporary fencing and gates	40
RIICRC208D	Lay pipes	40
RIIRIS201D	Conduct local risk control	20
RIIWH304D	Work safely at heights	20
TLILIC0003	Licence to operate a forklift truck	40
Imported		
RIIMPO317F	Conduct roller operations	80
RIIMPO321F	Conduct civil construction wheeled front end loader operations	160

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate IV in Civil Construction Operations

Course Code:RII40615

Campus:Industry, Werribee, Sunshine.

About this course:Gain the technical skills and knowledge to operate as a specialist in civil construction with the RII40615 Certificate IV in Civil Construction Operations at the Polytechnic. This course will provide you with the knowledge and skills required to manage civil construction workers and contractors as well as contribute to the

development of technical solutions for non-routine problems. You will gain skills and knowledge in:

- risk management and worksite safety;
- operational plan implementation;
- environmental management and supervision;
- tendering/contracting, and;
- supervising.

Existing workers with industry experience can also gain formal recognition for their current skills and competencies in this course through a combination of Recognition of Prior Learning (RPL) and gap training.

Course Objectives: This qualification reflects the role of specialist civil construction personnel who perform technical specialist tasks. They perform tasks involving a broad range of varied activities most of which are complex and non-routine. They are responsible for applying the site work instructions and practices to ensure the quantity and quality of their outputs and contribute to the development of technical solutions for non-routine problems.

Careers: Possible career opportunities emerging from the completion of RII40615 Certificate IV in Civil Construction Operations includes:

- supervisor;
- foreman;
- ganger, and;
- leading hand.

Course Duration: 1 year

Admission Requirements: Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

COURSE STRUCTURE

To be awarded the RII40615 Certificate IV in Civil Construction Operations, a student must successfully complete a total of twelve (12) units of competency, comprising of:

- four (4) core units, and;
- eight (8) elective units, of which:

at least four (4) units must be selected from Group A; at least two (2) units must be selected from Group B, and; two (2) units may be selected from elsewhere within the RII Resources and Infrastructure Industry Training Package, or from another endorsed training package, or from an accredited course. All elective units selected from outside this qualification must reflect current occupational and learning outcomes of this AQF qualification level as well as be approved by the Polytechnic.

CORE UNITS

BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	50
RIIENV402D	Implement and monitor environmental policies	40

RIIQUA401D	Apply a quality management system on site	60
RIIRIS301D	Apply risk management processes	40
ELECTIVE UNITS		
Group A		
BSBPMG416	Apply project procurement procedures	40
LGACOM401A	Administer contracts	60
LGACOM402A	Arrange contracts	20
LGACOM409A	Prepare tender documentation	60
LGACOM410A	Prepare response to tenders	20
RIICWM402D	Supervise civil works contractors	100
Group B		
BSBMGT402	Implement operational plan	40
RIICCR401D	Develop and maintain positive community relations	30
RIIGOV401D	Apply, monitor and report on compliance systems	80
Imported		
BSBMGT401	Show leadership in the workplace	50
BSBWOR404	Develop work priorities	40

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate IV in Civil Construction Supervision

Course Code: RII40715

Campus: Industry, Werribee, Sunshine.

About this course: Expand your civil construction skills and management experience with the Certificate IV in Civil Construction Supervision at the Polytechnic. This course is designed to equip current employees in the civil construction industry with a range of leadership and management skills and competencies to provide effective leadership in the workplace. Learning from industry professionals, you'll develop specialist skills and knowledge in:

- leadership;
- risk management and worksite safety;
- supervising civil works;
- operational plan implementation;
- tendering, and;
- civil structure maintenance and inspection.

Existing workers with industry experience can also gain formal recognition for their current skills and competencies in this course through a combination of Recognition of Prior Learning (RPL) and gap training.

Course Objectives: This qualification reflects the role of employees working in supervisory positions in civil construction. They perform tasks involving a broad range of varied activities most of which are complex and non-routine. They are responsible for the quantity and quality of the output of others, contribute to the development of technical solutions to non-routine problems and apply management plans to the workplace.

Careers: Possible career opportunities emerging from the completion of RII40715 Certificate IV in Civil Construction Supervision are:

- civil construction supervisor
- foreman;
- ganger, and;
- leading hand.

Course Duration: 1 year

Admission Requirements: Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

COURSE STRUCTURE

To be awarded the RII40715 Certificate IV in Civil Construction Supervision, a student must successfully complete a total of twelve (12) units of competency, comprising of:

- five (5) core units, and;
- seven (7) elective units, of which:

at least two (2) units must be selected from Group A; at least two (2) units must be selected from Group B, and; two (2) units may be selected from elsewhere within the RII Resources and Infrastructure Industry Training Package, or from another endorsed training package, or from an accredited course. All elective units selected from outside this qualification must reflect current occupational and learning outcomes of this AQF qualification level as well as be approved by the Polytechnic.

CORE UNITS

BSBMGT401	Show leadership in the workplace	50
BSBMGT402	Implement operational plan	40
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	50
RIICWM401D	Supervise civil works	80
RIIRIS401D	Apply site risk management system	40

ELECTIVE UNITS

Group A

LGAWORK402A	Prepare for operational works	60
RIICPL401D	Apply the principles for the installation of underground service using open excavation	60
RIICSG405D	Carry out inspections of civil structures	100
RIICSG406D	Apply principles of maintenance of civil structures	100
RIICWM402D	Supervise civil works contractors	100
RIIMPO402D	Apply the principles of earthworks construction	100

Group B

BSBLED401	Develop teams and individuals	40
BSBWOR404	Develop work priorities	40
LGACOM409A	Prepare tender documentation	60
LGACOM410A	Prepare response to tenders	20
RIICOM301D	Communicate information	30
RIIRA1402D	Apply and monitor site plant and resource management plan	60
RIIWS302D	Implement traffic management plan	20

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate III in Beauty Services

Course Code: SHB30115

Campus: City King St.

About this course: Fulfil your dream of working in the beauty industry. In this course you will develop the skills and knowledge to start your beauty career. Our team of professionals will teach you how to provide treatments and ensure a safe work environment. You will learn a range of beauty services which may include:

- make-up including camouflage and makeup for photography;
- eyelash extensions;
- waxing;
- manicure and pedicure;
- lash and brow treatments;
- spray tanning;
- demonstrating and selling retail skin care and cosmetic products;
- safe hygiene and work practices, and;
- environmental sustainability.

The combination of classroom and practical exercises means you will graduate with skills needed to work as a competent and work ready beauty therapist.

Course Objectives: This qualification reflects the role of individuals employed as beauticians to provide a range of beauty services including nail, waxing, lash and brow and basic make-up services. These individuals possess a range of well-developed technical and customer service skills where discretion and judgement is required and are responsible for their own outputs. This includes client consultation on beauty products and services. Work is typically conducted in beauty, waxing, brow and nail salons.

Careers: Possible career opportunities emerging from completing SHB30115 Certificate III in Beauty Services include:

- Beautician.

Course Duration: 0.5 years

Admission Requirements: Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

Selection Processes: OtherN/A

COURSE STRUCTURE

To be awarded SHB30115 Certificate III in Beauty Services, a student must successfully complete a total of fifteen (15) units, consisting of:

- eleven (11) core units, and;
- four (4) elective units, of which:

two (2) units must be selected from the SHB30115 Certificate III in Beauty Services qualification, and; two (2) units may be selected from SHB30115 Certificate III in Beauty Services qualification, elsewhere in the SHB training package or any other current training package or accredited course. The selection of electives must be guided by the job outcome sought, local industry requirements and the complexity of skills appropriate to the AQF level of this qualification as well as be approved by the Polytechnic.

CORE UNITS

SHBBOS001	Apply cosmetic tanning products	16
SHBBCCS001	Advise on beauty products and services	30
SHBBFAS001	Provide lash and brow services	15
SHBBHRS001	Provide waxing services	85
SHBBMUP002	Design and apply make-up	45
SHBBNLS001	Provide manicure and pedicure services	50
SHBBRES001	Research and apply beauty industry information	20
SHBXCCS001	Conduct salon financial transactions	25
SHBXCCS002	Provide salon services to clients	40
SHBXIND001	Comply with organisational requirements within a personal	45

services environment

SHBXWHS001 Apply safe hygiene, health and work practices 40

ELECTIVE UNITS

SHBBMUP001 Apply eyelash extensions 30

SHBBMUP003 Design and apply make-up for photography 30

Imported

SHBBMUP004 Design and apply remedial camouflage make-up 30

SHBBNLS004 Apply nail art 15

Certificate III in Make-Up

Course Code: SHB30215

Campus: City King St.

About this course: Begin training for a career in beauty while completing your secondary school studies with the SHB30215 Certificate III in Make-Up. This intermediate course equips students with the necessary skills and knowledge to move into the beauty industry. You will learn how to:

- design and apply make-up;
- design and apply make-up for photography;
- design and apply creative make-up;
- conduct financial transactions, and;
- apply safe hygiene, health and work practices.

This course can be used as a pathway for entry into the SHB40115 Certificate IV in Beauty Therapy.

Course Objectives: This qualification reflects the role of individuals employed as make-up artists to design and apply make-up for a range of purposes and occasions across the beauty, fashion, media and entertainment industries. These individuals possess a range of well-developed technical and consultation skills where discretion and judgement is required and are responsible for their own outputs. This includes working cooperatively with a range of individuals including photographers, fashion stylists and media production staff. Work is typically conducted as part of a team or on a freelance basis in settings such as make-up studios, retail cosmetic counters, fashion and media sets and photography studios.

Careers: Possible career opportunities emerging from the completion of SHB30215 Certificate III in Make-Up:

- Make-up Artist.

Course Duration: 0.5 years

Admission Requirements: Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

COURSE STRUCTURE

To be awarded the SHB30215 Certificate III in Make-Up, a student must successfully complete a total of fifteen (15) units of competency, comprising of: nine (9) core units, and; six (6) elective units, consisting of: three (3) units selected from the SHB30215 Certificate III in Make-Up qualification, and; three (3) units selected from the SHB30215 Certificate III in Make-Up qualification, elsewhere in SHB Training Package, or any other current training package or accredited course. The selection of electives must be guided by the job outcome sought, local industry requirements and the complexity of skills appropriate to the AQF level of this qualification as well as be approved by the Polytechnic.

CORE UNITS

SHBBMUP002	Design and apply make-up	45
SHBBMUP003	Design and apply make-up for photography	30
SHBBMUP004	Design and apply remedial camouflage make-up	30
SHBBMUP005	Apply airbrushed make-up	30
SHBBMUP006	Design and apply creative make-up	45
SHBBRES001	Research and apply beauty industry information	20
SHBXCCS002	Provide salon services to clients	40
SHBXIND001	Comply with organisational requirements within a personal services environment	45
SHBXWHS001	Apply safe hygiene, health and work practices	40

ELECTIVE UNITS

BSBSMB304	Determine resource requirements for the micro business	30
BSBSMB403	Market the small business	50
SHBBBOS001	Apply cosmetic tanning products	16
SHBBFAS001	Provide lash and brow services	15
SHBBMUP001	Apply eyelash extensions	30
SHBXCCS001	Conduct salon financial transactions	25

Certificate III in Hairdressing

Course Code: SHB30416

Campus: Industry, City King St.

About this course: Fulfil your dream of working in the hairdressing industry with a Certificate III in Hairdressing at Victoria University Polytechnic. You will develop specialist hairdressing skills and learn salon business practice at the hairdressing training studio. This qualification equips you with practical skills in:

- design and style;
- foundation colour;
- hair and scalp treatments;
- long hair design;
- protein treatments and straightening;

- men's grooming, and;
- advanced cutting and colour techniques.

Our qualified, industry experts will also teach you how to consult clients and promote products and services. On completion, you will have the confidence and skills to provide a variety of hairdressing services and begin your career as a qualified hairdresser. This course is offered as an apprenticeship course over 3 years and is also available to non-apprentices over 1 year.

Course Objectives: This qualification reflects the role of hairdressers who use a range of well-developed sales, consultation and technical skills and knowledge to provide a broad range of hairdressing services to clients. They use discretion and judgement to provide client services and take responsibility for the outcomes of their own work.

Careers: Possible career opportunities emerging from the completion of SHB30416 Certificate III in Hairdressing include:

- Hair Stylist.

Course Duration: 1 year

Admission Requirements: Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

Selection Processes: OtherN/A

COURSE STRUCTURE

To be awarded SHB30416 Certificate III in Hairdressing qualification, a student must successfully complete a total of twenty-eight (28) units of competency, comprising of:

- twenty-one (21) core units;
- seven (7) elective units, of which:

three (3) units must be selected from either Group A or Group B; four (4) units from Group C. All electives chosen must contribute to a valid, industry-supported vocational outcome as well as be approved by the Polytechnic.

CORE UNITS

BSBSUS201	Participate in environmentally sustainable work practices	20
SHBBAS001	Provide shampoo and basin services	40
SHBHCLS002	Colour and lighten hair	65
SHBHCLS003	Provide full and partial head highlighting treatments	45
SHBHCLS004	Neutralise unwanted colours and tones	55
SHBHCLS005	Provide on scalp full head and retouch bleach treatments	55
SHBHCUT001	Design haircut structures	20

SHBHCU002	Create one length or solid haircut structures	30
SHBHCU003	Create graduated haircut structures	35
SHBHCU004	Create layered haircut structures	35
SHBHCU005	Cut hair using over-comb techniques	30
SHBHDES003	Create finished hair designs	50
SHBHIND001	Maintain and organise tools, equipment and work areas	20
SHBHIND003	Develop and expand a client base	35
SHBHREF002	Straighten and relax hair with chemical treatments	45
SHBHTRIO01	Identify and treat hair and scalp conditions	25
SHBXCCS001	Conduct salon financial transactions	25
SHBXCCS002	Provide salon services to clients	40
SHBXIND001	Comply with organisational requirements within a personal services environment	45
SHBXIND002	Communicate as part of a salon team	30
SHBXWHS001	Apply safe hygiene, health and work practices	40
ELECTIVE UNITS		
Group A		
SHBHCU006	Create combined haircut structures	45
SHBHCU007	Create combined traditional and classic men's haircut structures	45
SHBHDES004	Create classic long hair up-styles	30
Group B		
No Group B electives available.		
Group C		
SHHBAS002	Provide head, neck and shoulder massages for relaxation	20
SHBHCU011	Design and maintain beards and moustaches	20
SHBHREF003	Straighten and relax hair with protein treatments	45
SHBXCCS004	Recommend products and services	20

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and

be assessed as appropriate by the Polytechnic.

Certificate III in Barbering

Course Code: SHB30516

Campus: Industry, City King St.

About this course: Become a qualified barber and learn the full range of barbering skills and hairdressing techniques when you study the Certificate III in Barbering. The re-emergence of the barber shop means there's an increased need for specialist barbering skills, particularly as fashions for men are dominated by retro cuts and meticulously groomed facial hair. You will develop the full range of barbering techniques and client service skills, learn how to ensure a safe working environment and apply your knowledge to sell products and services. Upon completion you'll be competent in:

- barbering skills such as cutting, clippers and grooming;
- hairdressing skills including designing, cutting and colouring;
- a high level of communication skills;
- consulting and advising clients, and;
- promoting products and services.

Course Objectives: This qualification reflects the role of barbers who use a range of well-developed sales, consultation and technical skills and knowledge to provide a broad range of barbering services to clients. They use discretion and judgement to provide client services and take responsibility for the outcomes of their own work. This qualification provides a pathway to work as a barber in any industry environment, usually a barber shop or salon.

Careers: Possible career opportunities emerging from the completion of SHB30516 Certificate III in Barbering, include:

- Barber;
- Hair Stylist, and;
- Hairdresser.

Course Duration: 1 year

Admission Requirements: Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

Selection Processes: OtherN/A

COURSE STRUCTURE

To be awarded SHB30516 Certificate III in Barbering qualification, a student must successfully complete a total of twenty-six (26) units of competency, comprising of:

- twenty-one (21) core units;
- five (5) elective units, of which:

three (3) units must be selected from the electives listed in the SHB30516 Certificate III in Barbering qualification; two (2) units may be selected from the electives listed in the SHB30516 Certificate III in Barbering qualification, elsewhere in the SHB Training Package, or any other current training package or accredited course. The selection of electives must be guided by the job outcome sought, local industry requirements and the complexity of skills appropriate to the AQF level of this

qualification. All electives chosen must contribute to a valid, industry-supported vocational outcome and with the Polytechnic approval.

CORE UNITS

BSBSUS201	Participate in environmentally sustainable work practices	20
SHBBAS001	Provide shampoo and basin services	40
SHBHCUT001	Design haircut structures	20
SHBHCUT002	Create one length or solid haircut structures	30
SHBHCUT003	Create graduated haircut structures	35
SHBHCUT004	Create layered haircut structures	35
SHBHCUT005	Cut hair using over-comb techniques	30
SHBHCUT007	Create combined traditional and classic men's haircut structures	45
SHBHCUT009	Cut hair using freehand clipper techniques	25
SHBHCUT011	Design and maintain beards and moustaches	20
SHBHCUT012	Shave heads and faces	25
SHBHCUT013	Provide men's general grooming services	25
SHBHDES001	Dry hair to shape	40
SHBHIND001	Maintain and organise tools, equipment and work areas	20
SHBHIND003	Develop and expand a client base	35
SHBHTRIO01	Identify and treat hair and scalp conditions	25
SHBXCCS001	Conduct salon financial transactions	25
SHBXCCS002	Provide salon services to clients	40
SHBXIND001	Comply with organisational requirements within a personal services environment	45
SHBXIND002	Communicate as part of a salon team	30
SHBXWHS001	Apply safe hygiene, health and work practices	40

ELECTIVE UNITS

ICTWEB 201	Use social media tools for collaboration and engagement	20
SHBHCLS005	Provide on scalp full head and retouch bleach treatments	55
SHBHCUT006	Create combined haircut structures	45

SHBHCUT010	Create haircuts using tracks and carving	30
SHBXCCS004	Recommend products and services	20

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate IV in Beauty Therapy

Course Code: SHB40115

Campus: City King St.

About this course: Turn your interest in all things beauty into a career. Upgrade your skills to become a Beauty Therapist. Our industry professionals are here to teach you the skills for your career in the beauty industry. You will learn a range of beauty therapy treatments and services, including:

- facial treatments;
- advanced facial treatments;
- lash and brow treatments;
- manicure and pedicure;
- make-up;
- waxing;
- body massage;
- body treatments;
- advice on and selling retail skin care and cosmetic products;
- lash and brow treatments;
- spray tanning;
- demonstrating and selling retail skin care and cosmetic products;
- safe hygiene and work practices, and;
- environmental sustainability.

The combination of class room and practical exercises means you will graduate with skills needed to work as a competent and work ready beauty therapist.

Course Objectives: This qualification reflects the role of individuals who are competent in a prescribed range of beauty therapy treatments and services, including facial massage, lash and brow treatments, nail technology services, make-up, waxing, body massage, and aromatherapy as well as providing advice on and selling retail skin care and cosmetic products. Work would be undertaken as skilled beauty therapists in the beauty therapy services stream of the beauty industry.

Careers: Possible career opportunities emerging from the completion of SHB40115 Certificate IV in Beauty Therapy include:

- Beauty Therapist.

Course Duration: 9 months

Admission Requirements: Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

Selection Processes: OtherN/A

COURSE STRUCTURE

To be awarded SHB40115 Certificate IV in Beauty Therapy, a student must complete a total of nineteen (19) units of competency, consisting of:

- thirteen (13) core units, and;
- six (6) elective units, of which:

three (3) units must be selected from the electives listed in the SHB40115 Certificate IV in Beauty Therapy qualification; three (3) units may be selected from the electives listed in the SHB40115 Certificate IV in Beauty Therapy qualification, elsewhere in SHB Hairdressing and Beauty Services Training Package or any other current training package or accredited course.

CORE UNITS

SHBBBOS001	Apply cosmetic tanning products	16
SHBBBOS002	Provide body massages	120
SHBBBOS003	Provide body treatments	120
SHBBFAS001	Provide lash and brow services	15
SHBBFAS002	Provide facial treatments and skin care recommendations	120
SHBBHRS001	Provide waxing services	85
SHBBMUP002	Design and apply make-up	45
SHBBNLS001	Provide manicure and pedicure services	50
SHBBRES001	Research and apply beauty industry information	20
SHBXCCS001	Conduct salon financial transactions	25
SHBXCCS002	Provide salon services to clients	40
SHBXIND001	Comply with organisational requirements within a personal services environment	45
SHBXWHS001	Apply safe hygiene, health and work practices	40
ELECTIVE UNITS		
SHBBFAS003	Provide specialised facial treatments	115
SHBBMUP003	Design and apply make-up for photography	30
SHBBMUP004	Design and apply remedial camouflage make-up	30
SHBBNLS004	Apply nail art	15
Imported		
SHBBCCS001	Advise on beauty products and services	30
SHBBINF001	Maintain infection control standards	75

Diploma of Beauty Therapy

Course Code:SHB50115

Campus:City King St.

About this course: Take your beauty career further with a Diploma of Beauty Therapy at the Polytechnic. This course will advance your beauty therapy skills and prepare you for management positions in salons and spas. We will ensure you know the theory and science behind treatments and techniques, and that you gain extensive hands-on experience. You will complete a practical placement in a salon of your choice as well as learning in our beauty salon and the classroom. This course provides training in basic and advanced beauty therapy techniques and services including:

- facial treatments;
- lash and brow treatments;
- manicures and pedicures;
- make-up;
- waxing;
- body massage and treatments;
- spa treatments;
- electrolysis treatments, and;
- advice on and selling of retail skin care and cosmetic products.

You will also learn valuable and transferable business and management skills.

Course Objectives: Students who complete this course work relatively autonomously, and are accountable for personal outputs. Their work involves the self-directed application of knowledge and skills with substantial depth in some areas where judgement is required in planning and selecting appropriate equipment, services and techniques. Elective units allow specialisation in areas such as electrolysis/diathermy, relaxation massage or spa treatments.

Careers: Possible career opportunities emerging from the completion of SHB50115 Diploma of Beauty Therapy include:

- Salon Beauty Therapist;
- Salon Manager/Owner;
- Department Store/Pharmacy Cosmetic Consultant;
- Spa Therapist;
- Health Spa/Resort Manager;
- Spa Therapist on a cruise ship;
- Freelance Therapist;
- Cosmetic or Beauty Equipment Sales Representative;
- Beauty Editor/Journalist, and;
- Beauty Educator.

Course Duration: 1 year

Admission Requirements: Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

Admission Requirements International: Completion of an Australian Year 12 or equivalent. IELTS: Overall score of 5.5 (no band less than 5.0).

Selection Processes: Other/Not Applicable.

COURSE STRUCTURE

To be awarded SHB50115 Diploma of Beauty Therapy, a student must successfully complete a total of twenty-five (25) units of competency, comprising of:

- thirteen (13) core units, and;
- twelve (12) elective units, of which:

all units listed within Group A or Group B or Group C must be selected, and; remaining units must be selected from Group D - General Electives, elsewhere in the SHB Hairdressing and Beauty Services Training Package, or any other current training package or accredited course.

CORE UNITS

SHBBBOS002	Provide body massages	120
SHBBBOS003	Provide body treatments	120
SHBBFAS001	Provide lash and brow services	15
SHBBFAS002	Provide facial treatments and skin care recommendations	120
SHBBFAS003	Provide specialised facial treatments	115
SHBBHRS001	Provide waxing services	85
SHBBMUP002	Design and apply make-up	45
SHBBNLS001	Provide manicure and pedicure services	50
SHBBRES001	Research and apply beauty industry information	20
SHBXCCS001	Conduct salon financial transactions	25
SHBXCCS002	Provide salon services to clients	40
SHBXIND001	Comply with organisational requirements within a personal services environment	45
SHBXWHS001	Apply safe hygiene, health and work practices	40

ELECTIVE UNITS

Group A: Electrolysis/Diathermy (3 units)

Electives from this group can be located in Group D, however full elective selection to meet this requirement is not available

Group B - Relaxation Massage (5 units)

Electives from this group can be located in Group D, however full elective selection to meet this requirement is not available

Group C - Spa Treatments (6 units)

SHBBBOS004	Provide aromatherapy massages	40
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SHBBCCS002	Prepare personalised aromatic plant oil blends for beauty treatments	35
SHBBSPA001	Work in a spa therapies framework	10
SHBBSPA002	Provide spa therapies	80
SHBBSPA003	Provide stone therapy massages	25
SHBBSPA004	Provide Indian head massages for relaxation	23

Group D - General Electives

SHBBBOS001	Apply cosmetic tanning products	16
SHBBCCS001	Advise on beauty products and services	30
SHBBHRS004	Provide hair reduction treatments using electrical currents	145
SHBBINF001	Maintain infection control standards	75
SHBBMUP003	Design and apply make-up for photography	30
SHBBMUP004	Design and apply remedial camouflage make-up	30

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate III in Fitness

Course Code: SIS30315

Campus: Footscray Park, Werribee.

About this course: Kick start a rewarding career in the fitness industry with this practical, industry-focused course. The Polytechnic's Certificate III in Fitness is designed to provide you with the skills and knowledge to confidently work as a gym instructor or group exercise instructor. You will learn the latest styles of training from our industry leading teachers and gain essential skills in:

- fitness session design and instruction;
- anatomy and physiology principles;
- instructing group exercise sessions;
- conducting fitness appraisals;
- exercise instruction for older clients;
- providing health screening and healthy eating information;
- workplace health and safety, and;
- first aid and risk management.

You will have access to Victoria University's \$68 million sport precinct, which includes an aquatic centre, commercial gym with the latest equipment, and group exercise spaces. You will also gain hands-on work experience in a supported learning environment at our custom designed teaching gym on campus.

Course Objectives: This qualification reflects the role of instructors who perform a range of activities and functions within the fitness industry. Depending on the specialisation chosen, this qualification provides a pathway to work as an instructor providing exercise instruction for group, aqua or gym programs. They work independently with some level of autonomy in a controlled environment such as fitness, leisure, aquatic and community centres where risks are managed through pre-existing risk assessment and hazard control processes. Individuals who specialise in Group Exercise Instruction deliver exercise sessions designed for participation by a group of clients with a mix of ages/fitness levels. Sessions may be freestyle, pre-choreographed or circuit style. These individuals instruct and demonstrate complete exercise sessions to groups with limited individual interaction. Individuals who specialise in Gym Instruction provide individually tailored client assessments, provide technique correction as needed, and develop and demonstrate programs. They also provide supervision of a facility or service, keep equipment clean, tidy and well maintained, and handle various customer inquiries.

Careers: Possible career opportunities emerging from the completion of SIS30315 Certificate III in Fitness include:

- Group Exercise Instructor, and;
- a Gym Instructor.

Course Duration: 0.5 years

Admission Requirements: Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs. For employment and practical placement purposes, this vocational sector typically requires a current Working with Children's Check. Failure to provide the required documents in the timeframe specified by the Course Coordinator, means you will be unable to undertake practical placement in a workplace and therefore not eligible to progress in this course. The following is a suggested site you could visit to obtain this check: - Working with Children Check - <http://www.workingwithchildren.vic.gov.au/>

Selection Processes: Other

COURSE STRUCTURE

To be awarded the SIS30315 Certificate III in Fitness, a student must successfully complete a total of sixteen (16) units of competency, consisting of:

- nine (9) core units, and;
- seven (7) elective units, consisting of:

all units in Groups A, B or C, and; all remaining units to make up the required seven (7) electives must be selected from Group D of which: a maximum of two (2) units may be selected elsewhere in the SIS Sport, Fitness and Recreation Training Package, or any other current training package or accredited course. Specialisations: The Polytechnic currently offer the following as a dual specialisation: 1. Group Exercise Instructor, and; 2. Gym Instructor.

Dual Specialisation: Group Exercise Instructor, Gym Instructor

To be awarded the dual specialisation, the following training package rules must be adhered to:

All Group B and Group C electives must be selected.

CORE UNITS

SISFFIT001	Provide health screening and fitness orientation	15
SISFFIT002	Recognise and apply exercise considerations for specific populations	100
SISFFIT003	Instruct fitness programs	50
SISFFIT004	Incorporate anatomy and physiology principles into fitness programming	95
SISFFIT005	Provide healthy eating information	55
SISFFIT014	Instruct exercise to older clients	70
SISXCCS001	Provide quality service	25
SISXFAC001	Maintain equipment for activities	5
SISXIND001	Work effectively in sport, fitness and recreation environments	25

ELECTIVE UNITS

Group A: Aqua Exercise Instructor

Group A electives are not currently offered by the Polytechnic.

Group B: Group Exercise Instructor

BSBRK401	Identify risk and apply risk management processes	50
HLTAID003	Provide first aid	18
HLTWH001	Participate in workplace health and safety	20
SISFFIT007	Instruct group exercise sessions	80
SISFFIT011	Instruct approved community fitness programs	40

Group C: Gym Instructor

Please note the following units meet the requirements for Group C.

BSBRK401, HLTAID003 and HLTWH001 which are listed in Group B.

SISFFIT006 which is listed in Group D.

Group D

SISFFIT006	Conduct fitness appraisals	30
SISXDIS001	Facilitate inclusion for people with a disability	20

Certificate IV in Fitness

Course Code: SIS40215

Campus: Footscray Park, Werribee.

About this course: The Certificate IV in Fitness gives you the skills to kick start your career the health sector, one of the fastest growing industries globally. Learn to work with clients on a one-on-one or group basis. Consumers are wanting a more personalised training service and there is increasing demand for fitness professionals to work with medical and allied health professionals, to design and offer fitness programs suitable for older people as well having the skills to coach and train children. You will learn from our industry-leading facilitators and gain advanced skills to:

- work with people affected by chronic conditions;
- liaise with fitness service coordinators and personal training managers;
- lead a team of personal trainers;
- plan, conduct and evaluate exercise training;
- provide leadership and guidance to clients and other staff;
- deal with unpredictable situations;
- work independently or with limited guidance, and;
- use discretion to solve non-routine problems, including monitoring and managing business activities to operate efficiently and profitably.

Victoria University Polytechnic will get you job-ready through hands-on learning opportunities in our \$68 million sport precinct that includes an aquatic centre, commercial gym with the latest equipment and group exercise spaces. You will also gain hands-on work experience in a supported learning environment at our custom designed teaching gym on campus and through supported work placements.

Course Objectives: This qualification reflects the role of personal trainers who have specialist skills to train individual clients, or groups of clients, on a one-on-one or group basis, to improve health-related components of fitness in relatively low risk situations. This may include training of older clients and children. They have a substantial depth of knowledge to plan, conduct and evaluate exercise training; provide leadership and guidance to clients and other staff; and deal with unpredictable situations applying defined guidelines and procedures from the fitness industry and the organisation. They work independently or with limited guidance from others and use discretion to solve non-routine problems, including monitoring and managing business activities to operate efficiently and profitably.

Careers: Possible career opportunities emerging from the completion of SIS40215 Certificate IV in Fitness include a pathway to work in a diversity of fitness industry businesses including fitness centres, gyms, aquatic facilities, community facilities and in open spaces, where risk management (through risk assessment and hazard control processes) does not already exist.

Course Duration: 0.5 years

Admission Requirements: Entry to this qualification is open to individuals who hold a current first aid and CPR certificate and have been recognised as competent through a recognised training program or recognition process against the following units of competency: SISFFIT001 Provide health screening and fitness orientation; SISFFIT002 Recognise and apply exercise considerations for specific populations; SISFFIT003 Instruct fitness programs; SISFFIT004 Incorporate anatomy and physiology principles into fitness programming; SISFFIT005 Provide healthy eating information; SISFFIT006 Conduct fitness appraisals; SISFFIT014 Instruct exercise to older clients, and; SISXCCS001 Provide quality service. Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

COURSE STRUCTURE

To be awarded the SIS40215 Certificate IV in Fitness, a student must successfully complete a total of twenty (20) units of competency, comprising of: twelve (12) core units, and; eight (8) elective units, of which: four (4) units must be selected from Group A; at least two (2) units must be selected from Group A or Group B, and; two (2) units may be selected elsewhere in SIS Sport, Fitness and Recreation Training Package, or any other current training package or accredited course. The selection of electives must be guided by the job outcome sought, local industry requirements and the complexity of skills appropriate to the AQF level of this qualification as well as be approved by the Polytechnic.

CORE UNITS

SISFFIT013	Instruct exercise to young people aged 13 to 17 years	90
SISFFIT015	Collaborate with medical and allied health professionals in a fitness context	60
SISFFIT016	Provide motivation to positively influence exercise behaviour	45
SISFFIT017	Instruct long-term exercise programs	55
SISFFIT018	Promote functional movement capacity	45
SISFFIT019	Incorporate exercise science principles into fitness programming	55
SISFFIT020	Instruct exercise programs for body composition goals	50
SISFFIT021	Instruct personal training programs	70
SISFFIT023	Instruct group personal training programs	70
SISFFIT025	Recognise the dangers of providing nutrition advice to clients	15
SISFFIT026	Support healthy eating through the Eat for Health Program	60
SISXRES001	Conduct sustainable work practices in open spaces	60

ELECTIVE UNITS

Group A

BSBSMB401	Establish legal and risk management requirements of small business	60
BSBSMB403	Market the small business	50
BSBSMB404	Undertake small business planning	50
BSBSMB406	Manage small business finances	60

Group B

BSBSMB306	Plan a home based business	25
SISSTC301A	Instruct strength and conditioning techniques	60
SISSTC402A	Develop strength and conditioning programs	30

Diploma of Sport

Course Code:SIS50319

Campus:Footscray Park.

About this course:Kick off your career in the sports industry with a Diploma of Sport at Victoria University Polytechnic. You'll learn how to plan and deliver sports coaching sessions and strength and conditioning programs. Learning from current industry professionals, you'll gain skills and knowledge in:

- sport coaching;
- sport integrity;
- sport marketing;
- project management;
- sport psychology, and;
- customer service.

You'll also develop valuable skills in project management, sport safety and risk management, facilitation and organisational risk management. As a student of a leading sports university, you will have access to world-class facilities, sports research and our extensive network of sports organisation partners. This course is delivered through our award winning blended learning model that combines face-to-face workshops with flexible user-friendly e-learning activities.

Course Objectives:This qualification reflects the role of individuals who apply the skills and knowledge to pursue a range of roles within the Australian sport industry. They work or volunteer at community-based sport clubs and organisations in the Australian sport industry. Individuals with this qualification are involved in the self-directed application of knowledge and skills, and the provision of leadership and support to colleagues. They work autonomously and coordinate and supervise others.

Careers:Possible career opportunities emerging from the completion of SIS50319 Diploma of Sport include:

- High performance coach;
- Sport development manager, and;
- Sports Talent manager.

(Titles may vary across sport industry i.e. recreation officer etc) at community based sports clubs or sport, recreation or fitness organisations. Students will be awarded a coaching specialisation within this course. They will obtain a sport specific coaching accreditation, which will enable them to take up positions as a sport-specific coach (e.g. AFL) in industry. They will also complete a series of general coaching certifications online and gain experience coaching participants at various levels/age groups helping build their graduate capability and industry networks.

Course Duration: 1 year

Admission Requirements:Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs. This vocational sector typically requires a current and satisfactory Working with Children Check. A Working with Children Check can be obtained from: - Working with Children Check - <http://www.workingwithchildren.vic.gov.au/>

Admission Requirements International:Completion of an Australian Year 12 or equivalent. IELTS 5.5 or equivalent This vocational sector typically requires a current and satisfactory Working with Children Check. A Working with Children Check can be obtained from: - Working with Children Check - <http://www.workingwithchildren.vic.gov.au/>

COURSE STRUCTURE

To be awarded SIS50319 Diploma of Sport, a student must successfully complete a total of fourteen (14) units comprising of:

- three (3) core units, and;
- eleven (11) elective units, consisting of:
- at least nine (9) units from the elective units in qualification structure, and;
- up to two (2) elective units which can be selected from elsewhere in the SIS Training Package, or from any other current Training Package or accredited course.

Packaging Rules for each specialisation:

- all Group A electives must be selected for award of the Diploma of Sport (Coaching);

Specialisations: The Victoria University Polytechnic currently offers the following specialisation(s):

- Coaching.

CORE UNITS

BSBRK501	Manage risk	60
HLTWH003	Maintain work health and safety	40
SITXHRM003	Lead and manage people	60

ELECTIVE UNITS

Group A

HLTAID003	Provide first aid	18
SISSSCO003	Meet participant coaching needs	70
SISSSCO004	Plan, conduct and review coaching programs	70
SISSSCO007	Apply sport psychology principles	35
SISSSCO008	Apply anti-doping policies	25
SISSSCO011	Manage integrity in sport	70

Group F

BSBCUS01	Manage quality customer service	40
CHCVOL004	Manage volunteer workforce development	60

SISXIND006	Conduct a sport, fitness or recreation event	55
SITXMGTO03	Manage projects	60
Imported<b.		
SITXMPRO07	Develop and implement marketing strategies	80

Recognition of Prior Learning and/or Credit Transfers:

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate II in Tourism

Course Code:SIT20116

Campus:Footscray Nicholson.

About this course:Learn the basic skills to work effectively in the growing tourism and travel industry at Victoria University Polytechnic. This course provides the foundation skills necessary to work across a diverse range of roles within the tourism sector, including providing excellent customer service, food handling and workplace safety. You will gain an understanding and knowledge in:

- sourcing and using information on the tourism and travel industry;
- interacting with customers and providing visitor information;
- social and cultural sensitivity;
- safe work practices;
- responsible service of alcohol and non-alcoholic beverages;
- preparation of espresso coffee and hygienic practices for food safety, and;
- providing advice on Australian and International destinations.

Upon completion, you will have the confidence to operate within a travel or tourism environment. Please note: this qualification is not open for general enrolments. Secondary schools looking to collaborate with the Polytechnic should contact the Coordinator, Business Development Support (VETDS).

Course Objectives:This qualification reflects the role of individuals who have a defined and limited range of tourism operational skills and basic industry knowledge. They are involved in mainly routine and repetitive tasks and work under direct supervision. This qualification provides a pathway to work in many tourism and travel industry sectors and for a diverse range of employers including travel agencies, tour wholesalers, tour operators, attractions, cultural and heritage sites, and any small tourism business. Work could be undertaken in an office environment where the planning of tourism and travel products and services takes place, in the field where products are delivered, or a combination of both.

Careers:Possible career opportunities emerging from the completion of SIT20116 Certificate II in Tourism:

- Documentation Clerk for a tour wholesaler or travel agency museum attendant;
- Office Assistant for a tour operator;

- Receptionist and Office Assistant for a professional conference organiser or event management business;
- Receptionist and Office Assistant in a travel agency;
- Retail Sales Assistant in an attraction, and;
- Ride Attendant in an attraction.

Course Duration: 9 months

Admission Requirements:Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs. Block Credit: The literacy and numeracy levels of applicants will be assessed through consultation with the relevant secondary school.

COURSE STRUCTURE

To be awarded the SIT20116 Certificate II in Tourism, a student must successfully complete a total of eleven (11) units of competency, comprising of:

- four (4) core units, and;
- seven (7) elective units, of which:

three (3) units must be selected from the SIT20116 Certificate II in Tourism qualification; four (4) units may be selected from the SIT20116 Certificate II in Tourism qualification, elsewhere in the SIT Tourism, Travel and Hospitality Training Package, or any other current training package or accredited course.

CORE UNITS

SITIND001	Source and use information on the tourism and travel industry	25
SITXCCS003	Interact with customers	20
SITXCOM002	Show social and cultural sensitivity	20
SITXWHS001	Participate in safe work practices	12

ELECTIVE UNITS

SITHFAB002	Provide responsible service of alcohol	10
SITHFAB004	Prepare and serve non-alcoholic beverages	20
SITHFAB005	Prepare and serve espresso coffee	30
SITXFSA001	Use hygienic practices for food safety	15
SITXCCS002	Provide visitor information	35

Imported Units

SITTSLO03	Provide advice on international destinations	45
SITTSLO04	Provide advice on Australian destinations	40

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training

Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate II in Hospitality

Course Code:SIT20316

Campus:Footscray Nicholson.

About this course:Begin training for a career in hospitality while completing your secondary school studies with the SIT20316 Certificate II in Hospitality. Delivered exclusively through the Polytechnic's VET Delivered in Schools program, this introductory course equips students with basic hospitality knowledge and skills. You will learn how to:

- process financial transactions;
- serve food and beverage;
- prepare and serve espresso coffee;
- use hygienic practices for food safety, and;
- participate in safe work practices.

This course can be used as a pathway for entry into the SIT30616 Certificate III in Hospitality. Please note: this qualification is not open for general enrolments. Secondary schools looking to collaborate with the Polytechnic should contact the Coordinator, Business Development Support (VETDS).

Course Objectives:This qualification reflects the role of individuals who have a defined and limited range of hospitality operational skills and basic industry knowledge. They are involved in mainly routine and repetitive tasks and work under direct supervision.

Careers:Possible career opportunities emerging from the completion of SIT20316 Certificate II in Hospitality include:

- Bar Attendant;
- Cafe Attendant;
- Catering Assistant;
- Food and Beverage Attendant;
- Front-Office Assistant, and;
- Porter.

Course Duration: 2 years

Admission Requirements:Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

COURSE STRUCTURE

To be awarded the SIT20316 Certificate II in Hospitality, a student must successfully complete a total of twelve (12) units of competency, comprising of:

- six (6) core units, and;
- six (6) elective units, of which:

one (1) elective unit must be selected from Group A; three (3) elective units must be selected from Group B, and; two (2) elective units may be selected from Group B, elsewhere in the SIT Training Package, or any other current training package or

accredited course. The selection of electives must be guided by the job outcome sought, local industry requirements and the complexity of skills appropriate to the AQF level of this qualification as well as be approved by the Polytechnic.

CORE UNITS

BSBWOR203	Work effectively with others	15
SITHIND002	Source and use information on the hospitality industry	25
SITHIND003	Use hospitality skills effectively	
SITXCCS003	Interact with customers	20
SITXCO M002	Show social and cultural sensitivity	20
SITXWHS001	Participate in safe work practices	12

ELECTIVE UNITS

Group A

SITXFSA001	Use hygienic practices for food safety	15
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Group B

SITHCCC003	Prepare and present sandwiches	10
SITHFAB001	Clean and tidy bar areas	15
SITHFAB004	Prepare and serve non-alcoholic beverages	20
SITHFAB005	Prepare and serve espresso coffee	30
SITHFAB007	Serve food and beverage	80
SITHKOP001	Clean kitchen premises and equipment	13
SITXFIN001	Process financial transactions	25

Imported

SITHFAB016	Provide advice on food	40
SITXCCS006	Provide service to customers	25
SITXCO M001	Source and present information	10

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate II in Kitchen Operations

Course Code:SIT20416

Campus:Footscray Nicholson.

About this course: Begin training for a career in cookery while completing your secondary school studies with the SIT20416 Certificate II in Kitchen Operations. This introductory course equips students with basic food preparation and cookery skills. You will learn how to:

- organise and prepare food;
- prepare and present simple dishes;
- understand the basic methods of cookery;
- use hygienic practices for food safety, and;
- participate in safe work practices.

This course can be used as a pathway for entry into the SIT30816 Certificate III in Commercial Cookery.

Course Objectives: This qualification reflects the role of individuals working in kitchens who use a defined and limited range of food preparation and cookery skills to prepare food and menu items. They are involved in mainly routine and repetitive tasks and work under direct supervision. This qualification does not provide the skills required by commercial cooks, which are covered in SIT30816 Certificate III in Commercial Cookery.

Careers: Possible career opportunities emerging from the completion of SIT20416 Certificate II in Kitchen Operations include:

- Breakfast Cook;
- Catering Assistant;
- Fast Food Cook;
- Sandwich Hand, and;
- Takeaway Cook.

Course Duration: 0.5 years

Admission Requirements: Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

COURSE STRUCTURE

To be awarded the SIT20416 Certificate II in Kitchen Operations, a student must successfully complete a total of thirteen (13) units of competency, comprising of: eight (8) core units, and; five (5) elective units, of which: three (3) elective units must be selected from the electives listed in the SIT20416 Certificate II in Kitchen Operations qualification, and; two (2) elective units may be selected from the electives listed in the SIT20416 Certificate II in Kitchen Operations qualification, elsewhere in the SIT Tourism, Travel and Hospitality Training Package, or any other current training package or accredited course. The selection of electives must be guided by the job outcome sought, local industry requirements and the complexity of skills appropriate to the AQF level of this qualification as well as be approved by the Polytechnic.

CORE UNITS

BSBWOR203	Work effectively with others	15
SITHCCCO01	Use food preparation equipment	25

SITHCCCO05	Prepare dishes using basic methods of cookery	45
SITHCCCO11	Use cookery skills effectively	50
SITHKOP001	Clean kitchen premises and equipment	13
SITXFSA001	Use hygienic practices for food safety	15
SITXINVO02	Maintain the quality of perishable items	10
SITXWHS001	Participate in safe work practices	12

ELECTIVE UNITS

SITHCCCO02	Prepare and present simple dishes	25
SITHCCCO06	Prepare appetisers and salads	25
SITHCCCO07	Prepare stocks, sauces and soups	35
SITHCCCO08	Prepare vegetable, fruit, eggs and farinaceous dishes	45
SITHINDO02	Source and use information on the hospitality industry	25

Imported

SITHCCCO12	Prepare poultry dishes	25
SITHCCCO18	Prepare food to meet special dietary requirements	75

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate III in Tourism

Course Code: SIT30116

Campus: Footscray Nicholson.

About this course: Take the first step towards a career in the fast-growing tourism industry with the Certificate III in Tourism at Victoria University Polytechnic. This course will help you to develop the knowledge necessary to operate across a range of roles within the tourism sector. You will gain essential skills in coordinating tourism services, providing visitor information and offering exceptional customer service. Our highly-experienced teachers will assist you to gain skills in:

- how to source and use information on the tourism and travel industry;
- providing service to customers;
- development of social and cultural sensitivity;
- how to participate in safe work practices;
- providing advice on Australian and International destinations;
- how to sell tourism products and services;
- how to use and operate a GDS (Galileo and Sabre), and;
- process travel-related documents,

Upon completion of this course you will be able to work across a range of roles in the tourism industry and customer service, or continue onto further study.

Course Objectives: This qualification reflects the role of individuals who use a range of well-developed tourism service, sales or operational skills and sound knowledge of industry operations to coordinate tourism services. Using discretion and judgement, they work with some independence and under limited supervision using plans, policies and procedures to guide work activities. This qualification provides a pathway to work in many tourism industry sectors and for a diversity of employers including tour operators, inbound tour operators, visitor information centres, attractions, cultural and heritage sites, and any small tourism business. This qualification allows for multi-skilling and for specialisation in office-based roles involving the planning and coordination of tourism services, or roles in the field where products are delivered.

Careers: Possible career opportunities emerging from the completion of SIT30116 Certificate III in Tourism include:

- Cellar Door Salesperson and Guide;
- Inbound Tour Co-ordinator;
- Marine Tourism Assistant;
- Visitor Information Officer;
- International Corporate Travel Consultant;
- International Online Travel Consultant;
- Reservation Sales Agent (Tour Operator), and;
- Travel Consultant.

Course Duration: 0.5 years

Admission Requirements: Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

COURSE STRUCTURE

To be awarded the SIT30116 Certificate III in Tourism, a student must successfully complete a total of fifteen (15) units of competency, comprising of:

- four (4) core units, and;
- eleven (11) elective units, of which:

six (6) elective units must be selected from one of the four combinations outlined below: three (3) elective units from Group A and three (3) elective units from Group B must be selected, OR six (6) elective units from Group C must be selected, OR six (6) elective units from Group D must be selected, OR six (6) elective units from Groups A, B, C, or E must be selected, and; five (5) elective units may be selected from Groups A, B, C, D, E, elsewhere in the SIT Training Package, or any other current training package or accredited course.

CORE UNITS

SITTIND001	Source and use information on the tourism and travel industry	25
SITXCCS006	Provide service to customers	25
SITXCOM002	Show social and cultural sensitivity	20

SITXWHS001	Participate in safe work practices	12
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ELECTIVE UNITS

Group A

SITTSL001	Operate online information systems	40
SITTSL002	Access and interpret product information	65
SITTSL009	Process travel-related documentation	26

Group B

SITTSL004	Provide advice on Australian destinations	40
SITTSL005	Sell tourism products and services	35
SITTSL008	Book supplier products and services	20
SITTSL010	Use a computerised reservations or operations system	120
SITXCCS002	Provide visitor information	35

Group C

Group C electives are not currently offered by the Polytechnic.

Group D

Group D electives are not currently offered by the Polytechnic.

Group E

HLTAID003	Provide first aid	18
SITHFAB002	Provide responsible service of alcohol	10

Imported

SITPPD003	Coordinate and operate sustainable tourism activities	70
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Certificate III in Hospitality

Course Code: SIT30616

Campus: Industry, Footscray Nicholson.

About this course: Gain practical hospitality skills for employment in restaurants, cafes, hotels and bars, with this hands-on course at the Polytechnic offered as both a traineeship and non-traineeship. A career in the hospitality industry can present you with endless career opportunities locally and abroad. Under the guidance of industry experts, you will learn skills in the following areas:

- team work;
- food and beverage service;
- workplace health and safety;
- customer service;
- responsible service of alcohol and bar operation;
- espresso coffee preparation, and;
- food and beverage matching.

Footscray Nicholson hospitality training centre The Footscray Nicholson hospitality training centre includes:

- three state-of-the-art commercial kitchens with the latest cooking equipment
- two demonstration kitchens
- a training bar
- VenU: a 150-seat training restaurant.

Our VenU restaurant was awarded best training restaurant in Victoria at the Restaurant and Catering awards. If enrolling into this course as a trainee; you must be employed as a trainee in the hospitality industry.

Course Objectives: This qualification reflects the role of individuals who have a range of well-developed hospitality service, sales or operational skills and sound knowledge of industry operations. Using discretion and judgement, they work with some independence and under limited supervision using plans, policies and procedures to guide work activities.

Careers: Possible career opportunities emerging from the completion of SIT30616 Certificate III in Hospitality include:

- Espresso Coffee Machine Operator;
- Food and Beverage Attendant;
- Front Desk Receptionist;
- Front Office Assistant;
- Function Attendant;
- Function Host;
- Gaming Attendant;
- Guest Service Agent;
- Housekeeper;
- Restaurant Host;
- Senior Bar Attendant, and/or;
- Waiter.

Course Duration: 0.5 years

Admission Requirements: Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

COURSE STRUCTURE

To be awarded the SIT30616 Certificate III in Hospitality, a student must successfully complete a total of fifteen (15) units of competency, comprising of:

- seven (7) core units, and;
- eight (8) elective units, of which:
- one (1) unit must be selected from Group A;
- five (5) units must be selected from Group B, and;
- two (2) units may be selected from Group B, Group C, elsewhere in the SIT Tourism, Travel and Hospitality Training Package, or any other current training package or accredited course.

The selection of electives must be guided by the job outcome sought, local industry requirements and the complexity of skills appropriate to the AQF level of this qualification as well as be approved by the Polytechnic.

CORE UNITS

BSBWOR203	Work effectively with others	15
SITHIND002	Source and use information on the hospitality industry	25
SITHIND004	Work effectively in hospitality service	
SITXCCS006	Provide service to customers	25
SITXCO M002	Show social and cultural sensitivity	20
SITXHR M001	Coach others in job skills	20
SITXWHS001	Participate in safe work practices	12

ELECTIVE UNITS

Group A

SITXFSA001	Use hygienic practices for food safety	15
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Group B

SITHFAB002	Provide responsible service of alcohol	10
SITHFAB003	Operate a bar	35
SITHFAB005	Prepare and serve espresso coffee	30
SITHFAB007	Serve food and beverage	80
SITHFAB014	Provide table service of food and beverage	110
SITHFAB017	Provide advice on food and beverage matching	50

Group C

Group C electives are not currently offered by the Polytechnic.

Imported

SITHFAB019	Plan and monitor espresso coffee service	80
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Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate III in Commercial Cookery

Course Code: SIT30816

Campus: Industry, Footscray Nicholson, Online, SMAS - Assessment Only Geelong Learning Links.

About this course: Make your culinary dream a reality, with this hands-on commercial cookery apprenticeship. Using a blend of online and practical skills development, this course provides you with essential skills in the following areas:

- food preparation (poultry, meat, seafood, vegetables, dairy, fruits);
- desserts (cakes, pastries);
- menu planning and costing;
- basic knife skills;
- basic methods of cookery;
- teamwork;
- sustainable work practices, and;
- food hygiene, food safety and OHS.

You will learn a range of practical skills and the latest trends and techniques used in the industry under the guidance of experienced chefs. On successful completion, you can choose to pathway into the Certificate IV in Commercial Cookery or find employment as a:

- Commis Chef, and;
- Sous Chef.

It is important to note that students will be expected to follow standard recipes to prepare meat dishes using each of the following meat items: beef, game (kangaroo, venison, speciality meats), lamb, pork, veal and offal (kidney, liver). Students will be unable to successfully complete unit SITHCCCO14 Prepare meat dishes without meeting this requirement. The completion of this unit is required to complete SIT30816 Certificate III in Commercial Cookery.

Course Objectives: This qualification reflects the role of commercial cooks who use a wide range of well-developed cookery skills and sound knowledge of kitchen operations to prepare food and menu items. Using discretion and judgment, they work with some independence and under limited supervision using plans, policies and procedures to guide work activities.

Careers: Prospective careers in hospitality include a cook and/or trainee chef in the following establishments:

- restaurants/cafes;
- hotels;
- resorts;
- reception centres;
- airlines;
- hospitals;
- aged care residences;
- cruise ships;
- catering companies, and;
- clubs.

Course Duration: 1 year

Admission Requirements: Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

Admission Requirements International: Completion of an Australian Year 11 or equivalent. The Polytechnic use the International English Language Testing System (IELTS) to measure the language proficiency of people who want to study with us. As part of this test, applicants must attain a minimum IELTS (academic module) of 5.5 or equivalent. For employment and practical placement purposes, this vocational sector typically requires a current and satisfactory Police Record Check. Failure to provide the required documents in the timeframe specified by the Course Coordinator, means you will be unable to undertake practical placement in a workplace and therefore not eligible to progress in this course. The following is a suggested site you could visit to obtain this check: Police Record Check - http://www.police.vic.gov.au/content.asp?Document_ID=274

Selection Processes: Other/Not Applicable.

COURSE STRUCTURE

To be awarded SIT30816 Certificate III in Commercial Cookery, a student must successfully complete a total of twenty-five (25) units of competency, comprising of:

- twenty-one (21) core units, and;
- four (4) elective units, of which:

four (4) units, which can be selected from the SIT30816 Certificate III in Commercial Cookery qualification, elsewhere in the SIT Training Package, or any other current training package or accredited course. The selection of electives must be guided by the job outcome sought, local industry requirements and the complexity of skills appropriate to the AQF level of this qualification as well as be approved by the Polytechnic.

CORE UNITS

BSBSUS201	Participate in environmentally sustainable work practices	20
BSBWOR203	Work effectively with others	15
SITHCCCO01	Use food preparation equipment	25
SITHCCCO05	Prepare dishes using basic methods of cookery	45
SITHCCCO06	Prepare appetisers and salads	25
SITHCCCO07	Prepare stocks, sauces and soups	35
SITHCCCO08	Prepare vegetable, fruit, eggs and farinaceous dishes	45
SITHCCCO12	Prepare poultry dishes	25
SITHCCCO13	Prepare seafood dishes	30
SITHCCCO14	Prepare meat dishes	50
SITHCCCO18	Prepare food to meet special dietary requirements	75
SITHCCCO19	Produce cakes, pastries and breads	40
SITHCCCO20	Work effectively as a cook	80

SITHKOP001	Clean kitchen premises and equipment	13
SITHKOP002	Plan and cost basic menus	30
SITHPAT006	Produce desserts	100
SITXFSA001	Use hygienic practices for food safety	15
SITXFSA002	Participate in safe food handling practices	40
SITXHRM001	Coach others in job skills	20
SITXINV002	Maintain the quality of perishable items	10
SITXWHS001	Participate in safe work practices	12
ELECTIVE UNITS		
BSBCMM201	Communicate in the workplace	40
SITHCC021	Prepare specialised food items	60
SITHKOP004	Develop menus for special dietary requirements	15
SITXFSA004	Develop and implement a food safety program	50

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the training package and be assessed as appropriate by the Polytechnic.

Certificate IV in Commercial Cookery

Course Code: SIT40516

Campus: Industry, Footscray Nicholson, Online, Victoria University (VU) is authorised by Trades Recognition Australia (TRA) to conduct skills assessment services for persons seeking temporary or permanent migration. For more information on these programs and the countries in which VU conducts these assessments please refer to: <http://www.vu.edu.au//skilled-migration..>

About this course: Enhance your cookery skills and gain an understating of kitchen, operations, people and finance management for hospitality businesses. This course combines practical culinary skills with theoretical management concepts, preparing you for leadership or supervisory positions in kitchen environments. Through a blend of online and practical skills development, you will develop skills in the following areas:

- quality control;
- stock control;
- menu planning and costing;
- finance;
- human resources;
- leadership;
- people and operations management;
- sustainable work practices;
- food hygiene, food safety, OHS and first aid, and;
- food preparation and presentation.

The Footscray Nicholson hospitality training centre includes:

- three state-of-the-art commercial kitchens with the latest cooking equipment;
- two demonstration kitchens;
- a training bar, and;
- VenU: a 150-seat training restaurant.

VenU restaurant was awarded best training restaurant in Victoria at the Restaurant and Catering Awards. It is important to note that students will be expected to follow standard recipes to prepare meat dishes using each of the following meat items: beef, game (kangaroo, venison, specialty meats), lamb, pork, veal and offal (kidney, liver). Students will be unable to successfully complete unit SITHCC014 Prepare meat dishes without meeting this requirement. The completion of this unit is required to complete SIT40516 Certificate IV in Commercial Cookery.

Course Objectives: This qualification reflects the role of commercial cooks who have a supervisory or team leading role in the kitchen. They operate independently or with limited guidance from others and use discretion to solve non-routine problems.

Careers: Possible career opportunities emerging from the completion of SIT40516 Certificate IV in Commercial Cookery includes:

- Head Chef;
- Sous Chef, and;
- Chef de Partie.

Course Duration: 1.5 years

Admission Requirements: Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs. For employment and practical placement purposes, this vocational sector typically requires a current and satisfactory Police Record Check. Failure to provide the required documents in the timeframe specified by the Course Coordinator, means you will be unable to undertake practical placement in a workplace and therefore not eligible to progress in this course. The following is a suggested site you could visit to obtain this check: Police Record Check - http://www.police.vic.gov.au/content.asp?Document_ID=274

Admission Requirements International: Completion of an Australian Year 11 or equivalent. The Polytechnic use the International English Language Testing System (IELTS) to measure the language proficiency of people who want to study with us. As part of this test, applicants must attain a minimum IELTS (academic module) of 5.5 or equivalent. For employment and practical placement purposes, this vocational sector typically requires a current and satisfactory Police Record Check. Failure to provide the required documents in the timeframe specified by the Course Coordinator, means you will be unable to undertake practical placement in a workplace and therefore not eligible to progress in this course. The following is a suggested site you could visit to obtain this check: Police Record Check - http://www.police.vic.gov.au/content.asp?Document_ID=274

COURSE STRUCTURE

To be awarded SIT40516 Certificate IV in Commercial Cookery qualification, a student must successfully complete a total of thirty-three (33) units of competency, comprising of:

- twenty-six (26) core units;
- seven (7) elective units which may be selected from within the SIT40516 Certificate IV in Commercial Cookery qualification, elsewhere in the SIT Tourism, Travel and Hospitality Training Package, or another other current training package or accredited course.

The selection of electives must be guided by the job outcome sought, local industry requirements and the complexity of skills appropriate to the AQF level of this qualification as well as be approved by the Polytechnic.

CORE UNITS

BSBDIV501	Manage diversity in the workplace	60
BSBSUS401	Implement and monitor environmentally sustainable work practices	40
SITHCCC001	Use food preparation equipment	25
SITHCCC005	Prepare dishes using basic methods of cookery	45
SITHCCC006	Prepare appetisers and salads	25
SITHCCC007	Prepare stocks, sauces and soups	35
SITHCCC008	Prepare vegetable, fruit, eggs and farinaceous dishes	45
SITHCCC012	Prepare poultry dishes	25
SITHCCC013	Prepare seafood dishes	30
SITHCCC014	Prepare meat dishes	50
SITHCCC018	Prepare food to meet special dietary requirements	75
SITHCCC019	Produce cakes, pastries and breads	40
SITHCCC020	Work effectively as a cook	80
SITHKOP002	Plan and cost basic menus	30
SITHKOP004	Develop menus for special dietary requirements	15
SITHKOP005	Coordinate cooking operations	100
SITHPAT006	Produce desserts	100
SITXCO M005	Manage conflict	20
SITXFIN 003	Manage finances within a budget	30
SITXFSA001	Use hygienic practices for food safety	15
SITXFSA002	Participate in safe food handling practices	40
SITXHR M001	Coach others in job skills	20
SITXHR M003	Lead and manage people	60

SITXINVO02	Maintain the quality of perishable items	10
SITXMGT001	Monitor work operations	20
SITXWHS003	Implement and monitor work health and safety practices	30

ELECTIVE UNITS

BSBHRM604	Manage employee relations	60
BSBMGT617	Develop and implement a business plan	60
SITXCCS008	Develop and manage quality customer service practices	30
SITXHR M002	Roster staff	30
SITXHR M004	Recruit, select and induct staff	60
SITXHR M006	Monitor staff performance	50
SITXMGT002	Establish and conduct business relationships	60

Units offered as part of the Skilled Migration Assessment Services only

For a list of unit offerings for the Skilled Migration Assessment Service, please contact the Polytechnic.

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Diploma of Travel and Tourism Management

Course Code: SIT50116

Campus: Footscray Nicholson.

About this course: Develop high-level skills to manage travel and tourism operations and launch a career in the exciting and diverse travel industry. On completion, you will have a solid understanding of industry operations and possess the managerial skills to coordinate tourism operations or marketing and product development activities. You will gain skills and knowledge in the following areas:

- marketing strategy;
- financial management;
- business management;
- people management;
- conflict management;
- workplace health and safety practices;
- tourism sales, and;
- customer service practices.

Course Objectives: This qualification reflects the role of highly skilled senior operators who use a broad range of tourism or travel skills combined with managerial skills and sound knowledge of industry operations to coordinate travel or tourism

operations. They operate independently, have responsibility for others, and make a range of operational business decisions.

Careers: Possible career opportunities emerging from the completion of SIT50116 Diploma of Travel and Tourism Management include:

- Inbound Groups Manager;
- Inbound Sales Manager;
- Incentives Manager;
- Tour Operations Manager;
- Marketing Manager;
- Product Development Manager;
- Reservations Manager;
- Travel Agency Manager;
- Sales Manager, and;
- Visitor Information Centre Manager.

Course Duration: 1 year

Admission Requirements: Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

COURSE STRUCTURE

To be awarded the SIT50116 Diploma of Travel and Tourism Management, a student must successfully complete a total of twenty-three (23) units of competency, comprising of:

- twelve (12) core units, and;
- eleven (11) elective units, of which:

six (6) units must be selected from Group A, and; five (5) units may be selected from Group A, Group B, elsewhere in the SIT Tourism, Travel and Hospitality Training Package, or any other current training package or accredited course. The selection of electives must be guided by the job outcome sought, local industry requirements and the complexity of skills appropriate to the AQF level of this qualification as well as be approved by the Polytechnic.

CORE UNITS

BSBDIV501	Manage diversity in the workplace	60
SITINDO01	Source and use information on the tourism and travel industry	25
SITXCCS007	Enhance customer service experiences	40
SITXCCS008	Develop and manage quality customer service practices	30
SITXCO M005	Manage conflict	20
SITXFIN 002	Interpret financial information	60
SITXFIN 003	Manage finances within a budget	30

SITXFIN 004	Prepare and monitor budgets	30
SITXHR M003	Lead and manage people	60
SITXMGT001	Monitor work operations	20
SITXMGT002	Establish and conduct business relationships	60
SITXWHS 003	Implement and monitor work health and safety practices	30

ELECTIVE UNITS

Group A

SITTTSL003	Provide advice on international destinations	45
SITTTSL004	Provide advice on Australian destinations	40
SITTTSL005	Sell tourism products and services	35
SITTTSL010	Use a computerised reservations or operations system	120
SITTTSL012	Construct normal international airfares	40
SITTTSL013	Construct promotional international airfares	40

Group B

BSBITU306	Design and produce business documents	80
SITPPD003	Coordinate and operate sustainable tourism activities	70
SITPPD007	Research and analyse tourism data	100
SITXMPR007	Develop and implement marketing strategies	80
Imported		
SITPPD008	Develop tourism products	100

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Diploma of Event Management

Course Code: SIT50316

Campus: Footscray Nicholson.

About this course: Learn how to coordinate and manage effective, safe and engaging events with a Diploma of Event Management. You will develop fundamental planning, communication and organisational skills, and acquire a detailed understanding of the event management process. On completion, you will have the confidence to manage a variety of events for different clients. You will develop skills in the following areas:

- event staging;
- financing and budgeting;
- people management;
- on-site event operations;
- project management;
- regulatory requirements;
- hazard and safety management;
- sponsorship management, and;
- food and beverage service.

Course Objectives: This qualification reflects the role of individuals who use a broad range of event-related skills and sound knowledge of event management processes to coordinate event operations. They operate independently and make operational event management decisions.

Careers: Possible career opportunities emerging from the completion of SIT50316 Diploma of Event Management include:

- Conference Coordinator;
- Event or Exhibition Coordinator;
- Event or Exhibition Planner;
- Event Sales Coordinator;
- Function Coordinator;
- In-house Meetings Coordinator;
- Meetings Coordinator;
- Staging Coordinator, and;
- Venue Coordinator.

Course Duration: 1 year

Admission Requirements: Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

COURSE STRUCTURE

To be awarded the SIT50316 Diploma of Event Management, a student must successfully complete a total of twenty (20) units of competency, comprising of:

- eleven (11) core units, and;
- nine (9) elective units, of which:

four (4) units must be selected from Group A; two (2) units must be selected from Group A or Group B; three (3) units may be selected from Group A, Group B, elsewhere in the SIT Tourism, Travel and Hospitality Training Package, any other current training package or accredited course. The selection of electives must be guided by the job outcome sought, local industry requirements and the complexity of skills appropriate to the AQF level of this qualification as well as be approved by the Polytechnic.

CORE UNITS

SITEEVT001	Source and use information on the events industry	25
SITEEVT003	Coordinate on-site event registrations	40

SITEEVT008	Manage event staging components	40
SITEEVT010	Manage on-site event operations	60
SITXCCS007	Enhance customer service experiences	40
SITXFIN003	Manage finances within a budget	30
SITXHRM003	Lead and manage people	60
SITXMGT001	Monitor work operations	20
SITXMGT002	Establish and conduct business relationships	60
SITXMGT003	Manage projects	60
SITXWHS002	Identify hazards, assess and control safety risks	30

ELECTIVE UNITS

Group A

CUAFOH501	Manage front of house services	100
SITEEVT002	Process and monitor event registrations	60
SITEEVT005	Plan in-house events or functions	40
SITEEVT007	Select event venues and sites	35
SITTSLO10	Use a computerised reservations or operations system	120

Group B

BSBDIV501	Manage diversity in the workplace	60
BSBITU306	Design and produce business documents	80
SITXGLCO01	Research and comply with regulatory requirements	80

Imported

SITXMPR007	Develop and implement marketing strategies	80
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Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Diploma of Hospitality Management

Course Code: SIT50416

Campus: Footscray Nicholson.

About this course: Gain the knowledge and training required to become a skilled manager in the hospitality industry with a Diploma of Hospitality Management at Victoria University Polytechnic. You will gain practical skills tailored to working in restaurants, cafes, hotels and other hospitality areas. You will learn and apply your

skills in our fully equipped hospitality training centre under the guidance of passionate industry experts. Areas of study include:

- staff management;
- strategic business operations;
- food and beverage service;
- safety, and;
- business marketing.

During your course you will have access to leading industry standard software, including Opera Property used in many leading hotels throughout Australia. You will learn the skills to use the system and manage hotel front office operations, including creating reservations, managing accounts and check out. You will also gain essential skills in restaurant operations systems such as Micros POS.

Course Objectives: This qualification reflects the role of highly skilled senior operators who use a broad range of hospitality skills combined with managerial skills and sound knowledge of industry to coordinate hospitality operations. They operate independently, have responsibility for others and make a range of operational business decisions.

Careers: Possible career opportunities emerging from the completion of SIT50416 Diploma of Hospitality Management:

- banquet or function manager;
- bar manager;
- café manager;
- club manager;
- front office manager;
- motel manager, and;
- restaurant manager.

Course Duration: 1 year

Admission Requirements: Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs. For employment and practical placement purposes, this vocational sector typically requires a current and satisfactory Police Record Check. Failure to provide the required documents in the timeframe specified by the Course Coordinator, means you will be unable to undertake practical placement in a workplace and therefore not eligible to progress in this course. The following is a suggested site you could visit to obtain this check: - Police Record Check - http://www.police.vic.gov.au/content.asp?Document_ID=274

Admission Requirements International: Completion of an Australian Year 11 or equivalent. The Polytechnic use the International English Language Testing System (IELTS) to measure the language proficiency of people who want to study with us. As part of this test, applicants must attain a minimum IELTS (academic module) of 5.5 or equivalent. For employment and practical placement purposes, this vocational sector typically requires a current and satisfactory Police Record Check. Failure to provide the required documents in the timeframe specified by the Course Coordinator, means you will be unable to undertake practical placement in a workplace and therefore not eligible to progress in this course. The following is a suggested site you could visit to obtain this check: Police Record Check - http://www.police.vic.gov.au/content.asp?Document_ID=274

Selection Processes: Other/Not Applicable.

COURSE STRUCTURE

To be awarded SIT50416 Diploma of Hospitality Management, a student must successfully complete a total of twenty-eight (28) units of competency, comprising of:

- thirteen (13) core units, and;
- fifteen (15) elective units, consisting of:

one (1) unit from Group A; one (1) unit from Group B; eight (8) units from Group C, and; five (5) units from Group C, elsewhere in SIT Training Package, or any other current training package or accredited course. The selection of electives must be guided by the job outcome sought, local industry requirements and the complexity of skills appropriate to the AQF level of this qualification, as well as be approved by the Polytechnic.

CORE UNITS

BSBDIV501	Manage diversity in the workplace	60
BSBMGT517	Manage operational plan	70
SITXCCS007	Enhance customer service experiences	40
SITXCCS008	Develop and manage quality customer service practices	30
SITXCO005	Manage conflict	20
SITXFIN003	Manage finances within a budget	30
SITXFIN004	Prepare and monitor budgets	30
SITXGLC001	Research and comply with regulatory requirements	80
SITXHR002	Roster staff	30
SITXHR003	Lead and manage people	60
SITXMGT001	Monitor work operations	20
SITXMGT002	Establish and conduct business relationships	60
SITXWHS003	Implement and monitor work health and safety practices	30

ELECTIVE UNITS

Group A

SITXFSA001	Use hygienic practices for food safety	15
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Group B

SITHIND004	Work effectively in hospitality service	
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Group C

BSBCMM401	Make a presentation	30
SITHFAB002	Provide responsible service of alcohol	10
SITHFAB003	Operate a bar	35
SITHFAB007	Serve food and beverage	80
SITHFAB009	Conduct a product tasting for alcoholic beverages	40
SITHFAB011	Provide advice on beers, spirits and liqueurs	40
SITHFAB019	Plan and monitor espresso coffee service	80
SITTTSL010	Use a computerised reservations or operations system	120
SITXFIN001	Process financial transactions	25
SITXMPRO07	Develop and implement marketing strategies	80
Imported		
BSBMGT617	Develop and implement a business plan	60
SITXEBS001	Use social media in a business	35
SITXHRM001	Coach others in job skills	20

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Advanced Diploma of Hospitality Management

Course Code:SIT60316

Campus:Industry, Footscray Nicholson.

About this course: Turn your passion for hospitality into a rewarding career and get qualified for senior management positions in the industry. You will develop advanced skills in hospitality operations and leadership, including:

- human resource management;
- financial management;
- marketing strategies, and;
- business planning.

You will learn and apply your skills in our fully equipped hospitality training centre under the guidance of passionate industry experts. Important information about elective unit: SITHCCO14 Prepare meat dishes Students will be expected to follow standard recipes to prepare meat dishes using each of the following meat items: beef, game (kangaroo, venison, specialty meats), lamb, pork, veal and offal (kidney, liver). Students will be unable to successfully complete unit SITHCCO14 Prepare meat dishes without meeting this requirement.

Course Objectives: This qualification reflects the role of highly skilled senior managers who use a broad range of hospitality skills combined with specialised managerial

skills and substantial knowledge of industry to coordinate hospitality operations. They operate with significant autonomy and are responsible for making strategic business management decisions.

Careers: Possible career opportunities emerging from the completion of SIT60316 Advanced Diploma of Hospitality Management includes:

- Area Manager or Operations Manager;
- Café Owner or Manager;
- Club Secretary or Manager;
- Executive Chef;
- Executive Housekeeper;
- Executive Sous Chef;
- Food and Beverage Manager;
- Head Chef;
- Motel Owner or Manager, and;
- Rooms Division Manager.

Course Duration: 1.5 years

Admission Requirements: Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs. For employment and practical placement purposes, this vocational sector typically requires a current and satisfactory Police Record Check. Failure to provide the required documents in the timeframe specified by the Course Coordinator, means you will be unable to undertake practical placement in a workplace and therefore not eligible to progress in this course. The following is a suggested site you could visit to obtain this check: - Police Record Check - http://www.police.vic.gov.au/content.asp?Document_ID=274

Admission Requirements International: Completion of an Australian Year 12 or equivalent. The Polytechnic use the International English Language Testing System (IELTS) to measure the language proficiency of people who want to study with us. As part of this test, applicants must attain a minimum IELTS (academic module) of 5.5 or equivalent. For employment and practical placement purposes, this vocational sector typically requires a current and satisfactory Police Record Check. Failure to provide the required documents in the timeframe specified by the Course Coordinator, means you will be unable to undertake practical placement in a workplace and therefore not eligible to progress in this course. The following is a suggested site you could visit to obtain this check: Police Record Check - http://www.police.vic.gov.au/content.asp?Document_ID=274

Selection Processes: Other/Not Applicable.

COURSE STRUCTURE

To be awarded SIT60316 Advanced Diploma of Hospitality Management, a student must successfully complete a total of thirty-three (33) units of competency, comprising of:

- sixteen (16) core units, and;
- seventeen (17) elective units, consisting of:

one (1) unit from Group A; one (1) unit from Group B; nine (9) units from Group C; six (6) units from Group C, elsewhere in the SIT Tourism, Travel and Hospitality Training Package, or any other current training package or accredited course. The

selection of electives must be guided by the job outcome sought, local industry requirements and the complexity of skills appropriate to the AQF level of this qualification, as well as be approved by the Polytechnic.

CORE UNITS

BSBDIV501	Manage diversity in the workplace	60
BSBFIM601	Manage finances	80
BSBMGT517	Manage operational plan	70
BSBMGT617	Develop and implement a business plan	60
SITXCCS008	Develop and manage quality customer service practices	30
SITXFIN003	Manage finances within a budget	30
SITXFIN004	Prepare and monitor budgets	30
SITXFIN005	Manage physical assets	40
SITXGLC001	Research and comply with regulatory requirements	80
SITXHRM003	Lead and manage people	60
SITXHRM004	Recruit, select and induct staff	60
SITXHRM006	Monitor staff performance	50
SITXMGTO01	Monitor work operations	20
SITXMGTO02	Establish and conduct business relationships	60
SITXMPRO07	Develop and implement marketing strategies	80
SITXWHS004	Establish and maintain a work health and safety system	30

ELECTIVE UNITS

Group A

SITHIND001	Use hygienic practice for hospitality service	10
SITXFSA001	Use hygienic practices for food safety	15

Group B

SITHCCC020	Work effectively as a cook	80
SITHIND004	Work effectively in hospitality service	
SITHKOP005	Coordinate cooking operations	100

Group C

BSBADM502	Manage meetings	30
BSBCMM401	Make a presentation	30

BSBEBU501	Investigate and design e-business solutions	50
BSBFIA302	Process payroll	30
BSBFIA303	Process accounts payable and receivable	30
BSBFIA304	Maintain a general ledger	60
BSBFIA401	Prepare financial reports	50
BSBHRM604	Manage employee relations	60
BSBITU302	Create electronic presentations	20
BSBMKG401	Profile the market	50
BSBRKS501	Manage risk	60
HLTAID003	Provide first aid	18
SITEVT005	Plan in-house events or functions	40
SITHCCC001	Use food preparation equipment	25
SITHCCC005	Prepare dishes using basic methods of cookery	45
SITHCCC006	Prepare appetisers and salads	25
SITHCCC007	Prepare stocks, sauces and soups	35
SITHCCC008	Prepare vegetable, fruit, eggs and farinaceous dishes	45
SITHCCC012	Prepare poultry dishes	25
SITHCCC013	Prepare seafood dishes	30
SITHCCC014	Prepare meat dishes	50
SITHCCC018	Prepare food to meet special dietary requirements	75
SITHCCC019	Produce cakes, pastries and breads	40
SITHCCC020	Work effectively as a cook	80
SITHFAB002	Provide responsible service of alcohol	10
SITHFAB009	Conduct a product tasting for alcoholic beverages	40
SITHFAB011	Provide advice on beers, spirits and liqueurs	40
SITHFAB014	Provide table service of food and beverage	110
SITHIND004	Work effectively in hospitality service	
SITHKOP004	Develop menus for special dietary requirements	15
SITHKOP005	Coordinate cooking operations	100
SITHPAT006	Produce desserts	100
SITTSLO10	Use a computerised reservations or operations	120

	system	
SITXCR1002	Manage a business continuity crisis	50
SITXBS002	Develop, implement and monitor the use of social media in a business	40
SITXFIN002	Interpret financial information	60
SITXFIN006	Manage revenue	60
SITXHRM002	Roster staff	30
SITXMPR003	Plan and implement sales activities	20
SITXMPR004	Coordinate marketing activities	30
Imported		
SITHKOP002	Plan and cost basic menus	30
SITXCCS007	Enhance customer service experiences	40
SITXBS001	Use social media in a business	35
SITXBS003	Build and launch a small business website	85

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate IV in Training and Assessment

Course Code:TAE40116

Campus:Industry, Werribee, City King St.

About this course:The Certificate IV in Training and Assessment (TAE40116) meets the minimum trainer and assessor requirements of the Standards for RTOs 2015. It is suitable for people wishing to commence or progress their career in training and assessment, including those who:

- want to develop or strengthen their training and assessment skills in a competency environment;
- wish to explore career change or personal development opportunities in the training and assessment field;
- deliver training and conduct assessment within their work role;
- are seeking to extend, enhance or update their existing qualifications, which may include previous, older versions of training and assessment qualifications, and;
- are engaged in a training role and intend to deliver and/or assess Training Package qualifications.

The Polytechnic offers a range of flexible, supported delivery models to meet the different learning and practical needs of our students. You can enrol in one of our weekly day or evening courses; or you can participate in our intensive block mode program. Our courses are structured to provide you with the level of learning support

you need to maximise your opportunities for success. In addition to face to face training delivered by expert facilitators, we provide:

- webinars;
- face to face tutorials;
- mentoring and coaching from trainers, and;
- a simulated work environment where you can practise your skills, get feedback from your peers and undertake your assessments.

Training is conducted at our conveniently located city campus. At the Polytechnic, we have strong links with industry and deliver customised programs for a range of industry clients. We work with our industry partners to ensure that our programs reflect the needs and expectations of employers. Our students graduate job-ready for roles in the training and assessment sector.

Course Objectives:This qualification reflects the roles of individuals delivering training and assessment services in the vocational education and training (VET) sector. This qualification (or the skill sets derived from units of competency within it) is also suitable preparation for those engaged in the delivery of training and assessment of competence in a workplace context, as a component of a structured VET program. Licensing/Regulatory Information Achievement of the TAE40116 Certificate IV in Training and Assessment satisfies the qualification requirements for trainers and assessors, who deliver and assess nationally accredited training products as specified in the Standards for Registered Training Organisations (RTOs) 2015.

Careers:At the completion of TAE40116 Certificate IV in Training and Assessment, you will be able to explore the following careers:

- Enterprise Trainer;
- Enterprise Assessor;
- Registered Training Organisation (RTO) Trainer;
- RTO Assessor;
- Training Adviser or Training Needs Analyst, and;
- Vocational Education Teacher.

Course Duration: 1 year

Admission Requirements:Applicants must be able to demonstrate vocational competency in their proposed teaching and assessing area. Vocational competency is defined as broad industry knowledge and experience, and may include, but is not limited to, holding a relevant unit of competency or qualification. All applicants are required to: Complete Pre-Training review Complete Literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs Provide relevant vocational unit of competency or qualification if relevant Provide resume or curriculum vitae

Selection Processes: OtherN/A

COURSE STRUCTURE

To be awarded TAE40116 Certificate IV in Training and Assessment, a student must successfully complete a total of ten (10) units of competency, comprising of:

- nine (9) core units, and;
- one (1) elective unit, of which:

- the elective may be selected from the electives listed in the TAE40116 Certificate IV in Training and Assessment qualification, or;
- from any currently endorsed training package or accredited course at Certificate IV or above.

The elective unit chosen must be relevant to the work outcome and meet local industry needs as well as be approved by the Polytechnic.

CORE UNITS

TAEASS401	Plan assessment activities and processes	40
TAEASS402	Assess competence	25
TAEASS403	Participate in assessment validation	35
TAEASS502	Design and develop assessment tools	40
TAEDEL401	Plan, organise and deliver group-based learning	30
TAEDEL402	Plan, organise and facilitate learning in the workplace	25
TAEDES401	Design and develop learning programs	50
TAEDES402	Use training packages and accredited courses to meet client needs	25
TAELN411	Address adult language, literacy and numeracy skills	30

ELECTIVE UNITS

BSBCMM401	Make a presentation	30
TAEDEL301	Provide work skill instruction	40

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate II in Logistics

Course Code: TLI21815

Campus: Industry.

About this course: Gain the practical skills to start out in the transport and logistics industry with a Certificate II in Logistics. This course is ideal for new entrants to the industry to develop key foundational skills and a broad understanding of logistics principles. You will develop skills in:

- stocktaking;
- receiving and dispatching goods;
- applying fatigue management strategies;
- basic administration, and;
- customer service.

This course also teaches you occupational health and safety principles, and how to follow workplace safety regulations. This qualification will help you transition into the TLI32416 Certificate III in Logistics, or gain an entry-level job in the field. Please note: this qualification is not open for general enrolments. Contact the Polytechnic to find out more about our customised training solutions for your workforce.

Course Objectives: This is a qualification for a person engaged in logistics operations support within the Transport and Logistics Industry who undertakes a range of tasks involving known routines and procedures, and who takes some responsibility for the quality of their work outcomes. Successful achievement of the licensing units within the qualification must align with applicable licensing and regulatory requirements.

Careers: Possible career opportunities emerging from the completion of TLI21815 Certificate II in Logistics include:

- Logistics Support Officer, and/or;
- Logistics Clerk.

Course Duration: 0.5 years

Admission Requirements: Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

COURSE STRUCTURE

To be awarded the TLI21815 Certificate II in Logistics, a student must successfully complete a total of eleven (11) units of competency, comprising of: four (4) core units, and; seven (7) elective units, of which: three (3) units must be selected from the technical elective units listed in the TLI21815 Certificate II in Logistics qualification and; four (4) units may be selected from the general electives list or remaining technical elective units listed in the TLI21815 Certificate II in Logistics qualification, of which: up to three (3) units may be selected from any relevant nationally endorsed training package or accredited course. The general elective units must contribute to the vocational outcomes of the qualification as well as be approved by the Polytechnic.

CORE UNITS

BSBCUS201	Deliver a service to customers	40
TLIF0001	Apply chain of responsibility legislation, regulations and workplace procedures	15
TLIF1001	Follow work health and safety procedures	20
TLIG2007	Work in a socially diverse environment	20

ELECTIVE UNITS

Technical Units

TLIA2013	Receive goods	20
TLIA2021	Despatch stock	20
TLIA2022	Participate in stocktakes	20

TLID1001	Shift materials safely using manual handling methods	20
TLIF2010	Apply fatigue management strategies	30
General Units		
TLIA2014	Use product knowledge to complete work operations	20
TLIL2008	Complete routine administrative tasks	10

Certificate III in Logistics

Course Code:TLI32416

Campus:Industry.

About this course:Get prepared to launch your career, or expand your employment opportunities in the warehousing, transport and logistics industry with a Certificate III in Logistics. This practical logistics course has been developed with industry to equip you with a range of essential skills required to work in a warehouse environment. You will develop industry-leading techniques for:

- stock management;
- quality control inventory systems;
- info-technology;
- document and records management;
- staff induction;
- workplace health and safety;
- team leadership, and;
- customer service.

Please note: this qualification is not open for general enrolments. Contact the Polytechnic to find out more about our customised training solutions for your workforce.

Course Objectives:This is a qualification for those engaged in logistics operations within the Transport and Logistics Industry. It involves a defined range of skilled operations, usually within a range of broader related activities involving known routines, methods and procedures, where some discretion and judgement is required in selecting equipment, services or contingency measures within known time constraints. It may also include responsibility for coordinating the work of others.

Careers:Possible career opportunities emerging from the completion of TLI32416 Certificate III in Logistics include:

- Logistics Administration Officer, and/or;
- Logistics Service Clerk.

Course Duration: 1 year

COURSE STRUCTURE

To be awarded the TLI32416 Certificate III in Logistics, a student must successfully complete a total of thirteen (13) units of competency, comprising of:

- two (2) core units, and;
- eleven (11) elective units, of which:
- six (6) units must be selected from the technical elective units listed in the TLI32416 Certificate III in Logistics qualification and;

- five (5) units may be selected from the general electives list or remaining technical elective units listed in the TLI32416 Certificate III in Logistics qualification, of which:

up to three (3) units may be selected from any relevant nationally endorsed training package or accredited course. The general elective units must contribute to the vocational outcomes of the qualification as well as be approved by the Polytechnic.

CORE UNITS

TLIE3004	Prepare workplace documents	20
TLIF0001	Apply chain of responsibility legislation, regulations and workplace procedures	15

ELECTIVE UNITS

Technical

BSBCUS301	Deliver and monitor a service to customers	35
TLIA3002	Maintain container/cargo records	20
TLIA3015	Complete receiptal/despatch documentation	40
TLIA3038	Control and order stock	40
TLIA3039	Receive and store stock	40
TLIF1001	Follow work health and safety procedures	20

General

BSBWOR301	Organise personal work priorities and development	30
TLIE2007	Use communications systems	20
TLIG3002	Lead a work team or group	40
TLIK2010	Use infotechnology devices in the workplace	40
TLIL3003	Conduct induction process	20

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate IV in Logistics

Course Code:TLI42016

Campus:Industry.

About this course:Launch your future career in the transport, storage and logistics industry with a Certificate IV in Logistics from the Polytechnic. This logistics certificate is a practical course that has been developed with industry. You will gain the knowledge and skills to confidently work in technical, operational or administrative roles in the logistics industry. An efficient supply chain is a fundamental component

of every type of business and essential to the transport and logistics industry. You will learn a broad range of essential logistics skills including:

- supply chain and logistics operations;
- warehouse operations;
- transport operations;
- business administration;
- purchasing and inventory;
- dangerous goods;
- import and export documentation, and;
- workplace health and safety.

You will gain on-the-job experience through our industry partnerships. Upon graduating, you will be both confident and competent. Please note: this qualification is not open for general enrolments. Contact the Polytechnic to find out more about our customised training solutions for your workforce.

Course Objectives: This is a qualification for those engaged in logistics operations in the transport and logistics industry in a variety of operational roles. It involves a broad range of skilled applications including requirements to evaluate and analyse current practices, to develop new criteria and procedures for performing current practices, and to provide leadership and guidance to others in applying skills and planning skill development.

Careers: Possible career opportunities emerging from the completion of TLI42016 Certificate IV in Logistics include:

- Logistics Operations;
- Warehousing Team Leader;
- Load Supervisor;
- Freight Scheduler, and;
- Fleet Controller.

Course Duration: 9 months

Admission Requirements: Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

Selection Processes: Other/N/A

COURSE STRUCTURE

To be awarded TLI42016 Certificate IV in Logistics, a student must successfully complete a total of fifteen (15) units of competency, comprising of:

- two (2) core units, and;
- seven (7) technical elective units from the technical elective units listed in the TLI42016 Certificate IV in Logistics qualification, and;
- six (6) general elective units from the general elective units or remaining technical elective units listed in the TLI42016 Certificate IV in Logistics qualification, of which:

up to three (3) of the general elective units may be selected from any relevant nationally endorsed training package or accredited course. The general elective units

must contribute to the vocational outcomes of the qualification as well as be approved by the Polytechnic.

CORE UNITS

TLIF0001	Apply chain of responsibility legislation, regulations and workplace procedures	15
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TLIX4028	Apply knowledge of logistics	20
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ELECTIVE UNITS

Technical

TLIE3002	Estimate/calculate mass, area and quantify dimensions	30
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TLIF4014	Develop and maintain a safe workplace	50
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TLII4001	Coordinate quality customer service	30
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TLIL4070	Work effectively in the transport and logistics industry	30
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TLIP4013	Implement and monitor logistics planning and processes	80
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TLIP4039	Monitor transport operations	60
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TLIP4040	Monitor warehouse operations	60
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TLIR4001	Monitor supplier performance	30
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General

BSBMGT403	Implement continuous improvement	40
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TLIG4006	Facilitate work teams	50
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TLIL4009	Manage personal work priorities and professional development	50
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TLIP4002	Facilitate and capitalise on change in the workplace	50
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TLIU2012	Participate in environmentally sustainable work practices	20
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Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the training package and be assessed as appropriate by the Polytechnic.

Diploma of Logistics

Course Code: TLI50415

Campus: Industry.

About this course: Prepare yourself for entry level management positions within the logistics industry with a Diploma of Logistics at the Polytechnic. In this course, you will gain a broad range of skills and knowledge for managing the distribution of goods and materials. You will learn to work with others to perform complex technical operations. An efficient supply chain is a fundamental component of every type of

business and essential to the transport and logistics industry. You will learn a broad range of essential logistics skills including:

- supply chain operations;
- contract negotiations;
- purchasing and inventory;
- distribution;
- supplier management;
- customer service;
- leadership and employee relations;
- budgets;
- planning;
- workplace health and safety, and;
- environmental sustainability.

This course will give you strong theoretical knowledge and practical experience developing logistics strategies. You will need to have considerable analytical and communication skills. Upon successful completion of this course, you will be qualified and ready for leadership roles in the logistics industry. Please note: this qualification is not open for general enrolments. Contact the Polytechnic to find out more about our customised training solutions for your workforce.

Course Objectives: A general qualification for the integrated management of logistics. Successful completion will require the self-directed application of knowledge and skills, with substantial depth in some areas where judgement is required in planning and selecting appropriate equipment, services and techniques for self and others. Applications involve participation in the development of strategic initiatives as well as personal responsibility and autonomy in performing complex technical operations and organising others. It may include participation in teams, including those concerned with planning and evaluation functions. Group or team coordination may be involved.

Careers: Job roles and titles vary across different logistic sectors. Possible job titles relevant to this qualification include:

- Logistics Manager;
- Transport Manager;
- Warehouse Manager;
- Administration Supervisor;
- Inventory Supervisor, and;
- Distribution Manager.

Course Duration: 1 year

Admission Requirements: Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

Selection Processes: OtherN/A

COURSE STRUCTURE

To be awarded TL150415 Diploma of Logistics, a student must successfully complete a total of fifteen (15) units of competency, comprising of:

- two (2) core units, and;

- thirteen (13) elective units, of which:
- seven (7) units must be selected from the technical elective unit list in the TL150415 Diploma of Logistics qualification;
- a minimum of three (3) units must be selected from the general elective unit list or remaining technical elective unit list in the TL150415 Diploma of Logistics qualification;
- three (3) units may be selected from any relevant nationally endorsed training package or accredited course.

The units must contribute to the vocational outcomes of the qualification as well as be approved by the Polytechnic.

CORE UNITS

TLIF0002	Administer chain of responsibility policies and procedures	30
TLIL5020	Develop and maintain operational procedures for transport and logistics enterprises	30

ELECTIVE UNITS

Technical

BSBWHS501	Ensure a safe workplace	60
TLIA5058	Manage facility and inventory requirements	140
TLIF4064	Manage fatigue management policy and procedures	70
TLII5018	Manage customer service	40
TLIL5019	Implement and monitor transport logistics	40
TLIL5055	Manage a supply chain	60
TLIL5057	Maintain, monitor and improve transport operations systems	60
TLIP5008	Manage a transport and logistics business unit	60
TLIR5006	Develop, implement and review purchasing strategies	60
TLIR5014	Manage suppliers	60
TLIX4028	Apply knowledge of logistics	20

General

BSBCOM501	Identify and interpret compliance requirements	20
BSBMGT516	Facilitate continuous improvement	60
BSBRK501	Manage risk	60
BSBWOR502	Lead and manage team effectiveness	60
BSBWRK510	Manage employee relations	80

TLIR5005	Manage a contract	40
Imported		
BSBINM501	Manage an information or knowledge management system	50
PSPGEN046	Undertake research and analysis	60

Recognition of Prior Learning and/or Credit Transfer

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the training package and be assessed as appropriate by the Polytechnic.

Certificate III in Electrotechnology Electrician

Course Code:UEE30811

Campus:Sunshine, Victoria University is authorised by Trades Recognition Australian (TRA) to conduct skills assessment services for persons seeking temporary or permanent migration. For more information on these programs and countries that VU conducts these assessments please refer to: <http://vu.edu.au/skilled-migration..>

About this course:Gain the skills and knowledge to become a licensed electrician with a Certificate III in Electrotechnology Electrician at Victoria Polytechnic. Combine on-the-job training with your employer with this practical and theoretical course. You will learn to complete all phases of electrical systems and equipment including:

- installation;
- testing;
- fault finding;
- repair, and;
- maintenance.

Completing this course satisfies the Electrical Regulatory Authority Council's requirements to sit the licensing exam to become a licensed electrician. This course is offered as an apprenticeship over 4 years. To study this course as an apprentice, you must be employed as an apprentice electrician.

Course Objectives:This qualification provides competencies to select, install, set up, test, fault find, repair and maintain electrical systems and equipment in building and premises. It includes ERAC requirements for an 'Electrician's licence'.

Careers:Possible career opportunities emerging from the completion of UEE30811 Certificate III in Electrotechnology Electrician include:

- licensed A-grade electrician.

Course Duration: 4 years

Admission Requirements:Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

Selection Processes:, OtherNot Applicable.

COURSE STRUCTURE

To be awarded UEE30811 Certificate III in Electrotechnology Electrician course, a student must successfully complete the following units of competency, comprising of:

- all core units, and;
- a combination of electives achieving a total weighing of 140 points of which:

units may be selected, which does not exceed a maximum value of sixty (60) points, from Group A, and; units must be selected, with a minimum value of eighty (80) and do not exceed a maximum value of one hundred and forty (140) points, from Group B. Electives must be industry relevant as well as be approved by the Polytechnic. Note: Units from Group A, include imported units from other training packages and/or state accredited courses which are first packaged at AQF Level 3.

If units have not been assigned a weighting by the relevant EE-Oz Industry Technical Advisory Committee, their weighting will be ten (10) points.

CORE UNITS

UEENEEO20B	Participate in electrical work and competency development activities	20
UEENEEE101A	Apply Occupational Health and Safety regulations, codes and practices in the workplace	20
UEENEEE102A	Fabricate, assemble and dismantle utilities industry components	40
UEENEEE104A	Solve problems in d.c. circuits	80
UEENEEE105A	Fix and secure electrotechnology equipment	20
UEENEEE107A	Use drawings, diagrams, schedules, standards, codes and specifications	40
UEENEEE137A	Document and apply measures to control OHS risks associated with electrotechnology work	20
UEENEEG006A	Solve problems in single and three phase low voltage machines	80
UEENEEG033A	Solve problems in single and three phase low voltage electrical apparatus and circuits	60
UEENEEG063A	Arrange circuits, control and protection for general electrical installations	40
UEENEEG101A	Solve problems in electromagnetic devices and related circuits	60
UEENEEG102A	Solve problems in low voltage a.c. circuits	80
UEENEEG103A	Install low voltage wiring and accessories	20
UEENEEG104A	Install appliances, switchgear and associated accessories for low voltage electrical installations	20
UEENEEG105A	Verify compliance and functionality of low voltage general electrical installations	60

UEENEEG106A	Terminate cables, cords and accessories for low voltage circuits	40
UEENEEG107A	Select wiring systems and cables for low voltage general electrical installations	80
UEENEEG108A	Troubleshoot and repair faults in low voltage electrical apparatus and circuits	80
UEENEEG109A	Develop and connect electrical control circuits	80
UEENEEK142A	Apply environmental and sustainable procedures in the energy sector	20
ELECTIVE UNITS		
Group A		
UEENEEG101A	Use computer applications relevant to a workplace	20
Group B		
UEENEEF102A	Install and maintain cabling for multiple access to telecommunication services	120

Recognition of Prior Learning and/or Credit Transfers

Previous completion of units at the Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the qualification and be assessed as appropriate by the Polytechnic.

Certificate IV in Industrial Automation and Control

Course Code: UEE43211

Campus: Industry, Sunshine.

About this course: Develop skills in setting up and maintaining automated equipment and systems with a Certificate IV in Industrial Automation and Control. You will develop the skills required to assemble, set up, fault and maintain automated equipment associated with circuits and systems. Industrial automation and process control is a key trade area allowing many processes to run with minimal supervision. You will learn technical skills including:

- assembly and set up of electrical and pneumatic control systems;
- programming of logic controllers and SCADA systems;
- automation and process control problem solving and fault finding, and;
- industrial machinery repair and maintenance.

As part of your studies you will also learn the skills to supervise plant maintenance programs and provide technical advice to process staff.

Course Objectives: This qualification provides competencies to assemble, set up and program, fault find, repair and maintain automated equipment, apparatus, associated circuits and systems. It includes the supervision of plant maintenance programs and providing technical advice to process staff.

Careers: Possible career opportunities emerging from completing UEE43211 Certificate IV in Industrial Automation and Control include:

- Electrical Supervisor;
- Electrical Technician;
- Estimator;
- Electrical Designer;
- Project Manager;
- Electrical Drafter, and;
- Electrical Technical Sales and Support Representative.

Course Duration: 1 year

Admission Requirements: Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

Selection Processes: OtherN/A

COURSE STRUCTURE

To be awarded UEE43211 Certificate IV in Industrial Automation and Control, a student must successfully complete the following units of competency, comprising of:

- all core units, and;
- a combination of elective units achieving a total weighting of 760 points, of which:
 - units may be selected, which does not exceed a maximum value of two hundred and twenty (220) points, from Group A;
 - units may be selected, which does not exceed a maximum value of five hundred and forty (540) points, from Group B, and;
 - units must be selected, with a minimum value of two hundred and twenty (220) and does not exceed a maximum value of seven hundred and sixty (760) points, from Group C.

Electives must be industry relevant as well as be approved by the Polytechnic. Note: Units from Group A, include imported units from other training packages and/or state accredited courses which are first packaged at AQF Level 4. If units have not been assigned a weighting by the relevant EE-Oz Industry Technical Advisory Committee, their weighting will be ten (10) points.

CORE UNITS

UEENEEG104A	Use engineering applications software on personal computers	40
UEENEEE038B	Participate in development and follow a personal competency development plan	20
UEENEEE101A	Apply Occupational Health and Safety regulations, codes and practices in the workplace	20
UEENEEE102A	Fabricate, assemble and dismantle utilities industry components	40
UEENEEE104A	Solve problems in d.c. circuits	80
UEENEEE107A	Use drawings, diagrams, schedules, standards, codes and specifications	40

UEENEEE117A	Implement and monitor energy sector OHS policies and procedures	20	UEENEEP024A	Attach cords and plugs to electrical equipment for connection to a single phase 230 volt supply	20
UEENEEE119A	Solve problems in multiple path extra low voltage (ELV) a.c. circuits	40	UEENEEP025A	Attach cords, cables and plugs to electrical equipment for connection to 1000 Va.c. or 1500 Vd.c. supply	20
UEENEEE124A	Compile and produce an energy sector detailed report	60	UEENEEP026A	Conduct in-service safety testing of electrical cord connected equipment and cord assemblies	20
UEENEEE137A	Document and apply measures to control OHS risks associated with electrotechnology work	20	Group C		
UEENEEI138A	Provide solutions to extra low voltage (ELV) electro-pneumatic control systems and drives	60	UEENEEI117A	Install and configure network systems for internetworking	120
UEENEEK145A	Implement and monitor energy sector environmental and sustainable energy policies and procedures	20	UEENEEI151A	Develop, enter and verify word and analogue control programs for programmable logic controllers	60
UEPOPS202B	Apply quality systems to work	20	UEENEEI152A	Develop, enter and verify programs in Supervisory Control and Data Acquisition systems	60
UEPOPS337B	Maintain quality systems within the team	20	UEENEEI155A	Develop structured programs to control external devices	40
UEPOPS416B	Monitor the implementation of the enterprise's production-maintenance quality control procedures	40			
ELECTIVE UNITS					
Group A					
BSBINN301A	Promote innovation in a team environment	40	Recognition of Prior Learning and/or Credit Transfers		
UEENEEO01B	Maintain documentation	20	Previous completion of units at Victoria University Polytechnic or any other Registered Training Organisation and/or previous attainment of skills and knowledge may be credited towards this course. Units must satisfy the completion rules of the training package and be assessed as appropriate by Victoria University Polytechnic.		
UEENEEO02B	Source and purchase material/parts for installation or service jobs	20	Advanced Diploma of Engineering Technology - Electrical		
UEENEEO03B	Provide quotations for installation or service jobs	20	Course Code: UEE62111		
UEENEEO10B	Deliver a service to customers	20	Campus: Industry, Sunshine.		
UEENEEI101A	Use computer applications relevant to a workplace	20	About this course: Gain the equipment and systems skills for a career in electrical engineering with an Advanced Diploma of Engineering Technology – Electrical at the Polytechnic. Electrical engineers improve the production and distribution of energy, which is increasingly critical with our dependence on electrical and electronic devices. You will learn the technical skills to design, validate and evaluate electrical equipment and systems including:		
UEENEEE020B	Provide basic instruction in the use of electrotechnology apparatus	20	<ul style="list-style-type: none"> • motor control; • Programmable Logic Controller (PLC) programming; • electronic design; • sustainable practices; • Supervisory Control and Data Acquisition (SCADA), and; • low voltage installations. 		
Group B					
UEENEEI102A	Assemble, set-up and test computing devices	80	You will also learn to provide technical or sales advice. Successful completion of this course means you will be qualified to work in the electrical industry.		
UEENEEI146A	Set up and configure basic local area network (LAN)	40	Course Objectives: This qualification provides enabling competencies to design and validate/evaluate electrical equipment and systems and provide technical advice/sales.		
UEENEEG101A	Solve problems in electromagnetic devices and related circuits	60	Careers:- Electronics Technician; - Electrical Technician; - Electrical Engineer, and; - Technical Officer (Electrical).		
UEENEEG102A	Solve problems in low voltage a.c. circuits	80			
UEENEEG106A	Terminate cables, cords and accessories for low voltage circuits	40			
UEENEEI150A	Develop, enter and verify discrete control programs for programmable controllers	60			

Course Duration: 2 years

Admission Requirements: Prior to enrolment, all applicants will be required to complete a literacy and numeracy assessment to assist with determining eligibility and to identify learning support needs.

Admission Requirements International: IELTS 5.5 or equivalent.

Selection Processes: Other/Not Applicable.

COURSE STRUCTURE

To be awarded UEE621 11 Advanced Diploma of Engineering Technology - Electrical, a student must successfully complete the following units of competency, comprising of:

- all core units, and;
- a combination of elective units achieving a total weighting of 720 points of which:

units may be selected, which does not exceed a maximum value of three hundred and sixty (360) points from Group A; units may be selected, which does not exceed a maximum value of one hundred and sixty (160) points, from Group B; units may be selected, which does not exceed a maximum value of two hundred and twenty (220) points, from Group C; units may be selected, which does not exceed a maximum value of two hundred and twenty (220) points, from Group D, and; units must be selected, with a minimum value of two hundred (200) and does not exceed a maximum value of seven hundred and twenty (720) points, from Group E.

Electives must be industry relevant as well as be approved by the Polytechnic. Note: Units from Group A, include imported units from other training packages and/or state accredited courses which are first packaged at AQF Level 6. If units have not been assigned a weighting by the relevant EE-Oz Industry Technical Advisory Committee, their weighting will be ten (10) points.

CORE UNITS

UEENEED104A	Use engineering applications software on personal computers	40
UEENEEE011C	Manage risk in electrotechnology activities	60
UEENEEE015B	Develop design briefs for electrotechnology projects	40
UEENEEE071B	Write specifications for electrical engineering projects	40
UEENEEE080A	Apply industry and community standards to engineering activities	20
UEENEEE081A	Apply material science to solving electrotechnology engineering problems	60
UEENEEE082A	Apply physics to solving electrotechnology engineering problems	60
UEENEEE083A	Establish and follow a competency development plan in an electrotechnology engineering discipline	20
UEENEEE101A	Apply Occupational Health and Safety regulations,	20

codes and practices in the workplace

UEENEEE102A	Fabricate, assemble and dismantle utilities industry components	40
UEENEEE104A	Solve problems in d.c. circuits	80
UEENEEE107A	Use drawings, diagrams, schedules, standards, codes and specifications	40
UEENEEE117A	Implement and monitor energy sector OHS policies and procedures	20
UEENEEE124A	Compile and produce an energy sector detailed report	60
UEENEEE125A	Provide engineering solutions for problems in complex multiple path circuits	60
UEENEEE126A	Provide solutions to basic engineering computational problems	60
UEENEEE137A	Document and apply measures to control OHS risks associated with electrotechnology work	20
UEENEEG006A	Solve problems in single and three phase low voltage machines	80
UEENEEG033A	Solve problems in single and three phase low voltage electrical apparatus and circuits	60
UEENEEG063A	Arrange circuits, control and protection for general electrical installations	40
UEENEEG101A	Solve problems in electromagnetic devices and related circuits	60
UEENEEG102A	Solve problems in low voltage a.c. circuits	80
UEENEEG106A	Terminate cables, cords and accessories for low voltage circuits	40
UEENEEG107A	Select wiring systems and cables for low voltage general electrical installations	80
UEENEEG149A	Provide engineering solutions to problems in complex polyphase power circuits	60
UEENEEG169A	Manage large electrical projects	40
UEENEEG170A	Plan large electrical projects	60
UEENEEK132A	Develop energy sector strategies to address environmental and sustainability issues	20

ELECTIVE UNITS

Group A		
UEENEEO01B	Maintain documentation	20

UEENEEO02B	Source and purchase material/parts for installation or service jobs	20	UEENEI141A	Develop electrical integrated systems	20
UEENEEO03B	Provide quotations for installation or service jobs	20	UEENEI150A	Develop, enter and verify discrete control programs for programmable controllers	60
UEENEEO10B	Deliver a service to customers	20	UEENEK125A	Solve basic problems in photovoltaic energy apparatus and systems	40
UEENEED101A	Use computer applications relevant to a workplace	20	Group C		
UEENEE020B	Provide basic instruction in the use of electrotechnology apparatus	20	UEENEEO05B	Estimate electrotechnology projects	40
Group B			UEENE125A	Plan electrical installations with a low voltage demand up to 400 A per phase	40
UEENEE105A	Fix and secure electrotechnology equipment	20	UEENE128A	Plan low voltage switchboard and control panel layouts	40
UEENEE121A	Plan an integrated cabling installation system	40	UEENE179A	Develop detailed electrical drawings	60
UEENEE190A	Prepare engineering drawings using manual drafting and CAD for electrotechnology/utilities applications	60	UEENE184A	Provide photometric data for illumination system design	80
UEENEE191A	Prepare electrotechnology/utilities drawings using manual drafting and CAD equipment and software	60	UEENE185A	Select effective and efficient light sources and luminaries for given locations and designs	60
UEENE102A	Install and maintain cabling for multiple access to telecommunication services	120	UEENE186A	Design effective and efficient lighting for residential and commercial buildings	60
UEENE104A	Install and modify performance data communication copper cabling	40	UEENE188A	Prepare quotations for the supply of effective and efficient lighting products for lighting projects	40
UEENE111A	Carry out basic repairs to electrical components and equipment	40	UEENEI142A	Develop an electrical integrated system interface for access through a touch screen	20
UEENE120A	Select and arrange equipment for special LV electrical installations	60	UEENEI143A	Develop access control of electrical integrated systems using logic-based programming tools	20
UEENE182A	Supply effective and efficient lighting products for domestic and small commercial applications	20	UEENEI144A	Develop interfaces for multiple access methods to monitor, schedule and control an electrical integrated system	20
UEENE183A	Provide advice on the application of energy efficient lighting for ambient and aesthetic effect	20	UEENEI151A	Develop, enter and verify word and analogue control programs for programmable logic controllers	60
UEENEH102A	Repairs basic electronic apparatus faults by replacement of components	40	UEENEI152A	Develop, enter and verify programs in Supervisory Control and Data Acquisition systems	60
UEENEH111A	Troubleshoot single phase input d.c. power supplies	40	UEENEI155A	Develop structured programs to control external devices	40
UEENEH150A	Assemble and set up basic security systems	80	UEENEK135A	Design grid connected photovoltaic power supply systems	60
UEENEI101A	Use instrumentation drawings, specification, standards and equipment manuals	40	Group D		
UEENEI116A	Assemble, enter and verify operating instructions in microprocessor equipped devices	20	UEENEEO06B	Prepare tender submissions for electrotechnology projects	60
UEENEI138A	Provide solutions to extra low voltage (ELV) electro-pneumatic control systems and drives	60	UEENEED147A	Develop energy sector directory services	80
UEENEI140A	Plan the electrical installation of integrated systems	20	UEENE127A	Design electrical installations with a low voltage	40

	demand greater than 400 a per phase			and control problems	
UEENEEG131A	Evaluate performance of low voltage electrical apparatus	40	UEENEEG160A	Evaluate performance of LV electrical machines	40
UEENEEG180A	Develop detailed and complex drawings for electrical systems using CAD systems	80	UEENEEG161A	Design and develop modifications to LV electrical machines	60
UEENEEG187A	Design effective and efficient lighting for public, open and sports areas	60	UEENEEH147A	Assess electronic apparatus compliance	60
UEENEEI145A	Diagnose and rectify faults in a.c. motor drive systems	60	UEENEEH188A	Design and develop electronics- computer systems projects	40
UEENEEI146A	Diagnose and rectify faults in d.c. motor drive systems	60	UEENEEI123A	Design electronic control systems	60
UEENEEI147A	Diagnose and rectify faults in servo drive systems	60	UEENEEI129A	Set up electronically controlled mechanically operated complex systems	80
UEENEEI156A	Develop and test code for microcontroller devices	60	UEENEEI153A	Design and configure Human-Machine Interface (HMI) networks	60
UEENEEI157A	Configure and maintain industrial control system networks	60	UEENEEI154A	Design and use advanced programming tools PC networks and HMI interfacing	120
Group E					
UEENEED149A	Develop energy sector computer network applications infrastructure	80	UEENEK133A	Design hybrid renewable power systems	80
UEENEEE078B	Contribute to risk management in electrotechnology systems	20	UEENEK139A	Design stand-alone renewable energy (RE) systems	40
UEENEEE127A	Use advanced computational processes to provide solutions to energy sector engineering problems	120	UEENEK140A	Develop engineering solutions to renewable energy (RE) problems	60
UEENEEE128A	Develop engineering solutions to photonic system problems	80	UEENEK146A	Design energy management controls for electrical installations in buildings	80
UEENEEE160A	Provide engineering solutions for uses of materials and thermodynamic effects	100	UEENEK151A	Develop effective engineering strategies for energy reduction in buildings	120
UEENEEE161A	Analyse static and dynamic parameters of electrical equipment	80	UEENEEM052A	Classify hazardous areas - gas atmospheres	40
UEENEEE162A	Select drive components for electrical equipment design	80	UEENEEM053A	Classify hazardous areas - dust atmospheres	40
UEENEEE163A	Analyse materials for suitability in electrical equipment	80	UEENEEM057A	Design explosion-protected electrical systems and installations - gas atmospheres	20
UEENEEE164A	Design electrical machine drives and production layout plans	80	UEENEEM058A	Design explosion-protected electrical systems and installations - dust atmospheres	20
UEENEEG130A	Design switchboards rated for high fault levels (greater than 400 A)	60	UEENEEM059A	Design explosion-protected electrical systems and installations - pressurisation	20
UEENEEG143A	Develop engineering solution for synchronous machine and control problems	60	UEENEEM068A	Assess the fitness-for-purpose of hazardous areas explosion-protected equipment - gas atmospheres	60
UEENEEG144A	Develop engineering solutions for D.C. machine and control problems	60	UEENEEM075A	Design explosion-protected electrical systems - coal mining	20
UEENEEG145A	Develop engineering solutions for induction machine	60	UEENEEM079A	Design of gas detection systems	20
			Recognition of Prior Learning and/or Credit Transfers		
			Previous completion of units at the Polytechnic or any other Registered Training		

Organisation, may be credited towards this course. Units must satisfy the completion rules of the training package and be assessed as appropriate by the Polytechnic.

UNITS

3113EN101 Foundation English 1

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: The Foundation English is for students who need additional time and assistance to strengthen and refine their literacy skills to support their study in VCE English/ESL. The course is also for students who may require a more vocationally orientated approach to English or may be aiming to directly enter the workforce upon completing their postcompulsory secondary studies. Unit deals with Essentials of English, Communication and the workplace and Technology and communication. This unit is delivered in Year 11.

Required Reading: Lecturer will provide teaching and learning materials as required in the form of VU produced workbooks.

Assessment: Demonstration of 'Satisfactory completion' by a selection of Assessment tasks and Level of Performance by SAC (Tests) and Exams .

3113EN102 Foundation English 2

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: The Foundation English is for students who need additional time and assistance to strengthen and refine their literacy skills to support their study in VCE English/ESL. The unit is also for students who may require a more vocationally orientated approach to English or may be aiming to directly enter the workforce upon completing their post-compulsory secondary studies. The unit deals with the study of texts, the analysis and construction of argument, information literacy. This unit is delivered in Year 11.

Required Reading: Lecturer will provide teaching and learning materials as required in the form of VU produced workbooks.

Assessment: Demonstration of 'Satisfactory completion' by a selection of Assessment tasks and Level of Performance by SAC (Tests) and Exams .

AC011 Accounting 1

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit explores the establishment of a business and the role of accounting in the determination of business success or failure. In this, it considers the importance of accounting information to stakeholders. Students analyse, interpret and evaluate the performance of the business using financial and non-financial information. They use these evaluations to make recommendations regarding the suitability of a business as an investment. This unit is delivered in Year 11.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge in accordance with each unit's learning outcomes, including the setting of practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following knowledge: Outcome 1 On completion of this unit the student should be able to describe the resources required to establish and operate a business, and select and use accounting reports and other information to discuss the success or otherwise of the business. Outcome 2 On completion of this unit the student should be able to identify and record financial data, report and explain accounting information for a service business, and suggest and apply appropriate financial and

non-financial indicators to measure business performance. Assessment will follow the requirements set out in the VCE Accounting Study Guide: The award of satisfactory completion for a unit is based on whether the student has demonstrated the set of outcomes specified for the unit. A variety of learning activities and assessment tasks will provide a range of opportunities for students to demonstrate the key knowledge and key skills in the outcomes. Assessment will be a part of the regular teaching and learning program and will be completed mainly in class and within a limited time-frame. All assessments at Units 1 and 2 are school-based. For this unit students are required to demonstrate achievement of two outcomes. As a set these outcomes encompass all areas of study in the unit.

AC022 Accounting 2

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: In this unit students develop their knowledge of the accounting process for sole proprietors operating a trading business, with a focus on inventory, accounts receivable, accounts payable and non-current assets. Students use manual processes and ICT, including spreadsheets, to prepare historical and budgeted accounting reports. Students analyse and evaluate the performance of the business relating to inventory, accounts receivable, accounts payable and non-current assets. They use relevant financial and other information to predict, budget and compare the potential effects of alternative strategies on the performance of the business. Using these evaluations, students develop and suggest to the owner strategies to improve business performance. This unit is delivered in Year 11.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge in accordance with each unit's learning outcomes, including the setting of practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following knowledge: Outcome 1 On completion of this unit the student should be able to record and report for inventory and discuss the effect of relevant financial and non-financial factors, and ethical considerations, on the outcome of business decisions. Outcome 2 On completion of this unit the student should be able to record and report for accounts receivable and accounts payable, and analyse and discuss the effect of relevant decisions on the performance of the business including the influence of ethical considerations. Outcome 3 On completion of this unit the student should be able to record and report for non-current assets and depreciation. Assessment will follow the requirements set out in the VCE Accounting Study Guide: The award of satisfactory completion for a unit is based on whether the student has demonstrated the set of outcomes specified for the unit. A variety of learning activities and assessment tasks will provide a range of opportunities for students to demonstrate the key knowledge and key skills in the outcomes. Assessment will be a part of the regular teaching and learning program and will be completed mainly in class and within a limited time-frame. All assessments at Units 1 and 2 are school-based. For this unit students are required to demonstrate achievement of three outcomes. As a set these outcomes encompass all areas of study in the unit.

AC033 Accounting 3

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit focuses on financial accounting for a trading business owned by a sole proprietor, and highlights the role of accounting as an information system.

Students use the double entry system of recording financial data and prepare reports using the accrual basis of accounting and the perpetual method of inventory recording. Students develop their understanding of the accounting processes for recording and reporting and consider the effect of decisions made on the performance of the business. They interpret reports and information presented in a variety of formats and suggest strategies to the owner to improve the performance of the business. This unit is delivered in Year 12.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge in accordance with each unit's learning outcomes, including the setting of practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following knowledge: Outcome 1 On completion of this unit the student should be able to record financial data using a double entry system; explain the role of the General Journal, General Ledger and inventory cards in the recording process; and describe, discuss and analyse various aspects of the accounting system, including ethical considerations. Outcome 2 On completion of this unit the student should be able to record transactions and prepare, interpret and analyse accounting reports for a trading business. Assessment will follow the requirements set out in the VCE Accounting Study Guide: SCHOOL-BASED ASSESSMENT 1. Satisfactory completion The award of satisfactory completion for a unit is based on whether the student has demonstrated the set of outcomes specified for the unit. A variety of assessment tasks will provide a range of opportunities for students to demonstrate the key knowledge and key skills in the outcomes. 2. Assessment of levels of achievement The student's level of achievement in Unit 3 will be determined by School-assessed Coursework (SAC). SAC will be completed mainly in class and within a limited time-frame. SAC for Unit 3 will contribute 25 per cent to the study score. SAC for Unit 4 will contribute 25 per cent to the study score (AC034 Accounting 4). EXTERNAL ASSESSMENT The level of achievement for Units 3 and 4 is also assessed by an end-of-year examination, which will contribute 50 per cent to the study score.

AC034 Accounting 4

Locations:Footscray Nicholson.

Prerequisites:AC033 - Accounting 3

Description:In this unit students further develop their understanding of accounting for a trading business owned by a sole proprietor and the role of accounting as an information system. Students use the double entry system of recording financial data, and prepare reports using the accrual basis of accounting and the perpetual method of inventory recording. Both manual methods and ICT are used to record and report. Students extend their understanding of the recording and reporting process with the inclusion of balance day adjustments and alternative depreciation methods. They investigate both the role and importance of budgeting in decision-making for a business. They analyse and interpret accounting reports and graphical representations to evaluate the performance of a business. From this evaluation, students suggest strategies to business owners to improve business performance. This unit is delivered in Year 12.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge in accordance with each unit's learning outcomes, including the setting of practical application tasks designed to provide evidence of competence outcomes, within

periodic and scheduled timelines. Students will be expected to demonstrate the following knowledge: Outcome 1 On completion of this unit the student should be able to record financial data and balance day adjustments using a double entry system, report accounting information using an accrual-based system and evaluate the effect of balance day adjustments and alternative methods of depreciation on accounting reports. Outcome 2 On completion of this unit the student should be able to prepare budgeted accounting reports and variance reports for a trading business using financial and other relevant information, and model, analyse and discuss the effect of alternative strategies on the performance of a business. Assessment will follow the requirements set out in the VCE Accounting Study Guide: SCHOOL-BASED ASSESSMENT 1. Satisfactory completion The award of satisfactory completion for a unit is based on whether the student has demonstrated the set of outcomes specified for the unit. A variety of assessment tasks will provide a range of opportunities for students to demonstrate the key knowledge and key skills in the outcomes. 2. Assessment of levels of achievement The student's level of achievement in Unit 4 will be determined by School-assessed Coursework (SAC). SAC will be completed mainly in class and within a limited time-frame. SAC for Unit 3 will contribute 25 per cent to the study score (AC033 Accounting 3). SAC for Unit 4 will contribute 25 per cent to the study score. EXTERNAL ASSESSMENT The level of achievement for Units 3 and 4 is also assessed by an end-of-year examination, which will contribute 50 per cent to the study score.

AHCLSC202 Construct low-profile timber or modular retaining walls

Locations:Werribee, Sunshine.

Prerequisites:Nil.

Description:This unit of competency describes the skills and knowledge required to construct low-profile timber or modular retaining walls in landscape settings. This unit applies to individuals who work under general supervision and exercise limited autonomy with some accountability for their own work. They undertake defined activities and work in a structured context.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - read and interpret site and construction plans; - identify work health and safety hazards; - calculate materials required and mark out the area to be retained; - mark out the site and assemble materials; - construct footings and place reinforcing; - construct retaining walls as specified, and; - clear up the site and dispose of waste. Students will also be expected to demonstrate the following knowledge: - the principles and practices of low profile retaining walls; - construction approaches and methods; - construction materials for retaining walls; - safe lifting practices for large and heavy components; - methods of disposing soil and waste materials in order to minimise damage to the environment; - the environmental effects of altering water flow when installing retaining walls with or without drainage media, and; - the environmental impact of soil disturbance when excavating an area to be retained.

AUMATA5008 Produce drawings manually

Locations:Industry, Sunshine.

Prerequisites:Nil.

Description:This unit describes the application of the required skills and knowledge to

produce drawings, using manual drafting techniques, required in the design, development and production of bus/truck/trailers.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - speak clearly and directly in order to review drawings with appropriate personnel; - apply teamwork to a range of situations, including the preparation of drawings; - solve problems particularly in teams in order to meet performance indicators; - show initiative in adapting to changing work conditions or contexts particularly when working across a variety of work areas; - access, interpret and apply information on relevant organisation policies, procedures and instructions, particularly to ensure drawings are documented and stored in accordance with organisation procedures and project requirements; - manage time when planning, preparing and organising work priorities, and; - take responsibility for organising own work priorities. Students will also be expected to demonstrate the following knowledge: - relevant Occupational Health and Safety and Environmental regulations and organisation policies and procedures needed to carry out work in a manner which ensures the safety of people, equipment and the environment; - organisation technical work documentation covering procedures, specifications, schedules and work plans; - organisation cost minimisation/waste avoidance policies, procedures and practices; - environmental protection requirements relating to the disposal of waste material; - established communication channels and protocols; - problem identification and resolution techniques; - processes to clarify manual drafting requirements; - processes to select tools, equipment and media; - processes to make required measurements; - processes to check drawings; - processes to document drawings, and; - processes to store drawings.

AURVTP009 Apply vehicle body film wrapping

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit describes the performance outcomes required to prepare vehicle body surfaces and apply vinyl film wrapping materials. It involves preparing for the task, selecting and using specialist tools, selecting vinyl film materials, checking vinyl film quality, and completing workplace processes and documentation. It applies to those working in the automotive paint refinishing repair industry. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - apply vinyl film wrapping on three different vehicles. Students will also be expected to demonstrate the following knowledge: - work health and safety (WHS) and occupational health and safety (OHS) requirements relating to applying vehicle body film wrapping, including procedures for, selecting and using personal protective equipment (PPE), using

specialist tools; - environmental requirements, including procedures for trapping, storing and disposing of waste material; - types and uses of vinyl film wrapping materials and tools; - vinyl film supplier recommended methods and techniques for applying vinyl film wrapping, including, surface preparation, surface measurements and pattern development, quality requirements relating to vinyl film wrapping; - procedures for protecting vehicle and components when applying film wrapping, and; - procedures for final inspection of vehicle vinyl film wrapping.

AURVTP2009 Apply vehicle body film wrapping

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit describes the performance outcomes required to prepare various vehicle body surfaces and apply vinyl film wrapping materials.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to follow work instructions; - initiative and enterprise skills to recognise a workplace problem or potential problem and take action; - learning skills to identify sources of information, assistance and expert knowledge to expand skills, knowledge and understanding; - literacy skills to read and follow information in written job instructions, specifications, standard operating procedures, charts, lists, drawings and other reference documents; - numeracy skills to measure and calculate film-wrapping materials; - planning and organising skills to: plan own work requirements and prioritise actions to achieve required outcomes and ensure tasks are completed on time; plan film-wrapping application following job specification, and; identify risk factors and take action to minimise them; - problem-solving skills to refer problems outside area of responsibility to appropriate person and suggest possible causes; - self-management skills to: select and use appropriate film-wrapping products, materials, processes and procedures; recognise own limitations and seek advice, and; follow workplace policies and documentation, such as codes of practice; - technical skills to use film-wrapping specialist tools and equipment, and; - technology skills to use tools and equipment to collect and provide information on film-wrapping processes. Students will also be expected to demonstrate the following knowledge: - industry codes of practice relating to vehicle body film wrapping; - WHS, environmental and emergency requirements and procedures; - automotive film wrapping application techniques; - workplace policies and procedures and quality requirements relating to film wrapping, and; - procedures for the correct use of film wrapping tools and equipment.

BI011 Biology 1

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:In this unit, students are introduced to some of the challenges to an organism in sustaining life. Students examine the cell as the structural and functional unit of life, from the single celled to the multicellular organism, and the requirements for sustaining cellular processes in terms of inputs and outputs. They analyse types of adaptations that enhance the organism's survival in a particular environment and consider the role homeostatic mechanisms play in maintaining the internal environment. Students investigate how a diverse group of organisms form a

living interconnected community that is adapted to, and utilises, the abiotic resources of its habitat. The role of a keystone species in maintaining the structure of an ecosystem is explored. Students consider how the planet's biodiversity is classified and the factors that affect the growth of a population. This unit is delivered in Year 11.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge in accordance with each unit's learning outcomes, including the setting of practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following knowledge: Outcome 1 On completion of this unit the student should be able to investigate and explain how cellular structures and systems function to sustain life. Outcome 2 On completion of this unit the student should be able explain how various adaptations enhance the survival of an individual organism, investigate the relationships between organisms that form a living community and their habitat, and analyse the impacts of factors that affect population growth. Outcome 3 On completion of this unit the student should be able to design and undertake an investigation related to the survival of an organism or species, and draw conclusions based on evidence from collected data. Assessment will follow the requirements set out in the VCE Biology Study Guide: The award of satisfactory completion for a unit is based on whether the student has demonstrated the set of outcomes specified for the unit. A variety of learning activities and assessment tasks will provide a range of opportunities for students to demonstrate the key knowledge and key skills in the outcomes. Assessment will be a part of the regular teaching and learning program and will be completed mainly in class and within a limited time-frame. All assessments at Units 1 and 2 are school-based. For this unit students are required to demonstrate achievement of three outcomes. As a set these outcomes encompass all areas of study in the unit. Practical work is a central component of learning and assessment. As a guide, between 3½ and 5 hours of class time should be devoted to student practical work and investigations for each of Areas of Study 1 and 2. For Area of Study 3, between 6 and 8 hours of class time should be devoted to undertaking the investigation and communicating findings.

BI011A Biology 1

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: In this unit students examine the cell as the structural and functional unit of the whole organism. Students investigate the needs of individual cells, how specialised structures carry out cellular activities and how the survival of cells depends on their ability to maintain a dynamic balance between their internal and external environments. This unit is delivered in year 11.

Required Reading: Lecturer will provide teaching and learning materials as required in the form of VU produced workbooks.

Assessment: Demonstration of 'Satisfactory completion' by a selection of Assessment tasks and Level of Performance by SAC (Tests) and Exams.

BI022 Biology 2

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: In this unit students focus on cell reproduction and the transmission of biological information from generation to generation. Students learn that all cells are derived from pre-existing cells through the cell cycle. They examine the process of

DNA replication and compare cell division in both prokaryotic and eukaryotic organisms. Students explore the mechanisms of asexual and sexual reproductive strategies, and consider the advantages and disadvantages of these two types of reproduction. The role of stem cells in the differentiation, growth, repair and replacement of cells in humans is examined, and their potential use in medical therapies is considered. Students use chromosome theory and terminology from classical genetics to explain the inheritance of characteristics, analyse patterns of inheritance, interpret pedigree charts and predict outcomes of genetic crosses. They explore the relationship between genes, the environment and the regulation of genes in giving rise to phenotypes. They consider the role of genetic knowledge in decision making about the inheritance of autosomal dominant, autosomal recessive and sex-linked genetic conditions. In this context the uses of genetic screening and its social and ethical issues are examined. This unit is delivered in Year 11.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge in accordance with each unit's learning outcomes, including the setting of practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following knowledge: Outcome 1 On completion of this unit the student should be able to compare the advantages and disadvantages of asexual and sexual reproduction, explain how changes within the cell cycle may have an impact on cellular or tissue system function and identify the role of stem cells in cell growth and cell differentiation and in medical therapies. Outcome 2 On completion of this unit the student should be able to apply an understanding of genetics to describe patterns of inheritance, analyse pedigree charts, predict outcomes of genetic crosses and identify the implications of the uses of genetic screening and decision making related to inheritance. Outcome 3 On completion of this unit the student should be able to investigate and communicate a substantiated response to a question related to an issue in genetics and/or reproductive science. Assessment will follow the requirements set out in the VCE Biology Study Guide: The award of satisfactory completion for a unit is based on whether the student has demonstrated the set of outcomes specified for the unit. A variety of learning activities and assessment tasks will provide a range of opportunities for students to demonstrate the key knowledge and key skills in the outcomes. Assessment will be a part of the regular teaching and learning program and will be completed mainly in class and within a limited time-frame. All assessments at Units 1 and 2 are school-based. For this unit students are required to demonstrate achievement of three outcomes. As a set these outcomes encompass all areas of study in the unit. Practical work is a central component of learning and assessment. As a guide, between 3½ and 5 hours of class time should be devoted to student practical work and investigations for each of Areas of Study 1 and 2. For Area of Study 3, between 6 and 8 hours of class time should be devoted to undertaking the investigation and communicating findings.

BI033 Biology 3

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: The cell is a dynamic system of interacting molecules that define life. An understanding of the workings of the cell enables an appreciation of both the capabilities and the limitations of living organisms whether animal, plant, fungus or microorganism. The convergence of cytology, genetics and biochemistry makes cell biology one of the most rapidly evolving disciplines in contemporary biology. In this unit students investigate the workings of the cell from several perspectives. They

explore the importance of the insolubility of the plasma membrane in water and its differential permeability to specific solutes in defining the cell, its internal spaces and the control of the movement of molecules and ions in and out of such spaces. Students consider base pairing specificity, the binding of enzymes and substrates, the response of receptors to signalling molecules and reactions between antigens and antibodies to highlight the importance of molecular interactions based on the complementary nature of specific molecules. Students study the synthesis, structure and function of nucleic acids and proteins as key molecules in cellular processes. They explore the chemistry of cells by examining the nature of biochemical pathways, their components and energy transformations. Cells communicate with each other using a variety of signalling molecules. Students consider the types of signals, the transduction of information within the cell and cellular responses. At this molecular level students study the human immune system and the interactions between its components to provide immunity to a specific antigen. This unit is delivered in Year 12.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge in accordance with each unit's learning outcomes, including the setting of practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following knowledge: Outcome 1 On completion of this unit the student should be able to explain the dynamic nature of the cell in terms of key cellular processes including regulation, photosynthesis and cellular respiration, and analyse factors that affect the rate of biochemical reactions. Outcome 2 On completion of this unit the student should be able to apply a stimulus-response model to explain how cells communicate with each other, outline immune responses to invading pathogens, distinguish between the different ways that immunity may be acquired, and explain how malfunctions of the immune system cause disease. Assessment will follow the requirements set out in the VCE Biology Study Guide: SCHOOL-BASED ASSESSMENT 1. Satisfactory completion The award of satisfactory completion for a unit is based on whether the student has demonstrated the set of outcomes specified for the unit. A variety of assessment tasks will provide a range of opportunities for students to demonstrate the key knowledge and key skills in the outcomes. 2. Assessment of levels of achievement The student's level of achievement in Unit 3 will be determined by School-assessed Coursework (SAC). SAC will be completed mainly in class and within a limited time-frame. SAC for Unit 3 will contribute 16 per cent to the study score. SAC for Unit 4 will contribute 24 per cent to the study score (BI034 Biology 4). Practical work is a central component of learning and assessment. As a guide, between 3½ and 5 hours of class time should be devoted to student practical work and investigations for each of Areas of Study 1 and 2. EXTERNAL ASSESSMENT The level of achievement for Units 3 and 4 is also assessed by an end-of-year examination, which will contribute 60 per cent to the study score.

BI033A Biology 3

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description: In this unit students consider the molecules and biochemical processes that are indicators of life. They investigate the synthesis of biomolecules and biochemical processes that are common to autotrophic and heterotrophic life forms. Students consider the universality of DNA and investigate its structure; the genes of an organism, as functional units of DNA and code for the production of a diverse range of proteins in an organism. This unit is delivered in Year 12.

Required Reading:Lecturer will provide teaching and learning materials as required in the form of VU produced workbooks.

Assessment:Demonstration of 'Satisfactory completion' by a selection of Assessment tasks and Level of Performance by SAC (Tests) and Exams .

BI034 Biology 4

Locations:Footscray Nicholson.

Prerequisites:BI033 - Biology 3

Description: In this unit students consider the continual change and challenges to which life on Earth has been subjected. They investigate the relatedness between species and the impact of various change events on a population's gene pool. The accumulation of changes over time is considered as a mechanism for biological evolution by natural selection that leads to the rise of new species. Students examine change in life forms using evidence from palaeontology, biogeography, developmental biology and structural morphology. They explore how technological developments in the fields of comparative genomics, molecular homology and bioinformatics have resulted in evidence of change through measurements of relatedness between species. Students examine the structural and cognitive trends in the human fossil record and the interrelationships between human biological and cultural evolution. The biological consequences, and social and ethical implications, of manipulating the DNA molecule and applying biotechnologies is explored for both the individual and the species. This unit is delivered in Year 12.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge in accordance with each unit's learning outcomes, including the setting of practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following knowledge: Outcome 1 On completion of this unit the student should be able to analyse evidence for evolutionary change, explain how relatedness between species is determined, and elaborate on the consequences of biological change in human evolution. Outcome 2 On completion of this unit the student should be able to describe how tools and techniques can be used to manipulate DNA, explain how biological knowledge is applied to biotechnical applications, and analyse the interrelationship between scientific knowledge and its applications in society. Outcome 3 On the completion of this unit the student should be able to design and undertake a practical investigation related to cellular processes and/or biological change and continuity over time, and present methodologies, findings and conclusions in a scientific poster. Assessment will follow the requirements set out in the VCE Biology Study Guide: SCHOOL-BASED ASSESSMENT 1. Satisfactory completion The award of satisfactory completion for a unit is based on whether the student has demonstrated the set of outcomes specified for the unit. A variety of assessment tasks will provide a range of opportunities for students to demonstrate the key knowledge and key skills in the outcomes. 2. Assessment of levels of achievement The student's level of achievement in Unit 4 will be determined by School-assessed Coursework (SAC). SAC's will be completed mainly in class and within a limited time-frame. SAC for Unit 3 will contribute 16 per cent to the study score (BI033 Biology 3). SAC for Unit 4 will contribute 24 per cent to the study score. Practical work is a central component of learning and assessment. As a guide, between 3½ and 5 hours of class time should be devoted to student practical work and investigations for each of Areas of Study 1 and 2. In Area of Study 3, between 7 and 10 hours of class time should be devoted to the investigation to be undertaken in either Unit 3 or Unit 4, or across both Units 3 and 4, including the

writing of the sections of the scientific poster. **EXTERNAL ASSESSMENT** The level of achievement for Units 3 and 4 is also assessed by an end-of-year examination, which will contribute 60 per cent to the study score.

BI034A Biology 4

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: In this unit students examine evidence for evolution of life forms over time. Students explore hypotheses that explain how changes to species have come about. In addition to observable similarities and differences between organisms, students explore the universality of DNA, and conservation of genes as evidence for ancestral lines of life that have given rise to the present biodiversity of our planet. This unit is delivered in Year 12.

Required Reading: Lecturer will provide teaching and learning materials as required in the form of VU produced workbooks.

Assessment: Demonstration of 'Satisfactory completion' by a selection of Assessment tasks and Level of Performance by SAC (Tests) and Exams .

BM011 Business Management 1

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: Businesses of all sizes are major contributors to the economic and social wellbeing of a nation. Therefore how businesses are formed and the fostering of conditions under which new business ideas can emerge are vital for a nation's wellbeing. Taking a business idea and planning how to make it a reality are the cornerstones of economic and social development. In this unit students explore the factors affecting business ideas and the internal and external environments within which businesses operate, and the effect of these on planning a business. This unit is delivered in Year 11.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skills in accordance with each unit's learning outcomes, including the setting of practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following knowledge: Outcome 1 On completion of this unit the student should be able to describe how and why business ideas are created and developed, and explain the methods by which a culture of business innovation and entrepreneurship may be fostered in a nation. Outcome 2 On completion of this unit the student should be able to describe the external environment of a business and explain how the macro and operating factors within it may affect business planning. Outcome 3 On completion of this unit the student should be able to describe the internal business environment and analyse how factors from within it may affect business planning. Assessment will follow the requirements set out in the VCE Business Management Study Guide: The award of satisfactory completion for a unit is based on whether the student has demonstrated the set of outcomes specified for the unit. A variety of learning activities and assessment tasks will provide a range of opportunities for students to demonstrate the key knowledge and key skills in the outcomes. Assessment will be a part of the regular teaching and learning program and will be completed mainly in class and within a limited time-frame. All assessments at Units 1 and 2 are school-based. For this unit students are required to demonstrate achievement of three outcomes. As a set these outcomes encompass all areas of study in the unit.

BM012 Business Management 1

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: Small rather than large businesses make up the large majority of all businesses in the Australian economy. It is the small business sector that provides a wide variety of goods and services for both consumers and industries, such as manufacturing, construction and retail. This, combined with employment opportunities, makes the small business sector a vital component in the success, growth and stability of Australia. Small businesses are tangible to students as they are visible and accessible in daily life. This unit provides an opportunity for students to explore the operations of a small business and its likelihood of success. This unit is delivered in Year 11.

Required Reading: Lecturer will provide teaching and learning materials as required in the form of VU produced workbooks.

Assessment: Demonstration of 'Satisfactory completion' by a selection of Assessment tasks and Level of Performance by SAC (Tests) and Exams.

BM022 Business Management 2

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit focuses on the establishment phase of a business's life. Establishing a business involves complying with legal requirements as well as making decisions about how best to establish a system of financial record keeping, staff the business and establish a customer base. In this unit students examine the legal requirements that must be satisfied to establish a business. They investigate the essential features of effective marketing and consider the best way to meet the needs of the business in terms of staffing and financial record keeping. Students analyse various management practices in this area by applying this knowledge to contemporary business case studies from the past four years. This unit is delivered in Year 11.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge in accordance with each unit's learning outcomes, including the setting of practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following knowledge: Outcome 1 On completion of this unit the student should be able to explain the importance when establishing a business of complying with legal requirements and financial record keeping, and establishing effective policies and procedures. Outcome 2 On completion of this unit the student should be able to explain the importance of establishing a customer base and a marketing presence to achieve the objectives of the business, analyse effective marketing and public relations strategies and apply these strategies to business-related case studies. Outcome 3 On completion of this unit the student should be able to discuss the staffing needs for a business and evaluate the benefits and limitations of management strategies in this area from both an employer and an employee perspective. Assessment will follow the requirements set out in the VCE Business Management Study Guide: The award of satisfactory completion for a unit is based on whether the student has demonstrated the set of outcomes specified for the unit. A variety of learning activities and assessment tasks will provide a range of opportunities for students to demonstrate the key knowledge and key skills in the outcomes. Assessment will be a part of the regular teaching and learning program and will be completed mainly in class and within a limited time-frame. All

assessments at Units 1 and 2 are school-based. For this unit students are required to demonstrate achievement of three outcomes. As a set these outcomes encompass all areas of study in the unit.

BM033 Business Management 3

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: In this unit students explore the key processes and issues concerned with managing a business efficiently and effectively to achieve the business objectives. Students examine the different types of businesses and their respective objectives. They consider corporate culture, management styles, management skills and the relationship between each of these. Students investigate strategies to manage both staff and business operations to meet objectives. Students develop an understanding of the complexity and challenge of managing businesses and through the use of contemporary business case studies from the past four years have the opportunity to compare theoretical perspectives with current practice. This unit is delivered in Year 12.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge in accordance with each unit's learning outcomes, including the setting of practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following knowledge: Outcome 1 On completion of this unit the student should be able to discuss the key characteristics of businesses and stakeholders, and analyse the relationship between corporate culture, management styles and management skills. Outcome 2 On completion of this unit the student should be able to explain theories of motivation and apply them to a range of contexts, and analyse and evaluate strategies related to the management of employees. Outcome 3 On completion of this unit the student should be able to analyse the relationship between business objectives and operations management, and propose and evaluate strategies to improve the efficiency and effectiveness of business operations. Assessment will follow the requirements set out in the VCE Business Management Study Guide: SCHOOL-BASED ASSESSMENT 1. Satisfactory completion The award of satisfactory completion for a unit is based on whether the student has demonstrated the set of outcomes specified for the unit. A variety of assessment tasks will provide a range of opportunities for students to demonstrate the key knowledge and key skills in the outcomes. 2. Assessment of levels of achievement The student's level of achievement in Unit 3 will be determined by School-assessed Coursework (SAC). SAC will be completed mainly in class and within a limited time-frame. SAC for Unit 3 will contribute 25 per cent to the study score. SAC for Unit 4 will contribute 25 per cent to the study score (BM034 Business Management 4) EXTERNAL ASSESSMENT The level of achievement for Units 3 and 4 is also assessed by an end-of-year examination, which will contribute 50 per cent to the study score.

BM034 Business Management 4

Locations: Footscray Nicholson.

Prerequisites: BM033 - Business Management 3

Description: Businesses are under constant pressure to adapt and change to meet their objectives. In this unit students consider the importance of reviewing key performance indicators to determine current performance and the strategic management necessary to position a business for the future. Students study a theoretical model to undertake change, and consider a variety of strategies to

manage change in the most efficient and effective way to improve business performance. They investigate the importance of leadership in change management. Using a contemporary business case study from the past four years, students evaluate business practice against theory. This unit is delivered in Year 12.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge in accordance with each unit's learning outcomes, including the setting of practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following knowledge: Outcome 1 On completion of this unit the student should be able to explain the way business change may come about, use key performance indicators to analyse the performance of a business, discuss the driving and restraining forces for change and evaluate management strategies to position a business for the future. Outcome 2 On completion of this unit the student should be able to evaluate the effectiveness of a variety of strategies used by managers to implement change and discuss the effect of change on the stakeholders of a business. Assessment will follow the requirements set out in the VCE Business Management Study Guide: SCHOOL-BASED ASSESSMENT 1. Satisfactory completion The award of satisfactory completion for a unit is based on whether the student has demonstrated the set of outcomes specified for the unit. A variety of assessment tasks will provide a range of opportunities for students to demonstrate the key knowledge and key skills in the outcomes. 2. Assessment of levels of achievement The student's level of achievement in Unit 4 will be determined by School-assessed Coursework (SAC). SAC will be completed mainly in class and within a limited time-frame. SAC for Unit 3 will contribute 25 per cent to the study score (BM033 Business Management 3). SAC for Unit 4 will contribute 25 per cent to the study score. EXTERNAL ASSESSMENT The level of achievement for Units 3 and 4 is also assessed by an end-of-year examination, which will contribute 50 per cent to the study score.

BSBADM302 Produce texts from notes

Locations: Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine, Online.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to take notes from oral or printed sources to produce accurate text. It applies to individuals employed in a range of work environments who produce notes and texts from oral and printed sources. They may work as individuals providing administrative support within an enterprise, or they may be responsible for the production of their own notes and other documentation.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - take accurate notes from oral and printed sources according to task requirements, and; - produce accurate texts from notes that meet workplace requirements and predetermined timelines. Students will also be expected to demonstrate the following knowledge: - describe methods and techniques for taking notes from oral sources and written sources; - describe

organisational requirements for production of documents, and; - describe the requirements of an organisational style guide.

BSBADM303B Produce texts from audio transcription

Locations: Footscray Nicholson, City Queen.

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: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to clarify intended meaning, to predict words from context, and to interpret intonation and stress; - listening skills to identify different speakers from their voices, and; - literacy skills to: read and understand organisational procedures; produce a range of documents; proofread and edit work for accuracy against original. Students will also be expected to demonstrate the following knowledge: - key provisions of relevant legislation from all forms of government, standards and codes that may affect aspects of business operations; - formats and styles of workplace documents; - organisational policy and procedures requirements, and; - types of audio transcriptions.

BSBADM405 Organise meetings

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to organise meetings including making arrangements, liaising with participants, and developing and distributing meeting related documentation. It applies to individuals employed in a range of work environments who are required to organise a variety of meetings. They may provide administrative support within an enterprise, or have responsibility for these tasks in the context of a particular team, workgroup or project.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - organise a meeting and advise participants accordingly; - prepare and distribute all documentation required for the meeting; - take meeting notes which accurately reflect what was discussed during the meeting; - produce minutes based on own notes providing an accurate account of the meeting, and; - circulate copies of meeting minutes within predetermined timeframes. Students will also be expected to demonstrate the following knowledge: - describe culturally appropriate communication techniques; - identify the relevant formats for agendas and minutes; - list the key provisions of relevant legislation, and; - outline organisational procedures relevant to the task.

BSBADM409 Coordinate business resources

Locations: Industry, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to determine and analyse existing and required resources, their effective application and the accountability for their use.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - monitor resource usage; - maintain records of resource requirements and usage; - calculate costs and expenditures in relation to use and maintenance of business resources; - acquire and allocate physical resources and services to team members; - consult and communicate with individuals and teams about acquiring and using resources; - monitor, review and report on resource use acquisition, allocation, use and procedures, and; - follow organisational policies and procedures in relation to business resource acquisition and monitoring. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - describe the functions of business equipment used in an organisation and identify common faults, and; - identify organisational policies, plans and procedures in relation to business resource acquisition and monitoring.

BSBADM502 Manage meetings

Locations: Footscray Park, Industry, Footscray Nicholson, Werribee.

Prerequisites: Nil.

Description: This unit describes the 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. It applies to individuals employed in a range of work environments who are required to organise and manage meetings within their workplace, including conducting or managing administrative tasks in providing agendas and meeting material. They may work as senior administrative staff or may be individuals with responsibility for conducting and chairing meetings in the workplace.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - apply conventions and procedures for formal and informal meetings including: developing and distributing agendas and papers; identifying and inviting meeting participants; organising and confirming meeting arrangements; running the meeting and following up; - organise, take part in and chair a meeting; - record and store meeting documentation, and; - follow organisational policies and procedures. Students will also be expected to demonstrate the following knowledge: - outline meeting terminology, structures,

arrangements; - outline responsibilities of the chairperson and explain group dynamics in relation to managing meetings; - describe options for meetings including face-to-face, teleconferencing, web-conferencing and using webcams, and; - identify the relevant organisational procedures and policies regarding meetings, chairing and minutes including identifying organisational formats for minutes and agendas.

BSBADM502B Manage meetings

Locations: Industry, Footscray Nicholson, 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: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - participate in sustained complex interpersonal exchanges and to interact with others; - listen to, incorporate and encourage feedback; - conduct oral presentations to a group, to consult participants and to answer questions; - manage and work with a group to construct an action plan; - chair meetings; - categorise and organise information; - assess information for relevance and accuracy; - identify and elaborate on key agenda items and source additional information; - numeracy and time management skills to allow for sufficient meeting preparation, and; - problem-solving skills to choose appropriate solutions from available options. Students will also be expected to demonstrate the following knowledge: - culturally appropriate techniques to communicate with people from diverse backgrounds and people with diverse abilities; - key provisions of relevant legislation from all forms of government, standards and codes that may affect aspects of business operations; - formats for minutes and agendas; - group dynamics; - meeting terminology, structures, arrangements and responsibilities of chairperson, and; - organisational procedures and policies regarding meetings, chairing and minutes.

BSBADM503 Plan and manage conferences

Locations: Footscray Nicholson, Werribee.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to plan, promote and coordinate conferences, ensuring follow-up procedures are incorporated.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - prepare and investigate conference requirements; - promote the conference using public relations strategies according to predetermined budgets and deadlines; - coordinate conference proceedings including addressing any problems as they arise, and; - fulfil all post-

conference requirements according to organisational requirements. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - summarise relevant organisational policies and procedures for planning and managing conferences; - outline tools that could be used in managing conferences; - explain budgeting strategies used for projects, and; - identify techniques for conference planning including setting milestones.

BSBADM504 Plan and implement administrative systems

Locations: Footscray Nicholson, Werribee.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to plan for or review the requirements of effective administrative systems and procedures for implementing, monitoring and reviewing the system.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - work with relevant personnel and stakeholders to identify administrative system improvements; - document necessary requirements or modifications; - provide training and support for staff to use the new or modified system, and; - monitor the new system and identify future improvements and staff training needs. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - summarise relevant legislative and organisational policies and procedures for reviewing administrative systems.

BSBADM506 Manage business document design and development

Locations: Industry, Footscray Nicholson, Werribee.

Prerequisites: Nil.

Description: This unit describes the 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. It applies to individuals employed in a range of work environments who require well-developed skills in the use of a range of software packages. They use these skills to establish, document and implement consistent standards of document design within an organisation.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify the organisational needs, requirements and information technology capabilities relevant to the design and production of documents; - establish documentation standards to meet organisational requirements; - design, test and amend document templates; - develop and implement documentation and training to support use of standard templates and macros, and; - monitor the implementation of standard documentation templates and

macros and make improvements in line with organisational requirements. Students will also be expected to demonstrate the following knowledge: - describe document production processes; - identify costs involved with the implementation of standard documentation; - explain the software applications relevant to document design and development in the organisation; - identify key provisions of relevant legislation and regulations, codes and standards affecting document production; - outline organisational policies and procedures relating to document production, and; - list sources of expertise available externally to the organisation or workgroup.

BSBCMM201 Communicate in the workplace

Locations: Industry, Footscray Nicholson, Werribee, City Flinders, City King St, Sunshine, Online, Victoria University is authorised by Trades Recognition Australia (TRA) to conduct skills assessment services for persons seeking temporary or permanent migration. For more information on these programs and the countries in which VU conducts these assessments please refer to:

<http://www.vu.edu.au//skilled-migration>. Geelong Learning Links.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to communicate in the workplace including gathering, conveying and receiving information and completing routine written correspondence. It applies to individuals who perform a range of routine workplace communication tasks using a limited range of practical skills and fundamental knowledge of effective listening, questioning and non-verbal communication in a defined context under direct supervision or with limited individual responsibility.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communicate information and ideas verbally and non-verbally, taking cultural differences and language barriers into consideration; - produce written material, used routinely in day to day work, which is clear, concise and effectively convey the intended meaning to the recipient; - complete workplace forms; - use style, format and level of accuracy appropriate to the type of written material, and; - provide prompt responses to requests for information in accordance with organisational requirements. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - identify any organisational policies, plans and procedures which detail organisation's standards or protocols for workplace communication; - describe different communication styles, and; - outline barriers to communication.

BSBCMM401 Make a presentation

Locations: Footscray Park, Industry, Footscray Nicholson, City King St, Online.

Prerequisites: Nil.

Description: This unit covers the skills and knowledge required to prepare, deliver and review a presentation to a target audience. This unit applies to individuals who may be expected to make presentations for a range of purposes, such as marketing, training and promotions. They contribute well developed communication skills in presenting a range of concepts and ideas.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic

and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following performance criteria: - prepare and deliver presentations related to occupation or area of interest which demonstrate the use of: - effective presentation strategies and communication principles; - aids and materials to support the presentation, and; - select and implement methods to review the effectiveness of own presentation and document any changes which would improve future presentations. Students will also be expected to demonstrate the following knowledge: - identify information collection methods that will support review and feedback of presentations; - identify regulatory and organisational obligations and requirements relevant to presentations; - describe the principles of effective communication, and; - describe the range of presentation aids and materials available to support presentations.

BSBCMM501 Develop and nurture relationships

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to develop, nurture and maintain various networks and relationships with client, customers and colleagues in order to promote the organisation, to improve business practices and to find and secure new business relationships. It applies to individuals who use communication and networking skills to develop and consolidate relationships with people in a range of sectors.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communicate with others in accordance with organisational and legislative requirements; - use business and professional networks to benefit the organisation; - use available communication channels to identify new business relationships, and; - follow up on opportunities to build and develop ongoing business relationships. Students will also be expected to demonstrate the following knowledge: - briefly summarise the relevant legislation, regulations and codes of practice; - explain the relevance of an organisation's social, business or ethical standards to the development of professional relationships; - explain the interpersonal and communication skills needed to build and maintain business relationships; - list and describe communication channels that could be used to find and secure new business relationships, and; - identify sources of information about relevant associations, conferences and other relationship building opportunities.

BSBCOM406 Conduct work within a compliance framework

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to identify statutory, legislative and regulatory requirements and relate them to individual work practices to ensure ongoing adherence to the compliance framework.

Required Reading: The qualified trainer and assessor will provide teaching and

learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - conduct work according to relevant statutory, legislative and regulatory requirements relating to work practices; - analyse and keep up to date with compliance requirements; - map compliance requirements to work practices and position description; - seek advice and discuss ethical considerations, and; - reflect on personal actions. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - identify statutory, legislative and regulatory requirements relevant to job role, occupation or profession; - outline codes of practice relevant to job role, occupation or profession; - explain organisational policies and procedures relevant to workplace; - explain individual work requirements and practices as contained in position description and occupational standards, and; - outline statutory requirements and codes of conduct in context of individual job role.

BSBCOM501 Identify and interpret compliance requirements

Locations: Industry, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to identify and interpret the range of internal and external compliance requirements and obligations that must be fulfilled by an organisation.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - analyse an organisation's operations to identify areas subject to compliance requirements; - interpret and analyse information from Australian and international standards, legislation, regulations, industry and organisational codes of practice to determine their relevance to the organisation; - document and store the outcomes of identification and interpretation activities related to the organisation's compliance requirements, and; - report on key compliance requirements and the implications of these for the organisation. Students will also be expected to demonstrate the following knowledge: - outline elements of compliance programs and related management systems breaches, and; - identify relevant Australian and international standards.

BSBCRT301 Develop and extend critical and creative thinking skills

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes skills and knowledge required to develop the habit of thinking in a more creative way through looking at things differently, musing, testing, experimenting and challenging existing thought patterns. It applies to individuals who need to develop and extend their critical and creative thinking skills to different issues and situations and have a range of problem solving, evaluation

and analysis skills.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - ask relevant questions to challenge and enhance creative thinking; - use various information sources to provide answers to own questions; - use a range of creative thinking techniques to generate ideas or responses to questions or issues, and; - record ideas in response to a predetermined issue or situation. Note: if a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - explain why it is important to consider different perspectives when asking questions; - list and describe different creative thinking techniques; - describe common blockers to creative thinking; - explain boundaries that need to be considered when generating ideas and responses, and; - describe ways of extending and developing individual creative thinking skills.

BSBCRT401 Articulate, present and debate ideas

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to articulate, present and debate ideas in a work or broader life context using creative techniques in order to provoke response, reaction and critical discussion.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - present ideas and information to a unfamiliar audience and environment that provoke interest and response; - reflect on and appraise the views of others; - participate actively and confidently in critical debate and discussion of ideas while responding to new and different communication situations, and; - investigate and evaluate creative and different ways of expressing and communicating ideas while making an opportunity pitch. Students will also be expected to demonstrate the following knowledge: - explain different ways in which individuals receive and respond to ideas and information, and what influences their response; - identify the enabling skills and attributes of people needed to effectively discuss ideas; - describe the nature and role of risk taking in the presentation and debate of ideas; - explain the role of storytelling in communicating ideas and key storytelling techniques, and; - describe common techniques to tailor comments to particular audiences.

BSBCRT402 Collaborate in a creative process

Locations: Footscray Nicholson, City King St.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to collaborate in a creative process that is underpinned by a commitment to trust and ethics. It applies to individuals who are involved in what is traditionally considered a creative

endeavour but is also very important in broader business and community activities where creative team effort is highly valued.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - make a positive contribution to a collaborative creative process that generates, expands and develops ideas into a well-conceived solution;- reflect on and evaluate own role in the collaborative process, and;- identify and act on ways to enhance own ability to contribute effectively to a collaborative creative process. Note: if a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - outline the legal framework that applies to the creative process;- describe the concepts of trust and ethical behaviour in the context of creative endeavour;- identify different roles people may play in a collaborative creative process and how these roles contribute to the overall effort;- describe how the potential for creativity can be maximised within a team, and;- explain barriers to creativity in a group environment.

BSBCRT402A Collaborate in a creative process

Locations:Footscray Nicholson, Online.

Prerequisites:Nil.

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

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to nurture trust, to model open and supportive communication, and to articulate potentially complex ideas;- creative thinking skills to generate and explore ideas;- learning and self-management skills to reflect on and enhance own ability to contribute effectively to a collaborative creative process, and;- problem-solving skills to continually be evaluating and challenging ideas and moving them forward towards solutions. Students will also be expected to demonstrate the following knowledge: - concept of shared intellectual property from collaborative creativity;- concepts of trust and ethical behaviour in the context of creative endeavour;- different roles people may play in a collaborative creative process and how this contributes to the overall effort;- how the creative process works in different situations (e.g. as an individual, as part of a group);- how the potential for creativity can be maximised within a team;- legal framework that affects copyright, moral rights and intellectual property issues, and;- what stops creativity in a group environment.

BSBCRT403 Explore the history and social impact of creativity

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to explore the

history and social impact of creativity. It applies to individuals who develop and apply a broad knowledge of the history of creativity. Understanding the concept of creativity, how creative people think and how creativity has been applied throughout history can provide individuals with inspiration and ideas to take into their own work and lives.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: Conduct at least ONE research project into the historical and social impact of creativity that includes: - using a range of information sources;- presenting findings and encourage discussion and debate, respecting different perspectives and ideas, and;- identifying and accessing ways to build own creative thinking skills. Note: if a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - describe the impact of creativity at different points in history, including contemporary perspectives;- explain the potential links between the history of creativity and current individuals and communities;- identify sources of information on the history and social impact of creativity, and;- outline different factors that impact on creativity.

BSBCRT403A Explore the history and social impact of creativity

Locations:Footscray Nicholson, Online.

Prerequisites:Nil.

Description:This unit describes the performance outcomes, skills and knowledge required to explore the history and social impact of creativity.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to discuss and explore ideas about creativity with others, and;- comprehension skills to interpret information dealing with potentially complex ideas. Students will also be expected to demonstrate the following knowledge: - impact of creativity at different points in history, including contemporary perspectives;- potential links between the history of creativity and current individuals and communities;- sources of information on the history and social impact of creativity, and;- ways in which different factors impact on creativity and how it is demonstrated in various cultural contexts.

BSBCRT501 Originate and develop concepts

Locations:Footscray Nicholson, City King St.

Prerequisites:Nil.

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

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic

and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - generate concepts and ideas that provide innovative solutions to identified issues; - evaluate and test concepts and ideas; - present ideas and information to others and reflect on responses, and; - develop at least two concepts, substantiated and supported with sufficient information to allow implementation to occur. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - describe the broad context in which concepts are being developed; - outline cultural, social and environmental issues and impacts to be considered in developing new concepts; - identify issues and requirements to commercialise the concept; - outline practical and operational issues to be considered in a specific work or community context; - describe the range of broad practical and operational issues that determine whether a concept can be implemented, and; - identify techniques for generating creative ideas and solutions, and for translating these ideas into workable concepts.

BSBCUS201 Deliver a service to customers

Locations: Footscray Park, Industry, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the 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. It applies to individuals who perform a range of routine tasks in the workplace using a limited range of practical skills and fundamental knowledge of customer service in a defined context under direct supervision or with limited individual responsibility.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - greet customer and establish rapport/relationship in accordance with organisational requirements; - identify customer needs using appropriate interpersonal skills; - provide prompt service to address customer needs in accordance with organisational requirements; - identify and follow up opportunities to increase the quality of service and products, and; - respond to and record all customer feedback according to organisational standards, policies and procedures. Students will also be expected to demonstrate the following knowledge: - identify and briefly describe key provisions of relevant legislation from all forms of government that apply to provision of customer services, and; - identify and explain workplace organisational policies and procedures relating to customer service and the customer service process.

BSBCUS301 Deliver and monitor a service to customers

Locations: Industry, Footscray Nicholson, Werribee, Sunshine, Online, Learning Links Geelong.

Prerequisites: Nil.

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Description: This unit describes the skills and knowledge required to identify customer needs, deliver and monitor customer service and identify improvements in the provision of customer service. It applies to individuals who apply a broad range of competencies in various work contexts. In this role, individuals often exercise discretion and judgement using appropriate theoretical knowledge of customer service to provide technical advice and support to customers over short or long term interactions.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - use communication skills to establish rapport and build relationships with customers in accordance with organisational requirements; - identify customer needs using appropriate questioning and active listening skills; - provide customer service in accordance with organisational requirements; - respond to and record customer feedback and action taken according to organisational standards, policies and procedures, and; - produce a report which identifies and recommends ways to improve service delivery. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - summarise key provisions of relevant legislation from all levels of government that may affect aspects of business operations; - explain organisational policy and procedures for customer service, including handling customer complaints; - provide examples of verifiable evidence that could be used to review customer satisfaction, and; - outline the interpersonal skills needed for serving customers, including customers with specific needs.

BSBCUS301B Deliver and monitor a service to customers

Locations: Footscray Nicholson, City Queen.

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: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - analytical skills to identify trends and positions of products and services; - communication skills to monitor and advise on customer service strategies; - edit and proofread texts to ensure clarity of meaning and accuracy of grammar and punctuation; - prepare general information and papers according to target audience; - read and understand a variety of texts; - problem-solving skills to deal with customer enquiries or complaints; - technology skills to select and use technology appropriate to a task; - comply with policies and procedures; - consistently evaluate and monitor own performance, and; - seek

learning opportunities. Students will also be expected to demonstrate the following knowledge: - key provisions of relevant legislation from all levels of government that may affect aspects of business operations; - organisational policy and procedures for customer service including handling customer complaints; - service standards and best practice models; - public relations and product promotion, and; - techniques for dealing with customers, including customers with specific needs.

BSBCUS402 Address customer needs

Locations: Footscray Park, Footscray Nicholson, City King St.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to manage an ongoing relationship with a customer over a period of time. This includes helping customers articulate their needs and managing networks to ensure customer needs are addressed. It applies to individuals who are expected to have detailed product knowledge in order to recommend customised solutions. In this role, individuals 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: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following performance criteria: - communicate effectively with customers; - helping customers to articulate their needs and evaluate options; - explaining products/services and how they match customer needs; - establishing regular communication; - explaining customer rights and responsibilities; - address customer's needs; - use organisational procedures to document customer satisfaction; - develop and maintain networks to support meeting customer needs, and; - identify potential difficulties in meeting customer needs and taking appropriate action. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - explain organisational procedures and standards for establishing and maintaining customer service relationships; - describe informed consent; - explain consumer rights and responsibilities; - describe ways to establish effective regular communication with customers, and; - outline details of products or services including with reference to: possible alternative products and services; variations within a limited product and service range.

BSBCUS501 Manage quality customer service

Locations: Industry, Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit describes the 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. It applies to individuals who supervise the provision of quality customer service within an organisation's procedures framework by others. At this level, individuals must exercise considerable discretion and judgement, using a range of problem solving and decision making strategies.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - develop and manage organisational systems for quality customer service; - develop and review plans, policies and procedures for delivering and monitoring quality customer service; - implement policies and procedures to ensure quality customer service; - solve complex customer complaints and system problems that lead to poor customer service; - monitor and assist teams to meet customer service requirements, and; - develop, procure and use human and physical resources to support quality customer service delivery. Students will also be expected to demonstrate the following knowledge: - outline the legislative and regulatory context of the organisation relevant to customer service; - describe organisational policy and procedures for customer service including handling customer complaints; - identify service standards and best practice models; - summarise public relations and product promotion; - outline techniques for dealing with customers including customers with specific needs, and; - explain techniques for solving complaints including the principles and techniques involved in the management and organisation of: customer behaviour; customer needs research; customer relations; ongoing product and/or service quality; problem identification and resolution; quality customer service delivery; record keeping and management methods; strategies for monitoring, managing and introducing ways to improve customer service relationships; strategies to obtain customer feedback.

BSBDES305 Source and apply information on the history and theory of design

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to source information on design history and theory, and to apply that information in the individual's design work. It applies to individuals who work in design and need to develop and maintain a general knowledge of design history and theory.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - show how the history and theory of design can be adapted and used in own professional practice, and; - maintain currency of theoretical and design knowledge. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - summarise current design trends; - describe the evolution of design; - identify the organisational information practices and their application, and; - outline sources of information on design history and theory relevant to own design work.

BSBDES401 Generate design solutions

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to generate design

solutions in response to a particular design need. It applies to individuals who generate concepts and solutions in response to a design challenge in any industry context. The starting point may be an open or closed brief; a spontaneous idea; modification of an existing product, service, process or system; or a point in an ongoing design process.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - develop and document a design solution through research, reflection, and generation and refinement of ideas, and; - demonstrate effective collaboration with others in the design process. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - explain the elements and principles of design and their application in the relevant design context; - describe key features of the wider industry, and the economic, social and historical context design solutions are being generated in; - discuss design trends and technologies including other designs and the work of other design practitioners in the relevant industry context; - identify sources of information that support the development of technical and other knowledge, and; - describe the materials, tools, equipment, techniques and processes used in the generation of design solutions in the relevant industry context.

BSBDES402 Interpret and respond to a design brief

Locations:Footscray Nicholson, City King St.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to interpret and creatively respond to a design brief through the production of work. It applies to individuals working in any industry or design context where work is prescribed by a commissioning agent/client in a brief. Individuals are required to integrate the creative, communication and planning processes that support effective response to a design brief. Work is carried out independently, although guidance is available if required.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - articulate and document the process of developing own design practice by learning to develop new skills, ideas and a unique voice; - adjust work processes via peer feedback and self-evaluation, and; - identify work options and incorporate networking in career development. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - list current and emerging designers in the relevant design discipline; - discuss current and emerging trends and technologies in the relevant design discipline, and the opportunities and challenges they represent; - identify professional development

information and resources available to designers, and; - summarise sources of information relating to work opportunities and career planning.

BSBDES402A Interpret and respond to a design brief

Locations:Footscray Nicholson, Online.

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:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to liaise with clients and colleagues on design concepts, and to effectively present potentially complex ideas; - creative thinking skills to generate and explore a range of possible responses to design brief requirements; - critical thinking and problem-solving skills to work out different ways of meeting different design and production challenges; - research, literacy and analytical skills to interpret a brief and to source and evaluate information pertinent to the brief; - planning and organisational skills to integrate and coordinate creative, communication and planning issues into the work process, and; - self-management skills to take pro-active responsibility for all the elements involved in responding to a design brief. Students will also be expected to demonstrate the following knowledge: - copyright, moral rights and intellectual property issues and legislation relevant to the ways design concepts are developed and presented; - different ways of presenting, communicating and documenting design concepts (as relevant to the context of work); - format of design brief typically used in the relevant industry or design context; - principles and key features of project management relevant to a design project; - specific project management factors that apply to a design project, and; - terminology typically used in a range of design briefs.

BSBDES403 Develop and extend design skills and practice

Locations:Footscray Nicholson, City King St.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to develop and extend skills as a practising designer. It applies to individuals who work as a designer, in any industry context, either independently or employed by an organisation. Designers must continually refine, develop and evaluate their own conceptual and technical skills. Research, experimentation and collaboration are key factors in this process.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - use strategies to develop or extend skills, ideas and a unique voice; - adjust work processes as a result of peer

feedback and self-evaluation, and; - research work options, networking and promotional opportunities and incorporate information into own work and career development. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - list current and emerging designers in the relevant design discipline; - discuss current and emerging trends and technologies in the relevant design discipline, and the opportunities and challenges they represent; - identify professional development information and resources available to designers, and; - summarise sources of information relating to work opportunities and career planning.

BSBDES501 Implement design solutions

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to take a design concept or solution to the implementation stage. The outcome of work could be a completed product, object, system or service, but is more likely to be a complete or partial prototype or model for the design. The focus of the unit is on a general knowledge of design techniques and processes, and practical application to a specific design context.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - undertake critical analysis, testing and development of a model, prototype or aspect of a design solution to meet an identified need, and; - present model to key stakeholders using the most appropriate best practice methods. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - explain the elements and principles of design and their application in relevant design context; - describe key features of the wider industry, with the economic, social and historical context for the design solution; - discuss design trends and technologies including other designs and the work of other design practitioners in the relevant context; - summarise sources of information that support the development of technical and other knowledge, and; - describe the technical expertise, resources, materials, tools, equipment, techniques and industry processes required for the area the design solutions are being implemented in.

BSBDIV301 Work effectively with diversity

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

Prerequisites: Nil.

Description: This unit describes the 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. It applies to individuals who work in a variety of contexts where they will be expected to interact with a diverse client and/or co-worker population. They may also provide some leadership and guidance to others and have some limited responsibility for the output of others.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - adjust language and behaviour as required by interactions with diversity; - identify and respect individual differences in colleagues, clients and customers, and; - apply relevant regulations, standards and codes of practice. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - identify major groups in the workplace and community, as defined by cultural, religious and other traditions and practices; - identify reasonable adjustments that facilitate participation by people with a disability, and; - explain the value of diversity to the economy and society in terms of: workforce development; Australia's place in the global economy; innovation; social justice.

BSBDIV501 Manage diversity in the workplace

Locations: Footscray Park, Industry, Footscray Nicholson, Online, Victoria University is authorised by Trades Recognition Australia (TRA) to conduct skills assessment services for persons seeking temporary or permanent migration. For more information on these programs and the countries in which VU conducts these assessments please refer to: <http://www.vu.edu.au//skilled-migration..>

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to manage diversity in the workplace. It covers implementing the organisation's diversity policy, fostering diversity within the work team and promoting the benefits of a diverse workplace. It applies to individuals who direct the work of others in teams of variable sizes. They may work with staff from different cultures, races, religions, generations, or other forms of difference in any industry context.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - demonstrate the application of diversity policy in a work context; - critically review a diversity policy; - implement strategies to ensure that diversity is understood and respected in the work team; - demonstrate compliance with procedures for handling complaints or harassment allegations, and; - promote the benefits of diversity to others. Students will also be expected to demonstrate the following knowledge: - outline formal and informal complaints procedures, and; - identify and outline key features of relevant current legislation regarding: age discrimination; disability discrimination; racial discrimination; sex discrimination; human rights, and; equal opportunity.

BSBEBU401 Review and maintain a website

Locations: Footscray Nicholson, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to undertake data analysis, review website content, and update and maintain a website. It applies to individuals who have knowledge of the relationship between a website and the core functions of an organisation. They also have working knowledge and skills to

perform basic updates to website content. They may provide administrative support within an organisation or be individuals who have been delegated this responsibility.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - analyse data to make recommendations about changes to website; - update web pages according to organisational requirements, and; - analyse data, identify and resolve faults, errors and/or complaints on website. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - identify and review knowledge of key provisions of relevant legislation, regulations, and standards and codes of practice that may affect aspects of business operations; - explain basic principles of website design and maintenance, and; - outline online security issues.

BSBEBU501 Investigate and design e-business solutions

Locations: Industry, Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to evaluate e-business models and strategies, as well as incorporate the results of these evaluations into the design of an e-business solution. It applies to individuals who possess skills and knowledge in a specialist business area, as well as knowledge of software and other technologies. They apply these skills and knowledge in the evaluation, selection and implementation of new strategies for business, which incorporate e-business solutions. They may be responsible for overseeing these tasks along with technical or other knowledge experts.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - analyse and evaluate e-business opportunities involving new business models and not simply electronic versions of existing businesses; - provide supporting evidence for choice of e-business solution, and; - implement, monitor and evaluate an e-business solution. Students will also be expected to demonstrate the following knowledge: - explain the role of a value chain analysis when assessing potential e-business solutions; - identify relevant legislation, regulations, standards and codes of practice that may affect the implementation of the e-business solution; - list key features of a range of e-business models, and; - outline the policies and guidelines relating to the implementation of the e-business solution.

BSBFIA301 Maintain financial records

Locations: Industry, Werribee.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to maintain daily financial records such as reconciling debtors' and creditors' systems, preparing and

maintaining a general ledger and trial balance and includes activities associated with monitoring cash control for accounting purposes. It applies to individuals who are skilled operators and apply a broad range of competencies in various work contexts and may exercise discretion and judgement using appropriate theoretical knowledge of financial records.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - maintain daily transactions and identify and respond to discrepancies and errors; - transfer and record financial data accurately, and; - reconcile expenditures and revenue in a timely manner. Students will also be expected to demonstrate the following knowledge: - identify the key provisions of relevant legislation, codes of practice and national standards that may affect financial record keeping; - discuss organisational policies and procedures relating to maintaining financial records; - define credits/creditors and debits/debtors; - describe principles of double entry bookkeeping, and; - identify methods of presenting financial data.

BSBFIA302 Process payroll

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

Prerequisites:Nil.

Description:This unit describes skills and knowledge required to process payroll from provided data using manual and computerised payroll systems. It applies to individuals employed in a range of work environments who are responsible for payroll functions within an organisation. They may work as individuals providing administrative support within an enterprise, or may be other members of staff who have been delegated payroll responsibilities.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - plan and perform payroll calculations in accordance with all legislative and organisational requirements, and predetermined timelines, and; - refer enquiries outside area of responsibility to an appropriate authority. Students will also be expected to demonstrate the following knowledge: - identify the key provisions of relevant legislation, standards and codes of practice that may affect payroll operations; - outline relevant organisational policies and procedures, and; - list the different types of payroll systems.

BSBFIA303 Process accounts payable and receivable

Locations: Industry, Footscray Nicholson, Werribee.

Prerequisites:Nil.

Description:This unit describes skills and knowledge required to maintain accounts payable and accounts receivable records, including processing payments to creditors and handling overdue accounts receivable. It applies to individuals employed in a range of work environments supporting the accounting functions and aspects of an

enterprise. They may provide administrative support within an enterprise, or may be members of staff who have been delegated accounting responsibilities.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - accurately enter data into journal and subsidiary ledger system; - maintain journals and subsidiary ledger systems; - reconcile subsidiary ledger system with journal or general ledger data, and; - complete all tasks in accordance with legal and organisational responsibilities, within scope of own responsibility. Students will also be expected to demonstrate the following knowledge: - list key provisions of relevant legislation and regulations, standards and codes of practice that may affect aspects of financial operations; - briefly describe the organisational accounting systems and procedures; - explain how to check for errors or discrepancies, and; - list and describe tasks that are outside own scope of responsibility.

BSBFIA304 Maintain a general ledger

Locations:Industry, Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to maintain a computerised or manual general ledger system within an organisation, including processing journal entries and preparing a trial balance. It applies to individuals employed in a range of work environments with responsibility for simple accounting functions within an organisation. They may work as individuals providing administrative support within an enterprise, or may be other members of staff with delegated responsibilities relating to general ledger maintenance.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - accurately enter data; - reconcile subsidiary ledger systems with general ledger and prepare a trial balance; - implement double-entry principles; - systematically trace errors or refer them to appropriate people, and; - complete all tasks in accordance with accounting principles, legal and organisational responsibilities, and within scope of own responsibility. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - office equipment and resources; - computer equipment and relevant software; - examples of source journals, and; - case studies and, where possible, real situations.

BSBFIA401 Prepare financial reports

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

Prerequisites:Nil.

Description:This unit describes skills and knowledge required to record general journal adjustment entries and to prepare end of period financial reports. It applies to

individuals employed in a range of work environments who are responsible for preparing financial reports. They may be individuals providing administrative support within an enterprise, or they might have responsibility for these tasks in relation to their own workgroup or role.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - produce a detailed asset register and depreciation schedule; - accurately record entries for balance day adjustments; - prepare financial reports; - trace and reconcile errors systematically or seek expert advice if required; - apply double-entry principles, and; - complete all tasks according to organisational policies and industry standards. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - explain double-entry bookkeeping principles; - identify general journal and general ledger entries; - list the key provisions of relevant legislation, regulations, standards and codes of practice that may affect preparation of financial reports; - describe organisational accounting systems, and; - outline relevant organisational policies, procedures and accounting standards.

BSBFIA402 Report on financial activity

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

Prerequisites:Nil.

Description:This unit describes the 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 financial reports. This unit applies to individuals with a broad knowledge of financial activities who contribute financial skills and knowledge to address reporting requirements of clients and legal authorities. They may have responsibility to provide guidance or to delegate aspects of these tasks to others.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - organise and present financial data including budget variances, budgets and forecasts, cash flow/profit reports, balance sheets, financial year reports, operating statements, expenditure and receipts and profit and loss statements to highlight relevant features and meet workplace requirements; - use conversion and consolidation procedures such as moving averages, standardised variables, trend analysis and unit costs; - identify, resolve or refer discrepancies such as absence of auditable trail, expenditure report mismatches, incorrect payments and unreconciled cash flows; - record income and expenditure to meet statutory requirements; - calculate liabilities for tax including completing Business Activity Statements; - provide financial business recommendations; - apply knowledge of relevant legislation and regulations, and; - perform double entry

bookkeeping and accrual accounting. Students will also be expected to demonstrate the following knowledge: - identify the key provisions of legislation, regulation and codes of practice relevant to financial operations; - describe the techniques used for forecasting and analysis, and; - identify the options, methods and practices for deductions, benefits and depreciations.

BSBFIA412 Report on financial activity

Locations:Footscray Park, Footscray Nicholson, City King St.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to prepare financial reports in line with statutory reporting requirements. It encompasses compiling and analysing data. This unit applies to individuals that are required to apply specialised knowledge and analytical skills to prepare financial reports as part of their job role.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - organise and present financial data to highlight relevant features and meet workplace requirements including budget variances, budgets and forecasts, cash flow/profit reports, balance sheets, financial year reports, operating statements, expenditure and receipts and profit and loss statements; - use conversion and consolidation procedures such as moving averages, standardised variables, trend analysis and unit costs; - identify, resolve or refer discrepancies such as absence of auditable trail, expenditure report mismatches and incorrect payments and unreconciled cash flows; - record income and expenditure to meet statutory requirements; - calculate liabilities for tax including completing Business Activity Statements, where applicable; - provide financial business recommendations; - apply knowledge of relevant legislation and regulations, and; - perform double entry bookkeeping and accrual accounting. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - key provisions of legislation, regulation and codes of practice relevant to financial operations; - key techniques used for forecasting and analysis; - key features of the options, methods and practices for deductions, benefits and depreciations; - current business taxation requirements for preparing corporate accounting reports; - current financial legislation and statutory requirements relating to taxable transactions and reporting requirements; - ethical requirements associated with preparing financial reports for corporate entities, including conflict of interest, confidentiality, and disclosure requirements, and; - industry-standard methods and formats used to present financial data.

BSBFIM501 Manage budgets and financial plans

Locations:Industry, Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to undertake financial management within a work team in an organisation. It 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. It applies to managers in a wide range of organisations and sectors who have responsibility for ensuring that work team financial resources are used

effectively and are managed in line with financial objectives of the team and organisation.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - use financial skills to work with and interpret budgets, ageing summaries, cash flow, petty cash, Goods and Services Tax (GST), and profit and loss statements; - communicate with relevant people to clarify budget/financial plans, negotiate changes and disseminate information; - prepare, implement and modify financial contingency plans; - monitor expenditure and control costs; - support and monitor team members; - report on budget and expenditure; - review and make recommendations for improvements to financial processes, and; - meet record keeping requirements for the Australian Taxation Office (ATO) and for auditing purposes. Students will also be expected to demonstrate the following knowledge: - describe basic accounting principles; - identify and explain the relevant legislation and current requirements of the Australian Taxation Office, including the Goods and Services Tax (GST); - explain the key requirements for financial record keeping and auditing, and; - describe the principles and techniques involved in managing: budgeting; cash flows; electronic spreadsheets; GST; ledgers and financial statements; profit and loss statements.

BSBFIM502 Manage payroll

Locations:Footscray Nicholson, Werribee.

Prerequisites:Nil.

Description:This unit describes the 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. It applies to individuals, employed in a range of work environments, who are required to establish and work with payroll systems and may have responsibility for managing payroll systems and calculations.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - document steps undertaken to establish payroll system; - use data and calculations to reconcile salaries, wages and deductions in accordance with all legislative and organisational requirements, and; - create accurate payroll management records. Students will also be expected to demonstrate the following knowledge: - explain key provisions of relevant legislation, standards, regulations and codes of practice that may affect aspects of payroll operations, and; - outline organisational policies and procedures across the full range of tasks for the required payroll processes.

BSBFIM601 Manage finances

Locations:Industry, Footscray Nicholson.

Prerequisites:Nil.

Description: This unit describes the skills and knowledge required to undertake budgeting, financial forecasting and reporting 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. It applies to individuals who have managerial responsibilities which include overseeing the management of financial and other resources across a business unit, a series of business units or teams, or an organisation. It covers all areas of broad financial management. In a larger organisation this work would be supported by specialists in financial management.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - plan for financial management; - read and review profit and loss statements, cash flows and aging summaries; - prepare, implement and revise a budget which aligns with the business plan, is based on research and analysis of previous financial data and cash flow trends, and meets all compliance requirements; - contribute to financial bids and estimates; - establish a budget and allocate funds in accordance with statutory and organisational requirements; - communicate with other people including: reporting on financial activity and making recommendations; identifying and prioritising significant issues, and; ensuring managers and supervisors are clear about budgets, and; - analyse the effectiveness of existing financial management approaches including reviewing financial management software, managing risks of misappropriation of funds, ensuring systems are in place to record all transactions, maintaining an audit trail and complying with due diligence. Students will also be expected to demonstrate the following knowledge: - identify the requirements for financial probity; - describe the principles of accounting and financial systems; - explain Australian, international and local legislation and conventions that are relevant to financial management in the organisation, and; - outline the requirements of the Australian Tax Office, including Goods and Services Tax Company Tax, Pay As You Go. .

BSBFLM303 Contribute to effective workplace relationships

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to gather information and maintain effective relationships and networks, with particular regard to communication and representation. This unit applies to individuals who use leadership skills including motivation, mentoring and coaching to develop efficient, effective and unified teams and facilitate communication between team members and management of the organisation.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - access and analyse information to achieve planned outcomes; - apply techniques for resolving problems and conflicts and dealing with poor performance within organisational and legislative requirements; - review and improve workplace outcomes in consultation with relevant personnel; - adjust interpersonal style and communications to respond to cultural and social diversity; - apply relationship management and communication skills with a range of people; - communicate ideas and information to diverse audiences, and; - develop networks and build team relationships. Students will also be expected to demonstrate the following knowledge: - give examples of how work relationships and the cultural and social environment can support or hinder achieving planned outcomes; - explain techniques for developing positive work relationships and building trust and confidence in a team; - identify relevant legislation from all levels of government that affects business operation; - describe a range of methods and techniques for communicating information and ideas to a range of stakeholders; - outline problems solving methods; - explain methods to resolve workplace conflict; - explain methods to manage poor work performance, and; - explain how to monitor, analyse and introduce ways to improve work relationships.

BSBFLM309 Support continuous improvement systems and processes

Locations: Industry, Werribee.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to support the organisation's continuous improvement systems and processes. Particular emphasis is on actively encouraging the team to participate in the process, monitoring and reporting on specified outcomes and supporting opportunities for further improvements. It applies to individuals with roles of responsibility who use initiative, organisational and communication skills to influence the ongoing development of the organisation. At this level, work will normally be carried out within known routines, methods and procedures, and may also involve complex or non-routine activities that require some discretion and judgement.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - perform actions to support continuous improvement; - using work performance to identify improvement; - adjusting plans to reflect changes; - communicating effectively with all stakeholders; - using technology to monitor operational progress, and; - applying suitable record keeping processes. Students will also be expected to demonstrate the following knowledge: - explain principles and techniques relating to: continuous improvement systems and processes; benchmarking, and; best practice; - describe the benefits of continuous improvement; - list quality approaches which the organisation may implement; - explain methods that can be used in continuous improvement; - outline barriers to continuous improvement, and; - explain recording, reporting and recommendation processes to facilitate continuous improvement applied within the organisation.

BSBFLM312 Contribute to team effectiveness

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required 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. It applies to individuals who play a prominent part in motivating, mentoring, coaching and developing team cohesion through team leadership and forming the link between the management of the organisation and the team members. At this level, work will normally be carried out within known routines, methods and procedures, and may also involve complex or non-routine activities that require some discretion and judgement.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - discuss and clarify goals and responsibilities with a team of people; - apply management and communication skills with a range of people that: provides direction and leadership; assists individuals to achieve goals; motivates and builds team cohesion, and; fosters contribution of and respect for ideas; - apply techniques for resolving problems within organisational and legislative requirements; - communicate effectively with management including escalating problems outside own area of responsibility, and; - manage communication of information to, and between, the team. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - list organisational goals, objectives and plans that relate to the team; - identify legislation, regulations, standards or codes of practice that may impact team performance and outcomes; - describe the organisational structure with reference to the organisational chart; - describe options for addressing performance issues in the organisation; - explain the principles and techniques of: group dynamics and processes; motivation, and; negotiation; - explain why considering individual behaviour and differences is important to a manager.

BSBGOV403A Analyse financial reports and budgets

Locations: Industry.

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: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - culturally appropriate communication skills to relate to people from diverse backgrounds and to people with diverse abilities; - communication and negotiation skills to work cooperatively

with other Board members, management and staff of the organisation, key stakeholders and members of the community; - literacy skills to read and interpret rules, regulations, policies and other workplace documentation; - numeracy skills to evaluate and make decisions based on financial data, and; - technology skills to understand management and accounting systems. Students will also be expected to demonstrate the following knowledge: - cultural context relevant to the community and location: as boards of governance oversee a wide variety of organisations, they must therefore ensure that they operate within the traditional and cultural values of the relevant context/s; - key provisions of relevant legislation from all levels of government that affects business operations, codes of practice and national standards, and; - organisational constitution, codes of conduct functions, policies and procedures.

BSBGOV503 Conduct organisational strategic planning

Locations: Industry.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to plan and conduct organisational strategic processes. It includes arranging board or committee strategic planning procedures, which incorporate rules, legislation, regulations and codes of practice relevant to the organisation. It applies to individuals responsible for monitoring, guiding and undertaking decision making activities as members of committees or boards of governance.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communicate and negotiate to work cooperatively with: other board or committee members; management and/or staff of the organisation, and; key stakeholders; - evaluate the progress of the strategic plan and analyse: organisational values, vision, purpose, objectives and key performance indicators and targets; economic and/or political trends relevant to the organisation; potential for strategic alliances and/or partnerships, and; stakeholder aspirations, interests and needs; - monitor operational processes to ensure organisational objectives and targets are met, and; - document organisational performance for the agreed strategic planning period. Students will also be expected to demonstrate the following knowledge: - discuss the roles and responsibilities of board or committee and management in strategic planning; - explain geographic, social, economic and political contexts in which relevant organisations operate and how these may impact upon strategic planning; - explain the principles and components of the strategic planning cycle; - discuss organisational policies and procedures relevant to strategic planning; - list provisions of federal, state or territory legislation and funding body requirements that may influence decision making, and; - list resources required to undertake strategic planning.

BSBHRM403 Support performance-management processes

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to assist in the effective implementation of a performance management system and to facilitate employee performance. It applies to human resource officers, or people in similar roles, who work under the direction of a human resource manager.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - promote the implementation of the performance management system and analyse its strengths and weaknesses; - provide advice and information to employees on the benefits of effective performance management, and how it links with performance development; - review the performance management system, and; - make recommendations for improvement. Students will also be expected to demonstrate the following knowledge: - describe key elements and purposes of performance management processes, and their contribution to organisational objectives and the human resource cycle; - analyse the strengths and weaknesses of a performance management system; - outline rewards and incentives schemes, and; - identify warning systems and grievance procedures.

BSBHRM404 Review human resources functions

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to undertake research that supports work across a range of human resource functional areas. It applies to individuals who require a broad understanding of human resource functions, associated policy frameworks and the administrative requirements to support these functions and policies.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - prepare reports reviewing key human resource functions applying all ethical, organisational and legislative considerations, and; - use appropriate technology to collect and analyse workforce data. Students will also be expected to demonstrate the following knowledge: - identify the key provisions of legal and compliance requirements that apply to the organisation; - summarise relevant organisational policy and procedure frameworks; - summarise relevant ethical parameters; - explain how information technology can help analyse human resource metrics, and; - outline the roles and responsibilities of human resource practitioners.

BSBHRM405 Support the recruitment, selection and induction of staff

Locations:Industry, Footscray Nicholson, Werribee.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to execute tasks associated with the recruitment cycle and apply in-depth knowledge of the work of the organisation, and how recruitment and selection practices fit with other human resources functions. This unit applies to individuals who support recruitment, selection and induction functions under the direction of a human resource manager.

Required Reading:The qualified trainer and assessor will provide teaching and

learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - prepare job descriptions; - use job descriptions to support sourcing, selecting and appointing suitable staff; - use different advertising channels to promote vacancies and/or establish a potential talent pool; - consult with managers to gain approvals; - develop selection criteria and interview questions in consultation with relevant personnel; - schedule interviews and advise relevant people of times, dates and venues; - participate in interviews and other selection techniques including assessing candidates against selection criteria to short list them; - obtain referees' reports; - prepare and distribute a selection report including feedback to give unsuccessful candidates; - advise unsuccessful candidates of the results; - secure preferred candidate's agreement and provide an employment contract, and; - advise other staff of the successful candidate and arrange induction. Students will also be expected to demonstrate the following knowledge: - identify documentation required for recruitment, selection and induction; - explain human resources life cycle and the place of recruitment and selection; - identify legislation relevant to recruitment, selection and induction of staff; - describe channels and technology to advertise vacancies, and; - explain a range of interviewing techniques and other selection processes and their application.

BSBHRM602 Manage human resources strategic planning

Locations:Industry, Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to develop, implement and maintain a strategic approach to managing human resources in an organisation ensuring that the organisation has the structure and staff to meet current and foreseeable business and performance objectives. It applies to individuals employed as human resource managers after a firm grounding has been established in a range of human resource activities.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - analyse information from a range of internal and external sources, and; - consult and communicate effectively with relevant stakeholders to develop, implement, monitor and review a strategic human resource plan. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - describe human resource practices and functions; - explain the relevant legislative, regulatory and industrial requirements for the business; - outline common options for sourcing labour; - explain the impact of technology on job roles; - outline labour market options for sourcing labour supply, and; - describe the requirements of a strategic plan.

BSBHRM604 Manage employee relations

Locations:Industry, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to develop and maintain a positive and productive workplace environment. It covers all aspects of employee relations impacting on managers at the strategic level. It applies to individuals who are non-specialist human resource managers and covers a broad range of employee relations activities.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - consult with relevant stakeholders to develop, implement, monitor and review employee relations strategies and policies including: diversity; recruitment; induction; training and development, and; performance management; - develop an employee relations risk management strategy; - negotiate employment awards, agreements and contracts; - maintain high standards of performance in respect to equal opportunity and the management of diversity, and; - manage conflict and early intervention in respect to employee grievances and problems. Students will also be expected to demonstrate the following knowledge: - identify human resource specialist assistance requirements; - describe the principles of relevant industrial agreements; - determine key result areas of the organisation; - outline organisational plans (strategic, tactical and operational) for human resource planning; - identify and summarise organisational policies relating to balancing family/work relationships; - outline external and internal organisational support services for employees; - explain performance measurement systems utilised within the organisation; - outline relevant legislative and regulatory requirements; - outline staff development strategies, and; - explain unfair dismissal rules and due process.

BSBIND201 Work effectively in a business environment

Locations: Footscray Park, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to work effectively in a business environment. It includes identifying and working to organisational standards, managing workload, and working as part of a team. It applies to individuals developing basic skills and knowledge in preparation for working in a broad range of settings. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the ability to work within organisational requirements including: - complying with duty of care, and goals and objectives of organisation; - complying with legal responsibilities and seeking advice when necessary; - understanding workers' rights and responsibilities; - understanding employers' rights and responsibilities, and; - achieving a work/life balance. Students will also be

expected to demonstrate the ability to work effectively in a team including: - completing all tasks; - seeking assistance when difficulties arise; - applying communication principles, and; - applying appropriate legislation. Students will also be expected to demonstrate the following knowledge: - identify the legislation that applies to working effectively in a business environment; - outline the organisational documents that are relevant to working effectively, and; - outline terms and conditions of employment.

BSBINM201 Process and maintain workplace information

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to correctly operate word processing applications in production of workplace documents. It applies to individuals who perform a range of routine tasks in the workplace, using a limited range of practical skills and fundamental knowledge of word processing and software in a defined context, under direct supervision or with limited individual responsibility.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - collect and process workplace information according to organisational policies and procedures and related regulatory requirements; - record and document information accurately within expected timeframes, and; - store, classify and maintain documents and records correctly. Students will also be expected to demonstrate the following knowledge: - identify key provisions of relevant legislation, regulations, standards and codes of practice that may affect information management; - outline organisational policies and procedures relating to collecting and processing workplace information; - identify and describe organisational recordkeeping/filing systems and security procedures, and; - describe a range of filing systems including paper-based and software-based.

BSBINM301 Organise workplace information

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to gather, organise and apply workplace information in the context of an organisation's work processes and knowledge management systems. It applies to individuals who perform a defined range of skilled operations in various work contexts. They may exercise discretion and judgement using appropriate knowledge of information management to provide technical advice and support to a team.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - efficiently and effectively gather, assess, organise and use workplace information as part of own job role; -

provide accurate information for defined purposes; - maintain and handle data and documents systematically; - use business technology to manage information; - communicate with colleagues and clients using effective interpersonal skills to obtain and check workplace information; - apply relevant legislation and regulations to workplace information, and; - monitor, review and modify information processes. Students will also be expected to demonstrate the following knowledge: - explain how legislation and regulations may affect the gathering organising and distribution of workplace information; - describe methods for checking validity of information and its sources; - describe organisational recordkeeping and filing systems, security procedures and safe recording practices, and; - identify workplace policies and procedures relating to workplace information.

BSBINM501 Manage an information or knowledge management system

Locations: Industry.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to organise training for others for an information or knowledge management system and to manage the use of the system. It applies to individuals who are responsible for seeing that key information and corporate knowledge are retained, accessible to others and improve business outcomes. The unit applies to information or knowledge management systems which comprise policies, protocols, procedures and practices to manage information or knowledge within the organisation and among relevant stakeholders.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify learning needs and plan and implement learning activities to enable personnel to use information or knowledge management system; - providing human, financial and physical resources as required; - use of coaching, mentoring, information sessions, workshops, training programs and e-learning as appropriate; - monitor performance and address issues and contingencies as they arise; - accessing technical specialists as required; - correct application of policies and procedures for the information or knowledge management system; - alignment and effectiveness of the policies and procedures; - effectiveness of information or knowledge management system for intended outcomes, and; - recommend improvements to systems, policies and practices as appropriate. Students will also be expected to demonstrate the following knowledge: - outline relevant legislation, codes of practice and national standards relevant to privacy, freedom of information and knowledge management; - explain organisational policies and procedures; - records management; - information management; - customer service; - commercial confidentiality, and; - describe the organisational operations and existing data and information systems. .

BSBINN301 Promote innovation in a team environment

Locations: Industry, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to be an effective and proactive member of an innovative team. It applies to individuals who play a proactive role in demonstrating, encouraging or supporting innovation in a team environment. The individual may be a team participant or a team leader. Teams may be formal or informal and may comprise a range of personnel.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following performance criteria: - apply practices that promote innovation within a team; - encourage others to contribute to innovation in the team, and; - implement improvements and communicate about them. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - explain what innovation is, the different types of innovation and the benefits of innovation; - describe the internal and external factors that contribute to a team becoming and remaining innovative, and; - explain how activities can encourage or hinder innovation in a team.

BSBINN301A Promote innovation in a team environment

Locations: Industry, Sunshine.

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: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to work collaboratively as part of a team, to provide guidance and support to others, and to participate in open and constructive discussions; - creative thinking skills to generate, explore, test and challenge ideas; - learning skills to stretch boundaries of own knowledge and skills; - literacy skills to analyse a wide range of information from varied sources; - planning and organisational skills to participate in the effective allocation of work in a team context; - problem-solving skills to work constructively to overcome issues and challenges of both a practical and conceptual nature and to make ideas become realities, and; - self-management skills to take a pro-active team role and to reflect on own performance in modelling and encouraging behaviour that supports innovation. Students will also be expected to demonstrate the following knowledge: - barriers to innovation that can occur within a team and broader barriers that sometimes hinder innovation; - broad concepts of innovation including what innovation is, different types of innovation and the benefits of innovation; - characteristics of teams that are more likely to be innovative and characteristics of broader environments that support and encourage innovation; - different roles that people may play within a team, how this impacts on the way a team works and what it might achieve, and; - group dynamics in a team.

BSBINN502 Build and sustain an innovative work environment

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to create an environment that enables and supports the application of innovative practice focusing

on a holistic approach to the integration of innovation across all areas of work practice. It applies to individuals working in leadership or management roles in any industry or community context. The individual could be employed by the organisation, but may also be an external contractor, the leader of a cross organisation team or of a self-formed team of individuals. The work group could be permanent or temporary in nature.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - establishing procedures and practices that foster innovation; - reinforcing the value of innovation to the vision and objectives of the organisation; - modelling behaviour including being receptive to ideas, giving constructive advice, evaluating own work, establishing and maintaining relationships based on mutual respect and trust, taking considered risks that provide opportunities for innovation; - evaluating how the physical environment can be enhanced to support innovation and collaboration and collaborating on ideas to make improvements including in the selection of physical resources and equipment, and the design, fit-out and decoration of the workspaces, and; - making changes to a workspace that will encourage innovation in at least one of: design; fit-out; decoration. Students will also be expected to demonstrate the following knowledge: - explain the concepts and theories of innovation and how these link to innovation in practice; - explain the context for innovation in the workplace including core business values, overall objectives, broader environmental context and the need to ensure the value and benefit of innovative ideas and projects; - discuss the factors and tools that can motivate individuals to use creative thinking and apply innovative work practices; - research the legislative framework that impacts on operations in the relevant workplace context; - explain how different approaches to management and leadership can support or hinder innovation, and; - discuss typical challenges and barriers to innovation within teams and organisations and ways of overcoming these including rewarding and celebrating innovation, coaching and learning, modelling behaviour and managing the physical environment.

BSBINN601 Lead and manage organisational change

Locations:Industry, Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes skills and knowledge required to determine strategic change requirements and opportunities; and to develop, implement and evaluate change management strategies. It applies to managers with responsibilities that extend across the organisation or across significant parts of a large organisation. They may have a dedicated role in human resources management, human resources development, or work in a strategic policy or planning area. The unit takes a structured approach to change management and applies to people with considerable work experience and organisational knowledge.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting

of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - analyse and interpret information about the organisation's internal and external environment and consult with stakeholders to identify requirements and opportunities for changes that support organisational objectives; - prioritise opportunities for changes with input from managers; - develop a change management project plan for the priority changes incorporating resource requirements, risk management and timelines; - develop strategies to communicate or educate the changes and embed them; - obtain approvals and agree reporting protocols with relevant managers and implement the plan including addressing barriers to change. and; - review and evaluate the change management project plan and modify as needed to achieve objectives. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - explain the change management process or cycle and strategies for communicating and embedding change; - explain how organisational behaviour and the external environment can impact on change strategies; - describe the components of a change management project plan, and; - list potential barriers to change and explain possible strategies to address barriers.

BSBIPR401 Use and respect copyright

Locations:Footscray Nicholson, Online.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to use and respect copyright. It covers maintaining control over the copyright owner's work, commercialising copyright material, preventing the unauthorised use of an original work and using other party's original work legitimately. It applies to people who may be authors, creators or other owners of works covered by copyright. It also applies to employees who have a role in ensuring that their organisation's copyright is protected and/or that their organisation uses others' copyright appropriately to benefit the organisation without infringing the rights of copyright owners.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - review and interpret information to determine how copyright applies in the organisation; - implement and review organisational policies and procedures to ensure that own and others' original works are protected; - recommend actions to address risks and infringements; - communicate advice or recommendations about copyright to a range of stakeholders, and; - identify the need for training on copyright and implement training as appropriate. Students will also be expected to demonstrate the following knowledge: - outline the legislative framework for copyright and its application to the organisation; - list and describe the types of works that attract copyright; - identify sources of information and advice on copyright; - explain methods to limit or deter unauthorised use of copyright material; - explain direct and indirect infringement; - give examples of action to take if infringement occurs; - give examples of when authorisation for use of copyright material is needed and how to obtain it; - outline different types of licenses and how they apply to the organization, and; - outline options for commercialisation of copyright and potential benefits for the organisation.

BSBIPR501 Manage intellectual property to protect and grow business

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the performance outcomes, skills and knowledge required to protect, secure and effectively use intangible assets of value to an organisation. It focuses on establishing and maintaining systems to protect and exploit an organisation's intellectual property to ensure business growth.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify and analyse information and advice from a range of sources to determine; - legislation, regulations and organisational policies and procedures relevant to intellectual property (IP); - organisation's assets, their value and where they are created or procured; - IP from other people or organisations that is used by the business; - organisation's IP rights and options for protection; - costs, benefits and risks of protecting IP; - potential for business growth through organisation's IP; - review or develop organisational strategy, policies and procedures for protection, management and use of IP; - recordkeeping; - ensuring employees, partners and contractors protect IP; - identifying and responding to infringements; - promoting a culture of compliance and respect for the intellectual property rights; - review and evaluate strategies, policies and procedures for IP and make adjustments and improvements as appropriate, and; - manage and contribute to the development and implementation of commercialisation of organisation's IP. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - describe types of intellectual property as they relate to the organisation; - explain processes for identifying and valuing the organisation's IP; - give examples of options for commercialisation of IP; - outline typical barriers to implementing policy and procedures to manage IP and possible strategies to address them; - identify relevant legislation and regulations relating to the organisation's intellectual property rights and responsibilities, and; - outline internal and external sources of information and advice relevant to intellectual property.

BSBITB501 Establish and maintain a workgroup computer network

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the 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. It applies to individuals employed in a range of work environments who are required to apply broad knowledge of computer networks; they may be responsible for installing and maintaining the network, but they will work closely with computer professionals in all aspects of this process. In doing so, they may provide administrative support within an enterprise, or may have been delegated these responsibilities for their workgroup or organisation.

Required Reading:Lecturer will provide teaching and learning materials as required in the form of VU produced Workbooks.

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. Students will be expected to demonstrate the following required skills: - choose, install and maintain software and hardware in accordance with network and organisation requirements; - identify and address network problems; - consult with information technology (IT) professionals; - provide training or assistance to users on using the network. Students will also be expected to demonstrate the following knowledge: - explain the features of computer networking; - outline organisational policies and procedures relating to the tasks required; - describe software licensing rights and responsibilities. .

BSBITU102 Develop keyboard skills

Locations:Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to develop basic keyboard skills using touch typing techniques in a broad range of settings. It applies to individuals who perform a range of mainly routine tasks and generally work under direct supervision using limited practical skills and fundamental knowledge.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - follow ergonomic and organisational and work health and safety (WHS) requirements; - use keyboard functions to enter alpha and numeric data; - develop touch-typing techniques and speed and accuracy, and; - proofread and edit documents. Students will also be expected to demonstrate the following knowledge: - identify key provisions of relevant legislation from all forms of government that may affect aspects of business operations, such as WHS, and; - identify organisational benchmarks for keyboarding.

BSBITU201 Produce simple word processed documents

Locations:Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine, Online, Geelong Learning Links..

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to correctly operate word processing applications in production of workplace documents. It applies to individuals who perform a range of routine tasks in the workplace, using a limited range of practical skills and fundamental knowledge of word processing and software in a defined context, under direct supervision or with limited individual responsibility.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - produce documents following correct ergonomic, conservation requirements and organisational policies and

procedures; - adhere to organisational style manual when formatting documents; - refer to help function and user documentation to rectify document problems; - use system features, and; - follow designated timelines when preparing documents. Students will also be expected to demonstrate the following knowledge: - identify basic formatting styles and their effect on formatting, readability and appearance of documents; - describe purpose, use and function of word processing software; - outline organisational requirements for ergonomics, work periods and breaks, and conservation techniques, and; - describe what is contained in an organisational style guide.

BSBITU202 Create and use spreadsheets

Locations: Industry, Footscray Nicholson, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to correctly create and use spreadsheets and charts using spreadsheet software. It applies to individuals who perform a range of routine tasks in the workplace using a limited range of practical skills and fundamental knowledge of creating spreadsheets in a defined context under direct supervision or with limited individual responsibility.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - produce documents following correct ergonomic, conservation, organisational and statutory requirements; - consult with appropriate personnel as required; - adhere to organisational style and presentation requirements; - refer to online help function and user documentation to rectify document problems; - create and modify simple charts; - follow designated timelines and ensure high accuracy when preparing documents, and; - demonstrate ability to prevent data loss and damage. Students will also be expected to demonstrate the following knowledge: - demonstrate knowledge of how to format workplace documents; - describe organisational requirements for ergonomic standards, work periods and breaks, and conservation techniques; - outline organisational guidelines on spreadsheet manipulation and processing, and; - explain purpose and range of use of spreadsheet functions.

BSBITU302 Create electronic presentations

Locations: Industry, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to design and produce electronic presentations for speakers, for self access and online access. It applies to individuals employed in a range of work environments who design electronic presentations. They may work as individuals providing administrative support within an enterprise, or may be responsible for production of their own electronic presentations.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - adhere to organisational requirements and strategies when creating electronic presentations including: ergonomic requirements, and; energy and resource requirements; - adhere closely to task requirements: following designated timelines; achieving consistency of design and layout; ensuring correct editing and style requirements; - use advanced software features; - communicate effectively with personnel, and; - print and store presentation. Students will also be expected to demonstrate the following knowledge: - outline key provisions of relevant legislation, standards and codes that affect aspects of business operations, and; - explain how design features affect the readability and appearance of electronic presentations.

BSBITU303 Design and produce text documents

Locations: Industry, Footscray Nicholson, St Albans, Werribee, Sunshine, Online, Geelong Learning Links.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to design and develop text-based documents using advanced features of word processing software. It applies to individuals who possess fundamental skills in computer operations and keyboarding, and basic skills in operation of word processing software. They may work as individuals who provide administrative support within an enterprise, or may be technical/knowledge experts responsible for production of their own word processed documents.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - adhere to organisational requirements and strategies when creating text documents; - adhere closely to task requirements and required specifications; - use advanced software features; - communicate effectively with personnel, and; - overcome problems by referring to user documentation, manuals and online help. Students will also be expected to demonstrate the following knowledge: - outline various formatting styles and their impact on formatting, readability and appearance of documents; - explain organisational requirements for ergonomics, work periods and breaks, and conservation techniques; - describe purpose and contents of an organisational style guide, and; - identify purpose, uses and functions of word processing software.

BSBITU303A Design and produce text documents

Locations: Industry, Footscray Nicholson, City Queen, Online.

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: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to clarify requirements of documents; - editing and proofreading skills to check own work for accuracy against original; - keyboarding skills to enter text and numerical data; - literacy skills to read and understand the organisation's procedures, and to use models to produce a range of documents, and; - problem-solving skills to use processes flexibly and interchangeably. Students will also be expected to demonstrate the following knowledge: - formatting styles and their impact on formatting, readability and appearance of documents; - organisational requirements for ergonomics, work periods and breaks, and conservation techniques; - organisational style guide, and; - purposes, uses and functions of word processing software.

BSBITU304 Produce spreadsheets

Locations: Footscray Park, Industry, Footscray Nicholson, Werribee.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to develop spreadsheets through the use of spreadsheet software. It applies to individuals employed in a range of environments who tend to be personally responsible for designing and working with spreadsheets under minimal supervision.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - design spreadsheets that address a range of data and organisational requirements; - use software functions, graphics and support materials to create spreadsheets, and; - apply knowledge of formatting requirements for workplace documents. Students will also be expected to demonstrate the following knowledge: - describe formatting requirements of workplace documents; - identify organisational guidelines on spreadsheet design and use, and; - explain organisational requirements for ergonomic standards, work periods and breaks, and conservation techniques.

BSBITU304A Produce spreadsheets

Locations: Footscray Nicholson, City Queen.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to develop spreadsheets through the use of spreadsheet software.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to clarify requirements of spreadsheet; - editing and proofreading skills to check own work for accuracy against original; - keyboarding skills to enter text and numerical data; - literacy skills to read and understand organisational procedures, and to use basic models to produce a range of spreadsheets, and; - mathematical and statistical

skills to use spreadsheet functions such as sum, counts and averages. Students will also be expected to demonstrate the following knowledge: - formatting requirements of workplace documents; - organisational guidelines on spreadsheet design and use, and; - organisational requirements for ergonomic standards, work periods and breaks, and conservation techniques.

BSBITU306 Design and produce business documents

Locations: Footscray Park, Footscray Nicholson, St Albans, Werribee, City King St, Sunshine, Online, Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the 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. It applies to individuals who possess fundamental skills in computer operations and keyboarding. They may exercise discretion and judgement using appropriate theoretical knowledge of document design and production to provide technical advice and support to a team.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - select appropriate technology and software for design and production of business documents; adhere to organisational requirements when: selecting layout and style; opening and generating files; producing documents within designated timelines; naming and storing documents; printing and presenting documents; - adhere to task requirements when producing documents including: applying basic design principles; applying consistent formatting; using appropriate styles; using correct layouts; proofreading as required; - use appropriate data storage options; - apply knowledge of functions and features of contemporary computer applications, and; - print and present completed documents. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - identify appropriate technology for production requirements; - describe functions and features of contemporary computer applications; - outline organisational policies, plans and procedures, and; - list organisational requirements for document design e.g. style guide.

BSBITU306A Design and produce business documents

Locations: Footscray Nicholson, City Queen, Online.

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: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

expected to demonstrate the following required skills: - keyboarding and computer skills to complete a range of formatting and layout tasks; - literacy skills to read and understand a variety of texts; to prepare general information and papers according to target audience; and to edit and proofread documents to ensure clarity of meaning and conformity to organisational requirements; - numeracy skills to access and retrieve data, and; - problem-solving skills to determine document design and production processes. Students will also be expected to demonstrate the following knowledge: - appropriate technology for production requirements; - functions and features of contemporary computer applications; - organisational policies, plans and procedures, and; - organisational requirements for document design e.g. style guide.

BSBITU307A Develop keyboarding speed and accuracy

Locations: Footscray Nicholson, City Queen.

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: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - keyboarding skills to enter text and numerical data; - literacy skills to read, proofread and edit documents, and; - numeracy skills to collate and present data, graphs and annotated references. Students will also be expected to demonstrate the following knowledge: - key provisions of relevant legislation from all forms of government that may affect aspects of business operations, such as: privacy laws, copyright, and OHS.

BSBITU309A Produce desktop published documents

Locations: Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to design and produce desktop published documents.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to clarify requirements of documents; - culturally appropriate communication skills to relate to people from diverse backgrounds and people with diverse abilities; - editing and proofreading skills to check own work for accuracy against original; - keyboarding skills to enter text and numerical data; - literacy skills to read and understand the organisation's procedures and to use models or exemplars to produce a range of documents, and; - problem-solving skills to edit documents and to resolve issues of consistency of design. Students will also be expected to demonstrate the following knowledge: - energy and resource conservation techniques; - organisational requirements for ergonomics, work periods and breaks; - organisational style guides;

- purposes, uses and functions of desktop publishing software, and; - styles and their effect on formatting, readability and appearance of document. .

BSBITU401 Design and develop complex text documents

Locations: Footscray Park, Footscray Nicholson, City King St.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to design and develop business documents using complex technical features of word processing software. It applies to individuals who work in a range of business environments and have skills which may be applied in the provision of administrative support within an enterprise, or by technical/knowledge experts responsible for producing their own word processed documents.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - follow organisational and safe work practices; - adhere to organisational requirements; - adhere to task requirements when producing complex documents; - resolve issues by referring to user documentation and online help; - use appropriate data storage options; - apply knowledge of complex operation and functions of industry software applications, and; - communicate with relevant personal. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - outline various formatting styles and their effect on formatting, readability and appearance of documents; - explain organisational requirements for ergonomics, work periods and breaks, and conservation techniques, and; - describe purpose and contents of an organisational style guide.

BSBITU402 Develop and use complex spreadsheets

Locations: Footscray Park, Footscray Nicholson, St Abans, Werribee, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to use spreadsheet software to complete business tasks and produce complex documents. It applies to individuals employed in a range of work environments who require skills in creation of complex spreadsheets to store and retrieve data. They may work as individuals providing administrative support within an enterprise, or may be independently responsible for designing and working with spreadsheets relevant to their own work roles.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - follow organisational and safe work practices; - adhere to organisational requirements; - adhere to identified or task requirements when producing documents; - resolve issues by referring to user

documentation and online help; - use appropriate data storage options; - evaluate tasks to improve efficiency; - apply knowledge of functions and features of contemporary computer applications, and; - communicate with relevant personnel. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - explain advanced functions of spreadsheet software applications; - describe impact of formatting and design on presentation and readability of data, and; - explain organisational requirements for ergonomics, work periods and breaks, and conservation techniques.

BSBITU404 Produce complex desktop published documents

Locations:Footscray Park.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to design and produce complex desktop published documents. This unit applies to individuals employed in a range of work environments who require well-developed skills in desktop publishing. They may be individuals providing administrative support within an enterprise, or others responsible for production of their own documents.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - follow organisational and safe work practices including: ergonomic requirements; energy and resource conservation techniques; - adhere to organisational requirements for: ensuring consistency of style and image; logically sequencing data; producing documents within designated timelines; naming and storing documents; - adhere to task requirements when producing documents, and; - resolve any issues including: formatting issues; errors and omissions; problems with design and production. Students will also be expected to demonstrate the following knowledge: - outline various formatting styles and their effect on formatting, readability and appearance of documents; - explain organisational requirements for ergonomics, work periods and breaks, and energy and resource conservation techniques; - identify purposes, uses and functions of desktop publishing software, and; - describe purpose and contents of an organisational style guide. .

BSBITU404A Produce complex desktop published documents

Locations:Footscray Nicholson, Online.

Prerequisites:Nil.

Description:This unit describes the performance outcomes, skills and knowledge required to design and produce complex desktop published documents.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to clarify requirements of documents; - culturally appropriate communication skills to

relate to people from diverse backgrounds and people with diverse abilities; - editing and proofreading skills to check own work for accuracy against original; - keyboarding skills to enter text and numerical data; - literacy skills to read and understand organisation's procedures and to use models or exemplars to produce a range of documents, and; - problem-solving skills to edit documents and to resolve issues of consistency of design. Students will also be expected to demonstrate the following knowledge: - formatting styles and their effect on formatting, readability and appearance of documents; - organisational requirements for ergonomics, work periods and breaks, and energy and resource conservation techniques; - purposes, uses and functions of desktop publishing software, and; - organisational style guide.

BSBLDR401 Communicate effectively as a workplace leader

Locations:Footscray Park, Footscray Nicholson, City King St.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to communicate effectively as a workplace leader, including understanding the context, choosing methods of communication to suit the audience, and following up. This unit applies to managers, supervisors and team leaders required to communicate with other persons within the workplace. Communication skills cover a range of methods and contexts within principally structured environments.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify the context for communication and adjust approach and responses accordingly; - create and present clear messages choosing method and mode appropriate to the audience and context undertake effective two-way communication from the perspective of a team leader, and; - identify and record actions required as a result of communication and follow-up in a timely manner. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - list effective management communication characteristics; - describe a range of electronic and non-electronic communication methods, including situations where they would or would not be used; - describe the characteristics of effective listening techniques; - explain feedback process and methods; - identify team leadership communication responsibilities; - explain barriers to communication in a workplace context; - describe verbal and non-verbal communication characteristics, and; - explain the impact of legislation and organisational policies on workplace communication.

BSBLDR402 Lead effective workplace relationships

Locations:Industry, Footscray Nicholson, St Albans, Werribee, Geelong Learning Links..

Prerequisites:Nil.

Description:This unit defines skills, knowledge and outcomes required to use leadership to promote team cohesion. It includes motivating, mentoring, coaching and developing the team and forming the bridge between the management of the organisation and team members. This unit applies to team leaders, supervisors and new or emerging managers where leadership plays a role in developing and maintaining effective workplace relationships. It applies in any industry or community context.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following performance criteria: - access and analyse information to achieve planned outcomes; - apply techniques for resolving problems and conflicts and dealing with poor performance within organisational and legislative requirements; - review and improve workplace outcomes in consultation with relevant personnel; - adjust interpersonal style and communications to respond to cultural and social diversity; - apply relationship management and communication skills with a range of people; - demonstrate integrity, respect, empathy and cultural sensitivity and promote trust; - forge effective relationships with internal and/or external people and help to maintain these networks; - encourage participation and foster contribution of and respect for ideas and feedback, and; - provide support to colleagues to resolve difficulties. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - give examples of how work relationships, and the cultural and social environment, can support or hinder achieving planned outcomes; - explain techniques for developing positive work relationships and building trust and confidence in a team including interpersonal styles, communications, consultation, cultural and social sensitivity, networking; - explain the impact of legislation and organisational policies on workplace relationships; - describe a range of methods and techniques for communicating information and ideas to a range of stakeholders; - outline problems solving methods; - explain methods to resolve workplace conflict; - explain methods to manage poor work performance, and; - explain how to monitor, analyse and introduce ways to improve work relationships.

BSBLDR403 Lead team effectiveness

Locations: Industry, Footscray Nicholson, Online.

Prerequisites:Nil.

Description:This unit defines skills, knowledge and outcomes required to plan and supervise the performance of the team and develop team cohesion. It applies team leaders, supervisors and new emerging managers who have an important leadership role in the development of efficient and effective work teams.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - apply knowledge of organisational goals, objectives and plans; - develop a team work plan including documentation of how it was generated and how it will be monitored; - identify and incorporate innovation and productivity measures into a team work plan; - communicate with team members and management to identify and establish the team purpose, roles, responsibilities, goals plans and objectives and resolve problems; - use techniques to consult, encourage, support and provide feedback to

team members; - model team leadership behaviours and approaches, and; - liaise with management to develop the teamwork plan, resolve issues and ensure follow-up action is taken. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - delegation and work allocation; - goal setting; - group dynamics and processes; - individual behaviour and difference; - leadership styles; - motivation; - negotiation; - problem solving; - planning; - workplace innovation, and; - workplace productivity.

BSBLDR404 Lead a diverse workforce

Locations: Industry, Footscray Nicholson.

Prerequisites:Nil.

Description:This unit identifies the behaviours, skills and knowledge required to lead a diverse workforce. It covers identifying, analysing and engaging with a diverse workforce to maximise the benefit of diversity to the organisation. The unit applies to supervisors, team leaders, new and emerging managers who lead within a diverse workforce environment and exercise discretion and autonomy within a structured business context.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify diversity within a team based workforce and outline opportunities and barriers to inclusive engagement of individuals; - promote the benefits of diversity within the workplace and identify the business benefits of incorporating diversity into planning and operations; - demonstrate communication style and methods that encourage inclusion identifying and compensating for own bias and assumptions; - develop work plans that integrate a diverse workforce, adjusting plans and operations to meet legislation, regulations and policy, and; - structure continuous feedback and review processes into team activities. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - outline legislation, regulation and business policy and procedures relevant to diversity in the workplace; - explain the origins and types of diverse groups/persons in the workplace; - give examples of strategies, tools and techniques for integrating and engaging a diverse workforce; - explain the potential impacts of gender, race, age, disability, sexual orientation, form of work engagement and flexible work arrangement on workforce engagement, and; - identify benefits to business of having a diverse workforce and barriers to inclusive engagement.

BSBLDR501 Develop and use emotional intelligence

Locations: Industry, Footscray Nicholson.

Prerequisites:Nil.

Description:This unit covers the development and use of emotional intelligence to increase self-awareness, self-management, social awareness and relationship management in the context of the workplace. It includes identifying the impact of own emotions on others in the workplace, recognising and appreciating the emotional strengths and weaknesses of others, promoting the development of emotional intelligence in others and utilising emotional intelligence to maximise team outcomes. It applies to managers who identify, analyse, synthesise and act on

information from a range of sources and who deal with unpredictable problems. They use initiative and judgement to organise the work of self and others and plan, evaluate and co-ordinate the work of teams.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify the impact of own emotions on others by identifying own emotional strengths and weaknesses, stressors, emotional states and triggers and gathering feedback from others; - model behaviours that demonstrate management of emotions, and; - recognise and respond to the emotional states of others promote the development of emotional intelligence in others. Students will also be expected to demonstrate the following knowledge: - explain emotional intelligence principles and strategies; - describe the relationship between emotionally effective people and the attainment of business objectives; - explain how to communicate with a diverse workforce which has varying cultural expressions of emotion, and; - explain the use of emotional intelligence in the context of building workplace relationships.

BSBLDR502 Lead and manage effective workplace relationships

Locations: Industry, Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to lead and manage effective workplace relationships. It applies to individuals in leadership or management who have a prominent role in establishing and managing processes and procedures to support workplace relationships taking into account the organisation's values, goals and cultural diversity. 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:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - develop and/or implement processes to manage ideas and information; - establish and/or implement policies to ensure that the organisation's cultural diversity and ethical values are adhered to; - provide leadership through own behaviour including: professional conduct that promotes trust with internal and external contacts and adjusting own interpersonal communication style to meet the organisation's cultural diversity and ethical environment; - plan for, and manage, the use of networks to support identifiable outcomes for the team and the organisation, and; - develop and/or implement processes and systems to manage difficulties. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - explain how systems, policies and procedures can support the development of effective work relationships focusing

on interpersonal styles, communications, consultation, cultural and social sensitivity, networking and conflict resolution, and; - outline legislation relevant to managing effective workplace relationships.

BSBLDR503 Communicate with influence

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

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to present and negotiate persuasively, lead and participate in meetings and make presentations to customers, clients and others. It applies to managers and leaders who identify, analyse, synthesise and act on information from a range of sources, and who deal with unpredictable problems. They use initiative and judgement to organise the work of self and others and plan, evaluate and co-ordinate the work of teams.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - negotiate and present persuasively; - communicate clearly with business associates, client groups and others to position the business to best effect including listening actively, understanding the information needs of others and adapting communication to suit the audience; - prepare for, participate in, and lead meetings to obtain outcomes, and; - prepare and make presentations to groups of people. Students will also be expected to demonstrate the following knowledge: - explain the business and organisational protocols for the release of information and communicating internally or externally; - explain the requirements to maintain confidentiality in the workplace; - identify industry, media and government organisations, events and communication channels relevant to the organisation; - demonstrate principles of cross-cultural communication; - explain principles of negotiation, mediation, conflict resolution and incident de-escalation, and; - describe structured and inclusive meeting procedures.

BSBLDR511 Develop and use emotional intelligence

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

Prerequisites:Nil.

Description:This unit covers the development and use of emotional intelligence to increase self-awareness, self-management, social awareness and relationship management in the context of the workplace. It includes identifying the impact of own emotions on others in the workplace, recognising and appreciating the emotional strengths and weaknesses of others, promoting the development of emotional intelligence in others and utilising emotional intelligence to maximise team outcomes. It applies to managers who are required to identify, analyse, synthesise and act on information from a range of sources and who deal with unpredictable problems as part of their job role. They use initiative and judgement to organise the work of self and others and plan, evaluate and co-ordinate the work of teams.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - conduct an analysis to identify own emotional strengths, weaknesses, stressors, emotional states and triggers, incorporating feedback from others; - identify workplace situations and environments that may trigger an emotional response; - model behaviours that demonstrate management of emotions; - recognise the impact that cultural behaviours and beliefs may have on workplace interactions; - recognise and respond to the emotional states of others; - use emotional intelligence of self and others to enhance team performance, and; - promote the development of emotional intelligence in others. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - key features of emotional intelligence principles and strategies; - key elements of the relationship between emotionally effective people and the attainment of business objectives; - key strategies for communicating with a diverse workforce which has varying cultural expressions of emotion, and; - key features of emotional intelligence in the context of building workplace relationships.

BSBLDR513 Communicate with influence

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

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to present and negotiate persuasively, lead and participate in meetings and make presentations to customers, clients and other key stakeholders. It applies to managers and leaders who are required to identify, analyse, synthesise and act on information from a range of sources, and who deal with unpredictable problems as part of their job role. They use initiative and judgement to organise the work of self and others and plan, evaluate and co-ordinate the work of teams.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - review organisational policies to determine information that may be subject to confidentiality; - negotiate and present persuasively; - identify relevant stakeholder groups; - communicate clearly with key stakeholders to position the business to best effect including listening actively, understanding the information needs of others and adapting communication to suit the audience; - prepare for, participate in, and lead meetings to obtain outcomes, and; - prepare and make presentations to groups of people including: - identifying suitable fora for presentations; - presenting reliable information; - designing the presentation to meet the needs of the audience, and; - answering questions clearly and concisely. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - key industry, media and government organisations, events and communication channels that are relevant to the organisation; - key principles of cross-cultural communication; - key features of various techniques for negotiation, mediation, conflict resolution and incident de-escalation; - key features of structured and inclusive meeting procedures; - key features of relevant organisational objectives, and; - key features of relevant organisational policies and procedures, including in relation to the confidentiality of information.

BSBLDR805 Lead and influence change

Locations:Industry.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to apply organisational leadership in change management through influencing and shaping an organisational culture that is receptive to and embraces the opportunities for change. The unit includes influencing organisational culture, anticipating change and providing strategic leadership in change management. It applies to people who use cognitive and creative skills to review, critically analyse, consolidate and synthesise knowledge, in order to generate ideas and provide solutions to complex problems. They use communication skills to demonstrate their understanding of theoretical concepts and to transfer knowledge and ideas to others.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - plan and implement a strategic review of organisational culture in an organisation and develop a vision for the future; - research and anticipate the likelihood of change for the organisation; - identify, support and promote the advantages of change to stakeholders by communication, role modelling and celebrating success; - embed change management into organisational policies, procedures and practices including recruitment, training, procurement and resourcing, and; - implement and monitor change management in a continuous improvement cycle. Students will also be expected to demonstrate the following knowledge: - explain change management models and current best practice; - give examples of change management leadership strategies; - outline the effects of change and ways to ensure strategic advantage; - list the key factors driving change in the internal and external operating environment of the business and community; - outline organisational goals, policies, procedures and guidelines relevant to change management, and; - outline the relevant legislative and regulatory context of the organisation as it relates to change management.

BSBLED401 Develop teams and individuals

Locations:Footscray Park, Industry, Footscray Nicholson, Werribee, City King St, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to determine individual and team development needs and to facilitate the development of the workgroup. It applies to individuals with a broad knowledge of learning and development who apply their skills in addressing development needs to meet team objectives. They may have responsibility to provide guidance or to delegate aspects of tasks to others.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

expected to demonstrate the following performance criteria: - systematically identify and implement learning opportunities for others; - collect feedback on team and individual performance; - give and receive feedback from team members to encourage participation in and effectiveness of the team; - collaboratively develop learning plans to match skill needs of individuals and groups; - provide mentoring and coaching assistance to teams and individuals, and; - monitor and review workplace learning. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - describe facilitation techniques to encourage team development and improvement; - outline organisational policies, plans and procedures for developing teams, and; - identify career paths and competency standards relevant to the industry.

BSBLED501 Develop a workplace learning environment

Locations: Industry, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the 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. It applies to individuals who have a prominent role in encouraging, supporting and facilitating the development of a learning environment in which work and learning come together. 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: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - collaboratively review performance development needs of individuals and teams; - plan professional development for individuals and teams that enhances organisational performance; - develop and implement learning plans; - liaise with training and development specialists; - recognise workplace achievement by giving feedback, recognition and rewards; - monitor and improve workplace learning, and; - record and report workplace learning outcomes. Students will also be expected to demonstrate the following knowledge: - explain how management of relationships can achieve a learning environment, and; - identify principles and techniques involved in the management and organisation of: adult learning; coaching and mentoring; consultation and communication; improvement strategies; leadership; learning environment and learning culture; monitoring and reviewing workplace learning; problem identification and resolution; record keeping and management methods; structured learning; work-based learning.

BSBLED503 Maintain and enhance professional practice

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required by individuals to manage their own professional development and ongoing performance.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic

and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - adhere to organisation's framework when setting personal goals and plans; - determine personal learning needs incorporating feedback obtained from colleagues and clients; - document personal learning needs in a professional development plan; - use networking and professional development activities to maintain own professional practice, and; - identify and implement improvements to own professional practice and keep records of progress. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - describe organisational goals and objectives and how they impact personal work goals and objectives; - list a range of continuous improvement techniques and processes, and their application; - identify networks relevant to professional practice; - describe the types and availability of professional development activities and opportunities, and; - outline relevant legislation, codes of practice and standards that apply to professional practice.

BSBLEG403 Maintain trust accounts

Locations: Footscray Nicholson, City Queen.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to maintain trust monies related to specific files, under instruction of a legal practitioner. It applies to individuals who work under supervision and 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.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - comply with organisation's trust accounting policies and procedures demonstrating honesty, integrity and accuracy in calculations and reconciliations; - prepare accurate and compliant documentation, and; - resolve or appropriately refer discrepancies and irregularities. Students will also be expected to demonstrate the following knowledge: - outline scope of own role; - explain legal terminology in relation to trust accounting; - list relevant Australian Taxation Office regulations, current legislation governing trust accounts, and legal processes; - explain required documentation for trust account transactions, and security, confidentiality and privacy requirements; - discuss statutory charges, taxes and other fees applicable to institutions, and; - summarise accepted codes of practice relevant to the workplace.

BSBLEG418A Produce complex legal documents

Locations: Footscray Nicholson, 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:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - follow and interpret instructions; - provide clear and specific instructions about information required; - edit and proofread to ensure: clarity of meaning and conformity to enterprise requirements; accuracy and consistency of information; - numeracy skills to collate and present data, graphs and annotated references; - problem-solving skills to use processes flexibly and interchangeably; - technology skills to use a range of software applications, and; - organisational skills to select and apply the procedures and strategies needed to perform a range of tasks within designated timelines. Students will also be expected to demonstrate the following knowledge: - application of organisation's policies and procedures in relation to precedent design; - developing and testing templates, and; - accepted codes of practice relevant to the workplace.

BSBLEG510 Apply legal principles in family law matters

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to apply legal principles within the family law framework.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - collect accurate and detailed facts from clients about property, support and parenting, and interpret and communicate outcomes according to law; - provide appropriate information and documentation to clients at appropriate stages of legal process; - calculate and document relevant costing according to organisational requirements, and; - complete and present documentation for review. Students will also be expected to demonstrate the following knowledge: - explain relevant court processes for family law matters; - outline legal processes required in this role; - describe family law as it applies to scope of workplace responsibilities; - outline documentation required in family law matters, and; - summarise the organisation's required policies and procedures pertinent to this role.

BSBLEG511 Apply legal principles in criminal law matters

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to carry out administrative tasks within criminal law frameworks.

Required Reading:The qualified trainer and assessor will provide teaching and

learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - prepare appropriate documentation according to organisation's policies and procedures and provide it to required people at the appropriate time; - communicate with clients in a sensitive, discreet and professional manner, and; - conduct work according to legislative requirements and within accepted codes of conduct. Students will also be expected to demonstrate the following knowledge: - outline the scope of job role in the context of legislation, regulations and codes of practice; - explain relevant court processes; - summarise current criminal law legislation; - outline documentation required in criminal law matters, and; - identify the organisation's required policies and procedures pertinent to this role.

BSBLEG512 Apply legal principles in property law matters

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes skills and knowledge required in the conduct and administration of straightforward property law matters.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - prepare, give and obtain appropriate and accurate information and documents from the parties at the required stages of the legal process; - conduct duties according to organisational and legislative requirements; - apply the principles of property law in the buying and selling of property and preparation and execution of leases, and; - prepare documentation and carry out the administrative activities associated with buying and selling property and preparing leasing contracts. Students will also be expected to demonstrate the following knowledge: - outline the scope of job role in context of legislation, regulations and codes of practice; - explain relevant court processes; - summarise current property law; - outline legal processes required in this role; - outline documentation required in property law, and; - discuss the organisation's policies and procedures pertinent to this role.

BSBLEG513 Apply legal principles in corporation law matters

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to establish business structures and prepare associated documentation within corporation law frameworks.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting

of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - prepare and lodge accurate and appropriate documentation at required stages of legal process; - conduct all duties according to legislative and organisational requirements, and; - provide assistance to others to achieve joint outcomes when necessary. Students will also be expected to demonstrate the following knowledge: - outline scope of job role in the context of relevant legislation, regulations and codes of practice; - explain relevant court processes; - summarise current corporation law principles; - outline legal processes required in this role; - outline documentation required in corporation law matters, and; - discuss organisation's required policies and procedures pertinent to this role.

BSBLEG514 Assist with civil procedure

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to assist in civil procedure contexts and processes of litigation.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - assess matters in dispute and prepare accurate costing documents; - obtain and prepare accurate, compliant and complete litigation documents according to legislative and organisational requirements, and; - complete administrative tasks for the discovery process. Students will also be expected to demonstrate the following knowledge: - explain alternative methods of dispute resolution; - explain what purpose of discovery means in civil matters; - outline documentation required for civil procedure matters; - identify the organisation's policies and procedures pertinent to civil procedures; - summarise the legislation and accepted codes of practice relevant to civil procedure matters, and; - outline the role of the courts and associated personnel for civil matters.

BSBLEG515 Apply legal principles in wills and probate matters

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to prepare wills and probates, powers of attorney and other deceased estate documentation.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - determine and obtain information required to handle will and probate matters; - prepare appropriate documentation, including wills, probate and other deceased estate documentation, and; - conduct all work according to legislative and organisational requirements. Students will also be expected to demonstrate the following knowledge: - outline the

scope of the job role in the context of legislation, regulations and codes of practice; - summarise the organisation's policies and procedures for wills and probate matters; - outline the roles and responsibilities of parties involved in wills and probate matters, and; - briefly outline the forms, documents and annexures relevant to wills and probate.

BSBLIB201 Assist with circulation services

Locations: Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to process loan transactions and respond to circulation and lending enquiries from customers. It applies to individuals working under supervision within established policies and procedures, in frontline library and information services roles.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - apply knowledge of circulation services processing and procedures to complete several customer transactions and/or enquiries; - process loans and returns within required time constraints and according to procedures, and; - communicate courteously and effectively with customers. Students will also be expected to demonstrate the following knowledge: - outline important features of circulation systems and technology in different industry contexts; - describe relevant systems, policies and procedures for: customer service; handling money and security; inter-library loans and lending; pre-paid services; - describe key principles underpinning operation of manual and automated circulation systems, including self-service systems, and; - discuss security protocols for: clients; money; staff; theft; vandalism.

BSBLIB202 Process information resource orders

Locations: Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to determine, order and receive orders for information resources according to organisational acquisition procedures. It applies to individuals undertaking straightforward administrative and organisational functions in a library or information services context, generally under supervision, within established procedures.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - accurately process orders for information resources; - apply knowledge of bibliographic and catalogue record components to determine order requirements; - process multiple orders for different types of resources, and; - work within realistic industry time constraints. Students will also be expected to demonstrate the following knowledge: - explain how to interpret organisational procedures, including systems for determining availability of resources;

- describe a range of available print and electronic information resources, and; - describe typical ordering processes and systems used by information services providers.

BSBLIB303 Provide multimedia support

Locations: Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to use a range of multimedia equipment and programs at a non-specialist level. It applies to individuals who work under supervision and have some responsibility to complete work within established guidelines.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - use current multimedia equipment and programs; - assist others to use multimedia equipment and programs; - correct minor operational faults, and; - report on use of multimedia equipment and programs and make recommendations for upgrading. Students will also be expected to demonstrate the following knowledge: - explain range of current multimedia options relevant to the work context at a generalist level; - describe features and general operating functions of different multimedia options; - list common faults and ways of rectifying these in multimedia equipment and programs used; - outline scope of repair and maintenance activities that can be undertaken without specialist assistance; - identify sources of information on multimedia equipment and programs, and; - explain conditions of current licences and equipment maintenance agreements.

BSBLIB304 Develop and use information literacy skills

Locations: Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to define, locate, select, evaluate and present information in response to identified needs. It applies to individuals employed in any capacity, as well as members of the wider community, as information literacy skills have broad application in all industries, as well as to life skills in general. At this level, work is usually undertaken under supervision, though some autonomy and judgement can be expected within established parameters.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - define, locate, select and evaluate relevant information in response to identified needs; - present information in a logical, well-organised and appropriate manner; - assess and develop strategies to improve own information literacy skills, and; - complete tasks in industry realistic timelines and conditions. Students will also be expected to demonstrate the following knowledge: - identify types of information resources available on a range of topics relevant to job role or required outcome; - discuss techniques and procedures

for accessing different information sources, including use of current technology, and; - discuss relevant protocols or organisational policies and procedures in relation to presentation of different types of information. .

BSBLIB305 Use established cataloguing tools

Locations: Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit describes skills and knowledge required to select and use established tools, systems, technologies, conventions and standards to search, retrieve and validate data from catalogues at an introductory level. It applies to individuals working in a library or information services context, under supervision, who apply a general understanding of cataloguing and bibliographic concepts in their job.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - apply general knowledge of cataloguing tools and standards to work activities; - demonstrate an understanding of cataloguing entries and components to search and retrieve records, and; - use current industry systems, technologies and conventions. Students will also be expected to demonstrate the following knowledge: - identify principal cataloguing tools used in libraries and information services in Australia endorsed by the Australian Committee on Cataloguing (ACOC); - describe application of tools to different areas of work; - outline rationale behind cataloguing tools and systems in the broad library and information services context; - explain basic components and structure of bibliographic records, including descriptive cataloguing records and machine readable cataloguing (marc) formats, and; - describe commonly used classification and subject heading schemes.

BSBLIB402 Consolidate and maintain industry knowledge

Locations: Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to develop and apply knowledge of library and information services and/or the cultural industry sectors of museums and galleries, and maintain its currency. It applies to individuals who are working in or seeking work in organisations providing library and information services and/or galleries and museums, and who work autonomously according to established procedures.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - source, assess and evaluate a range of information for the relevant industry sector; - explain value and principles of relevant industry sector, and how they relate to funding and service delivery; - recognise legislation relevant to the workplace and ethical issues; - identify major

industry trends and technology developments, and; - identify a career path. Students will also be expected to demonstrate the following knowledge: - identify sources of information on library and information services and/or cultural industry sectors of museums and galleries; - outline historical development of relevant industry sectors; - explain underpinning values, principles and philosophies of the relevant industry sectors; - identify legislation and ethical practices impacting the relevant industry sectors; - outline career opportunities and career pathways in the relevant industry sectors; - discuss current trends within the relevant industry sectors and the potential impacts and opportunities they present; - explain the nature, role and functions of relevant major professional associations or industry bodies, and; - discuss employee and employer obligations.

BSBLIB403 Complete a range of cataloguing activities

Locations: Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to design systems and structures related to copy and original descriptive cataloguing; to search, retrieve and edit material from existing records and to undertake general catalogue maintenance. This requires application of a sound knowledge of cataloguing standards and systems. It applies to individuals in information services organisations, working according to established procedures and guidelines, with minimal supervision, and with responsibility for maintaining catalogues, as well as for copy and original descriptive cataloguing.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - create, edit and maintain catalogue records accurately, and in the process demonstrate: - sound knowledge of bibliographic and catalogue record components; - knowledge of cataloguing standards; - use of current industry systems, and; - complete activities within realistic workplace time constraints. Students will also be expected to demonstrate the following knowledge: - reference cataloguing standards and systems used in Australian libraries endorsed by the Australian Committee on Cataloguing (ACOC); - apply commonly used automated cataloguing systems and shared cataloguing networks; - analyse frequently occurring cataloguing problems; - describe principles of bibliographic description and access; - compare and contrast ways of preparing original and copy cataloguing records; - describe procedures for maintaining cataloguing records, and; - discuss copyright, moral rights and intellectual property issues and legislation that impact cataloguing.

BSBLIB404 Use integrated library management systems

Locations: Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to apply a basic understanding of the interrelated functions of integrated library management systems (ILMS) to use online catalogues, process loan transactions, and provide circulation and lending services to meet customer needs.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - use integrated library management systems (ILMS); - maintain knowledge of trends and emerging technologies affecting ILMS, and; - demonstrate provision of customer support, including resolution of customer enquiries and complaints. Students will also be expected to demonstrate the following knowledge: - describe basic functions of ILMS; - provide examples demonstrating the interrelation of different modules in the ILMS; - describe and illustrate interrelation between different functions of an automated library management system, including cataloguing, circulation, and acquisitions modules; - describe basic features of online catalogues; - describe basic features of automated circulation systems, including self-charging systems and associated technologies; - discuss application of organisational policies and procedures, and; - identify safe work practices relating to using an ILMS.

BSBLIB405 Assist customers to access information

Locations: Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to help customers obtain information they need, that can be found in readily accessible sources. It applies to individuals working in frontline information services roles in any industry sector. They may be working in library and information services organisations, records management units, government departments, tourist information centres or community advisory organisations. These roles are undertaken within established guidelines under general supervision.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - use bibliographic tools and industry-current technology; - communicate information to several customers using a range of print and electronic information sources; - apply well-developed information literacy skills, and; - respond constructively to a wide range of information requests within established collections. Students will also be expected to demonstrate the following knowledge: - reference organisational policies in relation to customer assistance; - describe typical customer requests and appropriate information sources for responding; - describe techniques for using print and electronic reference resources and tools, including formulating search strategies; - analyse a range of information resources, formats and delivery options, including: document delivery and supply processes; electronic and print; interlibrary loans; - outline copyright, moral rights and intellectual property legislation, and issues relevant to information services providers, and; - explain cultural considerations when working with customers and potentially sensitive material.

BSBLIB406 Obtain information from external and networked sources

Locations: Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to establish the

information needs of customers, and then search external and networked sources to meet those needs. It applies to individuals working in frontline information services roles within established guidelines and under general supervision in library and information services contexts. They may be working in public, school, medical, law, business, or academic libraries. Work relates to information requests that cannot be satisfied from sources within the organisation.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communicate effectively and efficiently with customers; - apply well-developed information literacy skills; - use external sources and bibliographic tools, including electronic sources, to obtain different types of information, and; - search external sources effectively to meet a range of different information needs. Students will also be expected to demonstrate the following knowledge: - describe components of bibliographic records; - identify and discuss copyright, moral rights and intellectual property legislation and issues of interlibrary loans and document supply; - evaluate document delivery services and options, including for electronic formats; - identify external sources of information; - analyse information services networks that facilitate access to external sources; - locate and reference interlibrary lending policies and standards, such as the Australian Interlibrary Resource Sharing (ILRS) code; - evaluate range of available information sources for print and electronic materials; - evaluate range of available interlibrary lending networks and document delivery services and organisations, and; - discuss and compare search strategies for external and networked sources.

BSBLIB407 Search library and information databases

Locations:Footscray Nicholson, St Albans, Werribee, Sunshine, Online, Geelong Learning Links..

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to search and analyse information from a range of bibliographic and full text databases, evaluate these against specific criteria, and then present this information to clients. It applies to individuals who undertake regular database searches as part of their information services role. Work is undertaken with limited supervision and according to organisational and system guidelines.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - analyse and evaluate a range of databases; - adopt appropriate search techniques to source information in response to a range of customer needs; - use current industry systems and equipment efficiently and effectively, and; - respond effectively and appropriately to multiple and varied information requests. Students will also be expected to demonstrate the following knowledge: - describe role of databases in context of the information

services industry; - describe scope and type of databases available to information services providers; - define features of commonly used databases; - describe differences between database and internet searching; - compare and contrast several database searching techniques and procedures, and; - identify relevant copyright, moral rights and intellectual property issues and legislation relevant to the use of information from databases.

BSBLIB503 Develop and promote activities, events and public programs

Locations:Footscray Nicholson, Online.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to plan, develop and promote activities, events and public programs for different customer groups. It applies to individuals who work in a broad range of industry contexts and who focus on short-term planning and promotion of an activity, event or public program, and may have responsibility for the work outcomes of others.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - research, plan, develop and promote activities, events or public programs to meet specified needs, and; - conduct and evaluate effectiveness of activities, events or public programs. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - identify subject matter around which activities, events or public programs are developed; - outline features of typical policies, procedures and practices relating to provision of activities, events and public programs; - explain the concept of sustainable practice and its relevance to development of public programs; - identify sources of advice and specialist assistance for activity development; - discuss techniques for planning and scheduling activities, events and public programs; - outline interpretation techniques suitable for a wide range of audiences; - identify resources for planning, promoting, delivering and evaluating activities, events and public programs; - explain cultural protocols to be observed in developing programs, including those relating to Aboriginal or Torres Strait Islander contexts, and; - identify copyright, moral rights, privacy and intellectual property issues and legislation that impact development of activities, including those relevant to Aboriginal and Torres Strait Islander cultures, child protection and trade practices.

BSBLIB506 Maintain digital repositories

Locations:Footscray Nicholson, Online.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to populate and manage digital collections of information resources. It applies to individuals, working autonomously within established guidelines, with significant technical skills and knowledge in using, maintaining, improving and describing content and context of digital collections according to organisational and system guidelines.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each

unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - add to and remove resources from digital repositories using organisational policies and procedures, and ensuring the access and integrity of these, and; - create and edit metadata for digital repository resources. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - identify and describe access and preservation standards for digitisation; - discuss copyright, moral rights, digital rights management and intellectual property issues and legislation that impact digital repositories; - describe different digital file formats; - describe digital preservation techniques; - review information management principles for description and access; - maintain knowledge of current trends in digital repositories; - identify and describe licensing agreements covering digital resources; - reference metadata standards and systems used in Australian institutions, and; - review organisational procedures regarding digital repositories.

BSBLIB507 Promote literature and reading

Locations: Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to research and implement strategies that encourage and enhance literature and reading in a wide variety of contexts. Particular emphasis is on improving the literacy of customers by creating environments that provide access to relevant and attractive reading material in a variety of formats to suit a range of ages, reading levels and needs. It applies to individuals responsible for promoting literature and reading to clients as a way of meeting their needs. It applies in many industries, including libraries, information and cultural services, community services and health. Work is undertaken with limited supervision according to organisational guidelines.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - develop, implement and evaluate strategies to promote literature and reading; - meet customer literature requests; - apply information literacy skills when promoting literature and reading, and; - promote use of an organisation's collections and resources. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - define the concept of literacy and describe the role organisations play in promoting reading; - analyse scope and arrangement of literature collections in libraries and related organisations; - identify relevant literature information sources located in publications; - describe and contrast methods for arranging literature collections; - identify several frequently asked literature requests and outline strategies for answering such requests; - identify several literature reference resources and describe their applications, and; - describe categories and genres into which literature is divided.

BSBLIB509 Provide subject access and classify material

Locations: Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to analyse and catalogue complex material which requires application of bibliographic organisation methods and the ability to use interpretation and judgement to deviate from precedents where necessary. It applies to information services professionals with highly developed technical skills who work autonomously to facilitate customer access to information.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - construct subject access points and accurately classify material to be catalogued; - analyse subject content for cataloguing and classification purposes; - maintain and apply knowledge of bibliographic and catalogue record components, and cataloguing standards and conventions; - demonstrate a collaborative approach to resolving complex problems, and; - demonstrate use of current industry cataloguing systems. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - describe the purpose and function of various cataloguing tools; - select and apply appropriate classification schemes relevant to work context; - demonstrate subject access and control of methods; - demonstrate application of authority systems and files; - select and apply common automated cataloguing modules relevant to work context; - critically review catalogue maintenance principles and activities; - compare and contrast ways of modifying and upgrading records to suit customer needs; - analyse precedents and their use to inform cataloguing of complex materials and demonstrate interpretation and judgement to deviate from precedents where necessary; - identify and apply national and international cataloguing standards; - review current industry trends relating to cataloguing and classification processes, and; - discuss copyright, moral rights and intellectual property issues and legislation relevant to cataloguing practices.

BSBLIB510 Use and monitor advanced functions of integrated library management systems

Locations: Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to use and evaluate the functionality of integrated library management systems (ILMS) at an advanced level and to analyse the interrelated functions of an ILMS, as well as evaluate the systems and services. It applies to individuals working autonomously, within established policies and procedures, in functional areas of libraries. In some contexts, work may involve supervisory or team leader roles.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - use basic and advanced

features of an ILMS to locate information resources for customers; - conduct basic and advanced online catalogue searches; - provide information to customers in a courteous and helpful manner; - source and evaluate information regarding current industry trends in relation to ILMS, and; - evaluate functionality of an ILMS and make recommendations regarding new systems, upgrades and add-ons. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - describe basic operation of automated library management systems, including interrelation between cataloguing, circulation, online catalogue and acquisitions modules; - describe basic and advanced features of automated library management systems, including customer self-service systems and associated technologies; - discuss implications of relevant workplace policies and procedures in relation to lending and interlibrary loans; - describe procedures for document delivery modules; - describe procedures for handling money and security; - discuss best practice customer service policies and procedures, and; - analyse impact of relevant legislation on provision of library and information services.

BSBLIB511 Research and analyse information to meet customer needs

Locations: Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to provide customers with access to, and an analysis of, diverse and complex sources of information. It applies to individuals working in public, corporate or institutional libraries, record management units, government departments, tourist information centres, community advisory organisations or other library and information services contexts, who respond to complex information needs, working autonomously with limited guidance from others.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - analyse information to ensure suitability to meet customer needs; - apply knowledge of the organisation's reference, research and general collections; - apply knowledge of types and scope of databases and other accessible reference tools; - define, locate, analyse and evaluate information; - demonstrate effective interviewing, communication and negotiation with customers about information needs; - efficiently and effectively respond to complex and varied information requests; - demonstrate effective search techniques using a range of print and electronic information sources and tools, and; - demonstrate working within time constraints that reflect industry practice and standards. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - describe scope and range of information sources available in print and electronic formats, including databases and technologies, such as current and emerging web applications; - analyse various techniques for searching and retrieving information from a range of sources, including the internet and other electronic sources; - compare and contrast strategies for obtaining information from external agencies or specialist organisations; - describe a range of available delivery options for presentation of information resources; - outline legal considerations relating to accessing information sources; - define bibliographic standards; - evaluate

several reference sources and databases, both print and online, and; - identify and describe protocols associated with culturally sensitive material, including Aboriginal or Torres Strait Islander cultural material.

BSBLIB513 Monitor compliance with copyright and licence requirements

Locations: Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to monitor compliance with copyright and licence requirements for collections held by Australian archives, galleries, libraries and museums. It applies to individuals who are responsible for monitoring the organisation's compliance with copyright and licence requirements regarding collections held in Australian archives, galleries, libraries and museums, and who operate autonomously but in consultation with other colleagues and broader stakeholders.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - source information about copyright relevant to an organisation; - thoroughly review policies, procedures and licences to ensure compliance with legislation, and; - conscientiously follow procedures to minimise risk of infringements of copyright and licence conditions. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - identify relevant copyright and licensing laws and regulations relating to an organisation; - explain digital preservation; - outline licensing and role of collecting societies; - explain open source copyright licences; - identify organisational policies, protocols and procedures on copyright and licences; - outline principal features of the Copyright Act 1968 (Commonwealth) and Copyright Regulations 1969 and how they are applicable; - explain the rights of copyright owners, including digital rights management; - identify sources of information and advice on copyright, and; - explain protocols for handling culturally sensitive material, including Aboriginal and Torres Strait Islander cultural material.

BSBLIB603 Contribute to collection management

Locations: Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to assist with the selection, acquisition and evaluation of collections and resource materials, and the development of policies and procedures that guide this work. It applies to individuals involved in managing collections in a library or information services context to meet stakeholder needs, working autonomously but in consultation with other colleagues and wider stakeholders.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

expected to demonstrate the following required skills: - analyse usage data; - apply knowledge of collection strategies and policies that address requirements and constraints in specific workplace contexts; - make acquisition and disposal recommendations based on detailed analysis; - develop recommendations that address selection criteria for a variety of collections and formats, and; - demonstrate the ability to monitor the performance of contractors. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - analyse current and emerging trends in relation to libraries and publishing; - review selection, acquisition and de-selection processes and procedures; - identify and analyse issues that impact collection management; - review collection management policies and processes for selecting, weeding and stocktaking, and; - discuss, in-depth, information services trends and practices.

BSBLIB604 Extend own information literacy skills to locate information

Locations:Footscray Nicholson, Online.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to research, analyse and communicate information, ideas and concepts at a complex level, as well as evaluate and continuously improve personal information literacy skills to optimally service requests for information from customers. It applies to individuals operating autonomously with limited guidance from others, in any industry sector with particular relevance to those working in the library and information services sectors. It also applies to occupations required to use technology to locate authoritative information for customers from local and other sources.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - select and adapt search strategies and tools for the purpose; - source and present varied complex information, ideas or concepts; - evaluate search results and take action to enhance final presentation to customer; - implement planned strategies to develop and extend own information literacy skills, and; - use complex and contemporary technology to provide information in response to customer requests; Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - compare and contrast concepts of information literacy and the information literate person; - analyse a range of information sources and technologies available to meet a wide range of information needs; - identify copyright, moral rights and intellectual property issues and legislation that impact research, use and distribution of information; - describe a broad range of information and resources available for development of information literacy skills; - evaluate professional development opportunities and career development strategies in relevant work context; - discuss principles of lifelong learning and how they relate to information literacy, and; - discuss role of information literacy in different occupations.

BSBMED301 Interpret and apply medical terminology appropriately

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

Prerequisites:Nil.

Description:This unit describes the 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, as well as use appropriate medical terminology. It applies to individuals who apply a broad range of competencies in various medical administration contexts. They may exercise discretion and judgment using appropriate knowledge to provide technical advice and support to a team.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - interpret and follow written instructions containing medical terminology; - produce documents containing correct medical terminology according to organisational requirements; - use medical terminology correctly in oral communications, and; - identify and use appropriate abbreviations for medical terms and associated processes. Note: if a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - outline medical terminology relevant to the practice, including the fundamental word structure used in medical terms; - outline the relevant policies and procedures, and; - identify sources of information available to check on medical terminology.

BSBMED301B Interpret and apply medical terminology appropriately

Locations:Online.

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:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - literacy skills to interpret policies, signs and instructions and to use correct spelling, grammar and punctuation; - learning skills to research and increase own knowledge of medical terminology, and; - communication skills to understand, clarify and explain instructions and procedures. Students will also be expected to demonstrate the following knowledge: - medical terminology, including the fundamental word structure used in medical terms; - basic systems of the body; - organisational documentation and recording requirements; - source of information relating to medical terminology, and; - key provisions of relevant legislation from all levels of government that affects business operations, codes of practice and national standards.

BSBMED302 Prepare and process medical accounts

Locations:Industry, Werribee.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to provide advice to

patients regarding fee structures and process referrals, as well as prepare and process medical accounts for a range of patients. This unit applies to individuals who apply a broad range of competencies in various medical administration contexts. They may exercise discretion and judgement using appropriate knowledge to provide technical advice and support to a team.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - provide accurate and clear advice to patients about a range of entitlements and benefits; - use an appointment system to schedule medical appointments; - process referrals according to legislative and organisational requirements; - prepare, process and store medical accounts and payment records according to legislative and organisational requirements, and; - follow up unpaid accounts. Students will also be expected to demonstrate the following knowledge: - outline Medicare entitlements; - outline public and private health insurance systems; - discuss key aspects of relevant legislation, regulations, standards and codes of practice that affect workplace operations; - describe the differences between workers' compensation, TAC and Veterans' Affairs claims, and; - explain procedures for patients without a Medicare card or number.

BSBMED303 Maintain patient records

Locations:Industry, Werribee.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to maintain patient records within an existing medical records management system, under the supervision of a senior receptionist or practice manager. It applies to individuals who apply a broad range of competencies in various medical administration contexts. They are skilled operators who are expected to exercise discretion and judgement in accessing and maintaining patient records while fully respecting patient privacy and the confidentiality of their details.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - use record and file management systems to create, access, store and maintain accurate records, according to organisational requirements; - identify and recommend improvements to record keeping system or own work practices, and; - communicate with relevant people about patient data. Students will also be expected to demonstrate the following knowledge: - outline relevant legislation, regulations, standards and codes of practice that affect patient recordkeeping; - explain workplace policies and procedures related to patient recordkeeping, including privacy and confidentiality; - describe filing record management processes, and; - explain how medical coding is used to help access and maintain patient records. .

BSBMED305B Apply the principles of confidentiality, privacy and security within the medical environment

Locations:Online.

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:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to clarify requirements and to resolve difficult issues with patients, their families and others, and; - planning and organising skills to access and secure records. Students will also be expected to demonstrate the following knowledge: - occupational health and safety (OHS) for example: safe handling of specific dangerous goods (as relevant for enterprise); manual handling; relevant legislation from all levels of government that affects business operations; - codes of practice and national standards, such as: anti-discrimination legislation; ethical principles; privacy laws; Freedom of Information Act, and; - enterprise policies and procedures for confidentiality, privacy and security.

BSBMED401 Manage patient recordkeeping system

Locations:Footscray Park, Werribee, City King St, Whitten Oval.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to manage a patient recordkeeping system within a medical environment and to supervise others. It covers clarifying roles and responsibilities, managing the operation of a patient recordkeeping system, and reviewing and improving the system. The unit does not cover the design of a new system but does cover reviews and improvements to an existing system.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - manage a patient recordkeeping system and supervise its use; - document how records have been accessed and archived by staff or self in accordance with organisational and legislative requirements, and; - provide activities to others that support correct use of a patient record system. Note: if a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - outline relevant legislation, regulations, standards and codes of practice for maintaining records in a medical environment; - explain enterprise policies and procedures; - patient recordkeeping including archiving and records transfer; - privacy and confidentiality; - access to records; - describe filing

systems and record management processes, and; - explain how medical coding is used to help access and maintain patient records.

BSBMGT401 Show leadership in the workplace

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to lead teams and individuals by modelling high standards of conduct to reflect the organisation's standards and values. It applies to individuals who are making the transition from being a team member to taking responsibility for the work and performance of others and providing the first level of leadership within the organisation. These managers have a strong influence on the work culture, values and ethics of the teams they supervise.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify the organisation's standards and values, whether stated or implied by the way the organisation conducts its business; - evaluate own behaviour and performance against these and adjust to achieve required standards; - develop and implement performance plans and key performance indicators (KPIs) to meet organisation's goals and objectives; - use established communication channels to raise questions about standards and values that may be damaging to the organisation; - ensure own behaviour and performance contributes to the integrity and credibility of the organisation; - facilitate processes to make decisions, and; - communicate about making and implementing decisions. Students will also be expected to demonstrate the following knowledge: - explain how to identify an organisation's standards and values when they are stated and implied; - articulate organisational values and expectations of behaviour; - explain basic theory of group behaviour; - outline the organisation's process for raising questions about standards and values; - give examples of behaviours and performance that would typically be considered damaging to an organisation, and; - explain concepts including: organisational values, role modelling, integrity, credibility and leadership.

BSBMGT402 Implement operational plan

Locations: Industry, Footscray Nicholson, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to implement the operational plan by monitoring and adjusting operational performance, planning and acquiring resources and providing reports on performance as required. It applies to individuals who plan activities to achieve the measurable, stated objectives of the team and the organisation. At this level work will normally be carried out within routine and non-routine methods and procedures which require planning, evaluation, leadership and guidance of others.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting

of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following performance criteria: - interact with a range of people/groups to identify resource requirements, performance objectives, systems, procedures and records relating to the operational plan; - vary the operational plan and gain approval to deal with contingencies; - monitor operational performance against the performance objectives and budgets and take action to rectify unsatisfactory performance; - plan and acquire physical and human resources using organisation's systems and procedures; - manage and support personnel to achieve performance objectives. including inducting new employees and providing mentoring and coaching; - present information and recommendations to support implementation and variation of the operational plan, and; - document and provide reports on performance as required by the organisation. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - describe performance monitoring systems and processes; - describe methods for problem solving, and; - explain how organisational policies and procedures relate to the operational plan.

BSBMGT403 Implement continuous improvement

Locations: Industry, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to implement the organisation's continuous improvement systems and processes. It covers using systems and strategies to actively encourage the team to participate in the process, monitoring and reviewing performance, and identifying opportunities for further improvements. It applies to managers who have an active role in implementing the continuous improvement process to achieve the organisation's objectives.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - implement continuous improvement systems and provide mentoring and coaching support to enable individuals and teams to participate in decisions, take responsibility, show initiative and implement improvement processes; - implement processes to inform team members about savings and productivity/service improvements achievements; - communicate effectively to support the continuous improvement system and implementation of improvements; - apply continuous improvement to customer services including internal and external customers; - implement, monitor and adjust improvement plans, processes and procedures to improve performance; - document performance to identify further opportunities for improvement, and; - manage records and reports within the organisation's systems and procedures. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - give examples of continuous improvement processes; - list typical areas of need for coaching and mentoring to support continuous improvement; - explain how change management techniques can support continuous improvement and initiative, and; - identify the organisation's systems and data that can be used for benchmarking and monitoring performance for continuous improvement.

BSBMGT502 Manage people performance

Locations: Industry, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the 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. It applies to individuals who manage people. It covers work allocation and the methods to review performance, reward excellence and provide feedback where there is a need for improvement. The unit makes the link between performance management and performance development, and reinforces both functions as a key requirement for effective managers.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - consult with relevant stakeholders to identify work requirements, performance standards and agreed performance indicators; - develop work plans and allocate work to achieve outcomes efficiently and within organisational and legal requirements; - monitor, evaluate and provide feedback on performance and provide coaching or training, as needed; - reinforce excellence in performance through recognition and continuous feedback; - seek assistance from human resources specialists where appropriate, and; - keep records and documentation in accordance with the organisational performance management system. Students will also be expected to demonstrate the following knowledge: - outline relevant legislative and regulatory requirements; - outline relevant awards and certified agreements; - explain performance measurement systems utilised within the organisation; - explain unlawful dismissal rules and due process, and; - describe staff development options and information.

BSBMGT502B Manage people performance

Locations: Industry.

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: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following performance criteria: - communication skills to articulate expected standards of performance, to provide effective feedback and to coach staff who need development; - risk management skills to analyse, identify and develop mitigation strategies for identified risks, and; - planning and organisation

skills to ensure a planned and objective approach to the performance management system. Students will also be expected to demonstrate the following knowledge: - relevant legislation from all levels of government that affects business operation, especially in regard to occupational health and safety and environmental issues, equal opportunity, industrial relations and anti-discrimination; - relevant awards and certified agreements; - performance measurement systems utilised within the organisation; - unlawful dismissal rules and due process, and; - staff development options and information.

BSBMGT516 Facilitate continuous improvement

Locations: Industry, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the 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. It applies to individuals who take an active role in managing a continuous improvement process in order to achieve an organisation's objectives. At this level, work will normally be carried out using 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: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - facilitate effective contributions to and communications about continuous improvement processes and outcomes; - address sustainability requirements; - incorporate mentoring, coaching and other support to enable people to participate effectively in continuous improvement processes, and; - capture insights, experiences and ideas for improvements and incorporate them into the organisation's knowledge management systems and future planning. Students will also be expected to demonstrate the following knowledge: - explain how systems and procedures can support effective continuous improvement, and; - explain how continuous improvement systems and processes relate to other business systems and requirements including, knowledge management, quality, performance management and sustainability.

BSBMGT517 Manage operational plan

Locations: Industry, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the 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. This unit applies to individuals who manage the work of others and operate within the parameters of a broader strategic and/or business plan.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge

and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - develop and implement an operational plan using a variety of information sources and consultation (including using specialist advice if required) which includes: resource requirements; key performance indicators; monitoring processes; contingency plans; - communicate effectively with relevant stakeholders to explain the plan and supporting information, seek approvals, negotiate variations and engage work teams, and; - develop and implement strategies to achieve the operational plan within the organisation's policies, practices and procedures including: recruiting, inducting and developing personnel; acquiring physical resources and services; protecting intellectual property; making variations to the plan; monitoring and documenting performance. Students will also be expected to demonstrate the following knowledge: - describe models and methods for operational plans; - explain the role of an operational plan in achieving the organisation's objectives; - explain budgeting processes; - list alternative approaches to developing key performance indicators to meet business objectives; - outline the legislative and regulatory context relevant to the operational plan of the organisation, and; - outline the organisation's policies, practices and procedures that directly relate to the operational plan.

BSBMGT518 Develop organisation policy

Locations: Industry, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit covers the development or review of 'in house' policy in an organisation. It covers anticipating and confirming the need for policy development or review; planning the policy development process; gathering and analysing information; determining policy direction; and drafting, releasing and promoting policy. It applies to managers who draft and review policy that is formulated to facilitate the implementation of decisions made by senior executives, business owners, and boards of management or similar.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - analyse internal and external factors and consult with stakeholders to identify needs for policy development or review and recommend priorities; - plan, develop and implement policy using: - an analytical framework; - iterative and consultative processes with input from representative stakeholders; - risk management; - stakeholder and issues management strategies, and; - quality assurance, monitoring and evaluation mechanisms. Students will also be expected to demonstrate the following knowledge: - explain policy development processes and practices; - explain the operation of policy cycles; - describe how to use analytical policy development frameworks; - identify the role of current policies underpinning the work area and how they relate to identified area for policy development or review, and; - outline the legislative and regulatory context relevant to the development of the organisation's policies.

BSBMGT605 Provide leadership across the organisation

Locations: Industry, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to demonstrate senior leadership behaviour and personal and professional competence. Business ethics are also addressed in this unit. It applies to individuals who have a role in inspiring and motivating others to achieve organisational goals and to model professionalism in their organisation and industry. Leadership is seen in the context of the organisational mission.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - clearly communicate the organisation's objectives, values and standards to a range of - stakeholders using appropriate media and language; - influence, support and provide resources for individuals and groups to: participate in consultations and decision making processes; contribute to innovation and improvements; achieve their responsibilities and objectives; - facilitate consultative decision making processes with relevant internal and external stakeholders; - demonstrate ethical conduct and professional competence and continuing professional development, and; - encourage others to adopt business ethics and build their commitment to the organization. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - explain business ethics and their application to leadership; - outline leadership styles and their application in supporting the organisation's mission; - objectives and values; - explain the impact of legislation in providing leadership in the organization; - explain the organisation's mission, purpose and values; - describe organisation objectives, plans and strategies, and; - explain organisational change processes.

BSBMGT608 Manage innovation and continuous improvement

Locations: Industry, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to sustain and develop an environment in which continuous improvement, innovation and learning are promoted and rewarded. It applies to people with managerial responsibilities who aim to build a better and more effective work environment. Continuous improvement and innovation have links with the model of the learning organisation and people working at this level play an important role in building the culture, values and attitudes of the organisation.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - analyse and evaluate systems and performance in key areas of the organisation and identify opportunities

for improvement, seeking advice from experts as appropriate; - promote the value of creativity, innovation and sustainability and recognise successes; - support the testing and trialling of new ideas and undertake risk management and cost-benefit analysis for options; - plan for and implement improvements using organisation's processes for approvals, project management and change management; - facilitate effective contributions to and communications about continuous improvement and innovation, and; - capture insights, experiences and ideas for improvements and incorporate them into the organisation's knowledge management systems and future planning. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - outline cost-benefit analysis methods; - describe creativity and innovation theories and concepts; - list organisational learning principles; - identify quality management and continuous improvement theories; - describe relevant risk management concepts, and; - outline relevant sustainability practices.

BSBMGT617 Develop and implement a business plan

Locations: Industry, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to run a business operation and covers the steps required to develop and implement a business plan. It applies to individuals who are running an organisation or who take a senior role in determining the effective functioning and success of the organisation. As such, they may oversee the work of a number of teams and other managers.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - analyse and research business vision, mission, values, objectives, goals, competitors; - financial targets, management arrangements, marketing approaches and strategic, business and operational plans; - write a business plan which includes a description of the business, products and services, financial, physical and human resource requirements, permit and licence requirements, marketing activity, financial indicators, productivity and performance targets for key result areas; - implement a business plan including ensuring skilled labour is available, and that training is provided where appropriate; - monitor and respond to business performance including evaluation of performance against key results indicators including profit and loss, community awareness or branding, environmental impact, governance, quality, sales, triple bottom line and the workforce; - consult, communicate with and report to key stakeholders including business partners, financiers, customers, staff and technical advisers, and; - provide an analysis of the strengths and weaknesses of a business plan. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - outline processes for developing business plans; - describe performance objectives and measures including key performance indicators, and; - identify key stakeholders.

BSBMKG401 Profile the market

Locations: Industry, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to profile a target market or market segments in accordance with a marketing plan and to develop

market positioning strategies. It applies to individuals working in a variety of marketing communications occupational roles who have responsibility for a range of tasks involving analysis and planning.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - develop a market positioning strategy that documents market segmentation, consumer profiling, targeting and strategies relevant to a product or service being offered to the marketplace. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - identify relevant information relating to the Australian Marketing Institute Code of Professional Conduct; - outline requirements of legislation affecting marketing roles; - explain data collection and analysis techniques; - outline relevant industry knowledge; - explain marketing communications concepts and processes; - identify organisational structures, roles, responsibilities, business and marketing plans; - demonstrate knowledge of relevant product and service standards and best practice models, and; - outline relevant statistical terms used by the Australian Bureau of Statistics.

BSBMKG413 Promote products and services

Locations: Footscray Park, Footscray Nicholson, City King St.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to coordinate and review the promotion of an organisation's products and services. It applies to individuals with a broad knowledge of the promotion of products and services specific to an organisation. They may have responsibility to provide guidance or to delegate aspects of these tasks to others.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify the context for the promotional activities; - consult with relevant stakeholders to plan promotional activities to meet objectives, budget and timelines; - coordinate promotional activities, and; - analyse feedback and data to evaluate the effectiveness of planning processes and promotional activities and make recommendations on future directions of promotional activities. Students will also be expected to demonstrate the following knowledge: - outline the legislative and regulatory context of the organisation as relevant to the marketing plan; - outline the planning processes for organising promotional activities; - explain the organisation's marketing objectives and how they support the overall business objectives, and; - explain how common promotional activities could be used to support the marketing objectives.

BSBMKG414 Undertake marketing activities

Locations: Footscray Park, Footscray Nicholson, City King St.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to plan, implement and manage basic marketing and promotional activities. It is a foundation unit covering general and basic marketing and promotional activities that do not require detailed or complex planning or implementation.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - research marketing practices of the organisation; - plan and implement a marketing activity; - record activities and processes used in marketing activity, and; - review effectiveness of marketing plan. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - describe basic foundations of marketing practices; - describe organisational policies and procedures on marketing, and; - outline specific product knowledge related to products and services being marketed.

BSBMKG501 Identify and evaluate marketing opportunities

Locations: Footscray Park, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to identify, evaluate and take advantage of marketing opportunities by analysing market data, distinguishing characteristics of possible markets and assessing viability of changes to operations. It applies to individuals working in a supervisory or management marketing or advertising role within a marketing or advertising team or media organisation.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify and evaluate marketing opportunities to determine whether they can meet organisational objectives, and; - document how current business operations need to be modified, and list resources required, to take advantage of newly identified and evaluated opportunities. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - outline key provisions of relevant legislation, codes of practice and national standards affecting marketing operations; - describe organisational marketing plan, structure, products and services; - explain principles of marketing and marketing mix, and; - describe statistical methods and techniques to evaluate marketing opportunities, including forecasting techniques.

BSBMKG514 Implement and monitor marketing activities

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to apply and

observe marketing plan objectives and action necessary improvements. It applies to individuals who possess a sound theoretical knowledge base in advertising management, and demonstrate a range of managerial skills. In this role, they usually lead and coordinate a marketing team, implement a marketing plan, monitor performance of marketing strategies and evaluate their effectiveness. They also involve team members in identifying improvements for marketing strategies and formulating recommendations for future marketing activities.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - successfully implement marketing strategies identified in an organisation's marketing plan; - coordinate personnel involved in conducting marketing activities; - monitor, evaluate and report on marketing activities against defined objectives, and; - modify marketing activities in line with new or emerging trends. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - outline organisational strategic and marketing objectives, plans and performance measures; - summarise principles of marketing mix, and; - explain key provisions of relevant legislation, codes of practice and national standards affecting marketing operations. .

BSBOHS403B Identify hazards and assess OHS risks

Locations: Industry, Sunshine.

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: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - culturally appropriate communication skills to relate to people from diverse backgrounds and people with diverse - abilities across all levels of an organisation; - information management skills to evaluate OHS data; - interpersonal skills to establish rapport and to build networks with a range of internal and external stakeholders; - organisational and time management skills to sequence tasks and meet timelines; - research and data analysis skills to evaluate interactions between employees, their activities, equipment, environment and work systems, and; - technology skills to access internal and external OHS data. Students will also be expected to demonstrate the following knowledge: - basic principles of incident causation and injury processes; - legislative requirements; - organisational culture as it impacts on the workgroup; - organisational policies and procedures for managing OHS; - organisational work processes for managing OHS; - appropriate data collection methods for OHS issues; - concepts of risks, factors that affect risk and difference between a hazard and a risk; - internal

and external sources for OHS information and data; - principles and practices of systematic approaches to managing OHS; - principles, tools and techniques to identify and control workplace hazards and to manage risks in the OHS context; - relevant state/territory and commonwealth OHS legislation, codes of practice and standards; - roles and responsibilities of personnel as specified in relevant OHS legislation, and; - sources of OHS data.

BSBOHS504B Apply principles of OHS risk management

Locations: Industry, Werribee, Sunshine.

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: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify areas for OHS risk improvement; - analyse relevant workplace information and data; - contribute to the assessment of the resources needed to systematically manage OHS and, where appropriate, access resources; - attention to detail when making observations and recording outcomes; - research skills to access relevant OHS information and data; - numeracy skills to carry out simple arithmetical calculations (e.g. % change), and to produce graphs of workplace information and data to identify trends and recognise limitations; - conduct effective formal and informal meetings and to communicate effectively with personnel at all levels of the organisation, OHS specialists and, as required, emergency services personnel; - prepare reports for a range of target groups including OHS committee, OHS representatives, managers and supervisors; - use language and literacy skills appropriate to the workgroup and the task; - consultation and negotiation skills to develop plans and to implement and monitor designated actions; - project management skills to achieve change in OHS matters; - organisational skills to manage own tasks within a timeframe, and; - information technology skills to access and enter internal and external information and data on OHS and to use a range of communication media. Students will also be expected to demonstrate the following knowledge: - organisational behaviour and culture as it impacts on OHS and on change; - basic physiology relevant to understanding mode of action of physical, biological and chemical agents on the body and how they produce harm; - basic principles of incident causation and injury processes; - characteristics of major hazard types; - concept of common law duty of care; - difference between hazard and risk; - ethics related to professional practice; - how the characteristics impact on risk and the systematic approach to managing OHS; - internal and external sources of OHS information and data; - language, literacy and cultural profile of the workgroup; - legislative requirements for OHS information and data, and consultation; - limitations of generic hazard and risk checklists, and risk ranking processes; - methods of providing evidence of compliance with OHS legislation; - nature of workplace processes and hazards relevant to the particular workplace; - organisational culture as it impacts on the workgroup; - organisational OHS policies and procedures; - other function areas that impact on the management of OHS; - principles and practices of systematic approaches to managing OHS; - professional liability in relation to providing advice; - requirements under hazard specific OHS legislation and codes of practice; - risk as a measure of uncertainty and

the factors that affect risk; - roles and responsibilities under OHS legislation of employees, including supervisors and contractors; - standard industry controls for a range of hazards; - state/territory and commonwealth OHS legislation (acts, regulations, codes of practice, associated standards and guidance material); - structure and forms of legislation including regulations, codes of practice, associated standards and guidance material, and; - types of hazard identification tools, including job safety analysis (JSA).

BSBPMPG404A 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

BSBPMPG406A 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

BSBPMPG407A Apply risk management techniques

Locations: Sunshine, Learning Links Geelong.

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: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - planning, organising and analytical skills to assist with risk analysis, risk management planning and review of risk management outcomes; - communication and teamwork skills to contribute to collective processes for risk management, and; - initiative and enterprise to think laterally about risks and how they might occur. Students will also be expected to

demonstrate the following knowledge: - risk management framework and risk management processes.

BSBPMG415 Apply project risk management techniques

Locations:Sunshine, Learning Links Geelong.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to assist with aspects of risk management in a project. It specifically involves planning for, controlling and reviewing risks associated with the project, and assisting in this process where required. It applies to individuals who are project practitioners working in a project support role.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - assist others in identifying and prioritising potential risks and developing risk-management strategies, plans and reporting mechanisms; - apply, monitor and review risk-control measures, including contingency measures to mitigate risks, and; - evaluate, review and report on risk-management processes and make recommendations for future improvements. Students will also be expected to demonstrate the following knowledge: - identify tools to help determine potential risks for a specific project; - explain strategies for managing project risks and their application in different situations, and; - explain the importance of risk-contingency measures.

BSBPMG415A Apply project risk-management techniques

Locations:Industry, Sunshine.

Prerequisites:Nil.

Description:This unit describes the performance outcomes, skills and knowledge required to assist with aspects of risk management in a project. It specifically involves planning for, controlling and reviewing risks associated with the project, and assisting in this process where required.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication and teamwork skills to contribute to collective processes for risk management; - initiative and enterprise skills to think laterally about risks and how they may occur, and; - planning, organising and analytical skills to assist with risk analysis, risk-management planning and review of risk-management outcomes. Students will also be expected to demonstrate the following knowledge: - risk-management methods and standards, and; - risk-management processes. .

BSBPMG416 Apply project procurement procedures

Locations:Industry, Werribee, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to assist with procurement for a project. It involves identifying procurement requirements, assisting with supplier selection, conducting procurement activities, and assisting with procurement finalisation activities for the project. It applies to individuals who are project practitioners working in a project support role. The individual may be operating in a large or small organisation, and applying skills in the context of enterprise projects. The project practitioner may be part of a project team under the direction of a project manager, or may work as part of a smaller scale, self-directed team. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - document procurement requirements for a workplace project, including clear descriptions of product and service, quality specifications, resource identification, supply and delivery requirements and supply and engagement metrics; - apply procurement-management procedures to a workplace project, including selection criteria, testing and accepting, monitoring and receiving supplies, and; - finalise procurement agreements. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - identify and describe procurement-management policy, processes and procedures; - explain the procurement documentation requirements; - describe the components of contractual documentation and the legal obligations of all parties; - explain the process used to select preferred contractors, and; - identify and describe project procurement-management tools and techniques.

BSBPMG505A Manage project quality

Locations:Industry, Sunshine.

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:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - literacy skills to develop quality objectives and criteria; - communication and leadership skills to motivate staff, convey expectations and ensure outcomes are met; - analytical skills to monitor achievement of project outcomes against quality criteria, and; - coaching and mentoring skills to boost performance. Students will also be expected to demonstrate the following knowledge: - quality management theory, techniques, tools and methodologies; - roles and responsibilities in project management; - methods for

managing and improving performance; - relevant legislation codes and national standards; - award and enterprise agreements and industrial instruments; - industry codes of practice, and; - legislation from all levels of government that affects business operation, especially in regard to occupational health and safety and environmental issues, equal opportunity, industrial relations and anti-discrimination. .

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: Industry, Sunshine.

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.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - literacy skills to write risk management plans; - problem-solving skills to control risks; - lateral thinking skills to identify risks; - planning and organisational skills to monitor project progress, and; - analytical skills to review project outcomes in terms of risk management. Students will also be expected to demonstrate the following knowledge: - risk management framework, and; - risk management techniques, tools and approaches.

BSBPMG510A Manage projects

Locations: Industry, Footscray Nicholson, Online.

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: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

negotiation skills to work with team members and other stakeholders to maintain project schedules; - literacy skills to read, write and review a range of documentation; - planning and organising skills to develop, monitor and maintain implementation schedules; - numeracy skills to analyse data, and to compare time lines and promotional costs against budgets, and; - culturally appropriate communication skills to relate to people from diverse backgrounds and people with diverse abilities. Students will also be expected to demonstrate the following knowledge: - relevant legislation from all levels of government that may affect aspects of business operations; - organisational structure, and lines of authority and communication within the organisation, and; - how the project relates to organisation's overall mission, goals, objectives and operations.

BSBPMG511 Manage project scope

Locations: Industry, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to determine and manage project scope. It involves obtaining project authorisation, developing a scope management plan, and managing the application of project scope controls. It applies to individuals responsible for managing and leading a project in an organisation, business or as a consultant. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - complete project authorisation activities; - collaborate with stakeholders to produce a scope-management plan; - implement scope-management plan according to procedures, and; - review and document scope-management implementation and recommend improvements. Students will also be expected to demonstrate the following knowledge: - identify components of a project scope-management plan; - describe factors likely to impact the project scope; - explain formal change-control processes; - describe methods for measuring work outcomes and progress against plans; - describe methods for segmenting and documenting a work breakdown structure; - identify and describe problem areas likely to be encountered in scope management; - explain procedures for reporting scope change; - explain project life cycle and the significance of scope management; - identify project management tools used for managing scope; - outline roles and responsibilities of project manager in relation to project planning, and; - identify types of project initiation documentation.

BSBPMG512 Manage project time

Locations: Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to manage time during projects. It involves determining and implementing the project schedule, and assessing time management outcomes. It applies to individuals responsible for managing and leading a project in an organisation, business, or as a consultant. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic

and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - develop a project schedule using project management tools and techniques; - implement, analyse and monitor a project schedule, and; - conduct a review of project scheduling and recommend improvements for the future. Students will also be expected to demonstrate the following knowledge: - explain estimation techniques to determine task duration and resource effort; - explain procedures for identifying critical path; - explain procedures for managing project baselines, establishment and variance; - summarise project life cycle phases and describe each phase; - explain best practice time management methodologies, their capabilities, limitations, applications and outcomes summarise key tools for project scheduling, and; - explain work breakdown structures and application to project schedules.

BSBPMG513 Manage project quality

Locations: Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to manage quality within projects. It involves determining quality requirements, implementing quality control and assurance processes, and using review and evaluation to make quality improvements in current and future projects. It applies to individuals responsible for managing and leading a project in an organisation, business, or as a consultant. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - work with others to decide a project's quality requirements; - document a quality-management plan; - implement quality control and assurance processes for a defined project using a range of tools and methodologies, and; - review outcomes and recommend process improvements. Students will also be expected to demonstrate the following knowledge: - explain quality management theory; - explain relevant standards that apply in the organisation; - describe quality assurance and control techniques, key tools and methodologies; - describe roles and responsibilities of quality management personnel, and; - explain methods for managing continuous improvement.

BSBPMG514 Manage project cost

Locations: Industry, City King St.

Prerequisites: Nil.

Description: This unit describes the 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. It applies to individuals responsible for managing and leading a project in an organisation, business, or as a consultant. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

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Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - work closely with others to determine resources against budgetary frameworks; - prepare a budget and cost-management plan for a project; - monitor costs across a project's life cycle including solving cost variations and analysing possible alternatives, and; - record expenditure, create accurate financial reports and review cost-management processes. Students will also be expected to demonstrate the following knowledge: - explain appropriate budgeting processes, tools and techniques; - describe methods and tools for costing and cost analysis; - explain strategies for managing costs and their application in different situations; - outline processes for reviewing costs against outcomes, and; - summarise key organisational policies and procedures applicable to this role.

BSBPMG515 Manage project human resources

Locations: Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to manage human resources related to projects. It involves planning for human resources, implementing personnel training and development, and managing the project team. It applies to individuals responsible for managing and leading a project in an organisation, business, or as a consultant. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - plan and allocate human resources to a project; - identify and organise project personnel training and development; - manage project personnel to achieve project outcomes, and; - apply human resource management (HRM) methods, techniques and tools to the project. Students will also be expected to demonstrate the following knowledge: - summarise human resource management (HRM) methods, techniques and tools; - explain strategies for managing project human resources and their application to different situations; - explain processes used to measure individuals' performance against agreed criteria, and; - explain techniques for managing and improving performance.

BSBPMG516 Manage project information and communication

Locations: Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to link people, ideas and information at all stages in the project life cycle. Project communication management ensures timely and appropriate generation, collection, dissemination, storage and disposal of project information through formal structures and processes. It applies to individuals responsible for managing and leading a project in an organisation, business, or as a consultant. No licensing, legislative, regulatory or

certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - develop a communication management plan and an information system for a specific project; - implement a project information system with a systematic approach to storage, searching, retrieval and archiving of relevant information; - implement and maintain communication processes, and; - review project outcomes and document suggestions for improvements to managing project information and communication for future projects. Students will also be expected to demonstrate the following knowledge: - explain alternative communication methods and media and their application on various projects; - identify effective project management information systems and their various applications, and; - explain methods used to evaluate information systems and communication processes.

BSBPMG517 Manage project risk

Locations:Footscray Nicholson, Online.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to manage risks that may impact achievement of project objectives. It involves identifying, analysing, treating and monitoring project risks, and assessing risk management outcomes. It applies to individuals responsible for managing and leading a project in an organisation, business, or as a consultant. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - conduct effective risk management for a project of sufficient complexity to demonstrate the full range of performance requirements, and; - apply risk management techniques, strategies and tools. Students will also be expected to demonstrate the following knowledge: - identify project risks in a range of risk categories; - explain key components of a risk management plan; - outline industry sector risk classifications and relate these to different risk contexts; - summarise organisational and industry standard risk frameworks, and; - identify and describe characteristics, techniques and appropriate applications of quantitative and qualitative risk management techniques and approaches.

BSBPMG519 Manage project stakeholder engagement

Locations:Industry, Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to manage stakeholder relationships. It applies to individuals responsible for managing and leading a project in an organisation, business, or as a consultant. No licensing,

legislative, regulatory or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - develop and implement stakeholder engagement for a project of sufficient complexity to demonstrate the full - range of performance requirements; - implement a range of appropriate stakeholder communication mechanisms for a project, and; - demonstrate effective team leadership for project team and stakeholders. Students will also be expected to demonstrate the following knowledge: - identify common problems leading to variances in stakeholder engagement; - explain and analyse interests and expectations of stakeholders; - describe levels and means of stakeholder engagement; - identify and explain stakeholder engagement theory and strategies, and; - describe types of project stakeholders.

BSBPMG521 Manage project integration

Locations:Footscray Nicholson, Online.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to integrate and balance overall project management functions of scope, time, cost, quality, human resources, communications, risk and procurement across the project life cycle; and to align and track project objectives to comply with organisational goals, strategies and objectives. It applies to individuals responsible for managing and leading a project in an organisation, business, or as a consultant. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - work closely with others to integrate all project management functions across a project life cycle according to organisational objectives; - negotiate with internal and external stakeholders; - create accurate project management documentation, and; - make suggestions for improvements to managing project integration in the future. Students will also be expected to demonstrate the following knowledge: - summarise project governance models; - describe range of methodologies to break project objectives into achievable project deliverables; - outline role of project life cycle stages, phases and structures relevant to industry and project context, and; - identify and describe appropriate organisational documentation for recording strategies and goals for integration processes.

BSBPMG522 Undertake project work

Locations:Footscray Park, Industry, Footscray Nicholson, Werribee, City King St.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to undertake a

straightforward project or a section of a larger project. It covers developing a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learned for application to future projects. This unit applies to individuals who play a significant role in ensuring a project meets timelines, quality standards, budgetary limits and other requirements set for the project. The unit does not apply to specialist project managers. For specialist project managers, the other units of competency in the project management field (BSBPMG) will be applicable.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - define the parameters of the project; - use project management tools to develop and implement a project plan; - consult and communicate with relevant stakeholders to generate input and engagement in planning, implementing and reviewing the project; - provide support to team members to enable them to achieve deliverables and to transition them as appropriate at completion of the project; - finalise the project including documentation, sign-offs and reporting, and; - review and document the project outcomes. Students will also be expected to demonstrate the following knowledge: - give examples of project management tools and how they contribute to a project; - outline types of documents and other sources of information commonly used in defining the parameters of a project; - explain processes for identifying and managing risk in a project; - outline the organisation's mission, goals, objectives and operations and how the project relates to them; - explain the organisation's procedures and processes that are relevant to managing a project, and; - outline the legislative and regulatory context of the organisation in relation to project work, including work health and safety (WHS) requirements.

BSBPUB403A Develop public relations documents

Locations:Footscray Nicholson, Online.

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:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - culturally appropriate communication skills to relate to people from diverse backgrounds and people with diverse abilities; - information management skills to retrieve, record and store public relations documents; - literacy skills sufficient to write public relations documents in a range of styles and tones for a range of target publics and audiences; - organisational and time-management skills to sequence tasks and meet timelines; - research and data collection skills to analyse previous communication documents and to identify

relevant information relating to the client, target public, audience and organisation, and; - technology skills to use a range of office equipment such as computers and software such as word processing. Students will also be expected to demonstrate the following knowledge: - current issues or trends which affect the public relations industry; - overview knowledge of key provisions of relevant legislation from all levels of government, codes of practice and national standards that affect business operations; - industry structures, networks within the public relations industry; - organisational and client operating environments, structures and business and marketing plans, and; - principles and practices of marketing communications and media strategies.

BSBREL401 Establish networks

Locations:Footscray Park, Footscray Nicholson, City King St.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to develop and maintain effective work relationships and networks through relationship building and negotiation skills required by workers within an organisation as well as freelance or contract workers. It applies to individuals with a broad knowledge of networking and negotiation who contribute well developed skills in creating solutions to unpredictable problems through analysis and evaluation of information from a variety of sources. They may have responsibility to provide guidance or to delegate aspects of tasks to others.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify and use networking opportunities; - maintain records of relevant contacts; - use written and verbal communication skills to establish, cultivate and promote professional business relationships, and; - use feedback to improve promotional activities. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - list and describe strategies for establishing and maintaining business relationships; - identify relevant networks, organisations, agencies, associations or individuals; - describe the principles and techniques needed to negotiate positive outcomes; - explain client or organisational policies, plans and procedures relevant to business relationships, and; - outline methods for obtaining feedback on promotional activities.

BSBREL402 Build client relationships and business networks

Locations:Industry, Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to establish, maintain and improve client relationships and to actively participate in networks to support attainment of key business outcomes. It applies to individuals such as marketing and sales professionals who depend on excellent interpersonal relationships and communication skills to achieve outcomes but may also apply to other individuals working in any industry.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge

and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify clients' preferred communication styles and methods and potential barriers to communications and use appropriate communication styles and strategies; - apply communication techniques to establish rapport and promote two-way communication; - develop and implement client loyalty strategies and service standards based on business objectives and client information; - develop and implement strategies to elicit feedback from clients and use it to improve relationships and customer satisfaction, and; - maintain contacts and participate in formal and informal networks that support the business and enhance personal knowledge of the market. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - give examples of strategies that can build client loyalty including those that focus on: financial incentives and special offers; premium services and private/dedicated facilities; loyalty programs, rewards and recognition; - outline issues that are commonly addressed in client care/service standards in the industry; - outline typical barriers to communicating with clients and possible strategies to address them; - give examples of strategies for feedback; - describe the principles and techniques for effective communication and networking; - outline networking opportunities relevant to the business with reference to: government, industry and professional associations; trade shows, conferences, briefings and other professional development activities; existing groups or networks; businesses and individuals, and; - outline aspects of organisational policies, procedures and processes that are relevant to communicating with clients and participating in networks.

BSBRES401 Analyse and present research information

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to gather, organise, analyse and present workplace information using available systems. 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. It applies to individuals who are required to apply their broad knowledge of the work environment to analysis and research tasks, evaluate information from a variety of sources and apply solutions to a range of unpredictable problems.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify or confirm research requirements and objectives; - gather, organise and present workplace information and data; - update, modify, maintain and store information; - maintain and handle data and documents systematically and securely; - prepare and produce reports; - use Boolean operators and other search tools, and; - analyse, evaluate and interpret data to support organisational activities. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - explain organisational systems for

recordkeeping/filing, including security procedures; - identify organisational policies and procedures and legal and ethical obligations relating to workplace information; - explain concepts related to research and analysis including reliability and validity; - give examples of techniques for data analysis and how they are applied, and; - explain research processes and strategies to identify new sources (online and print) of information and to use them most efficiently and effectively.

BSBRES401A Analyse and present research information

Locations: Footscray Nicholson, City Queen, Sunshine.

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: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following performance criteria: - literacy skills to read, write and understand a variety of texts; and to edit and proofread documents to ensure clarity of meaning, accuracy and consistency of information; - problem-solving skills to deal with information which is contradictory, ambiguous, inconsistent or inadequate; - technology skills to select and use technology appropriate to a task, and; - research skills to identify and access information. Students will also be expected to demonstrate the following knowledge: - key provisions of relevant legislation from all levels of government that may affect aspects of business operations; - organisational record keeping/filing systems, security procedures and safe recording practices; - organisational policies and procedures relating to distribution of workplace information, and legal and ethical obligations, and; - research processes and strategies to identify new sources (online and print) of information and to use them most efficiently and effectively.

BSBRES411 Analyse and present research information

Locations: Footscray Park, Footscray Nicholson, City King St.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to gather, organise, analyse and present workplace information using available systems and sources. This includes identifying research requirements and sources of information, applying information to a set of facts, evaluating the quality and reliability of the information, and preparing and producing reports. It applies to individuals in roles in which they are required to apply their broad knowledge of the work environment to analysis and research tasks, evaluate information from a variety of sources and apply solutions to a range of predictable and unpredictable problems. No licensing, legislation or certification requirements apply to this unit at the time of publication.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

expected to demonstrate the following required skills: - identify research requirements and objectives; - gather, organise and present research information; - communicate effectively with research stakeholders to clarify requirements; - maintain and handle information and documents systematically and securely; - preparing reports on research findings including: recommendations based on the analysis of research information, clear and justified assumptions and conclusions, and use of efficient and reliable research methods, and; - analyse, evaluate and interpret research information to support organisational activities. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - Key features of organisational policies and procedures relating to: the access of digital information, the storage/transmission of information, and legal and ethical obligations relating to workplace information; - key concepts related to research and analysis including reliability and validity, and; - key features of research processes and strategies to identify new sources (online and print) of information and efficient and effective use.

BSBRES502 Research legal information using secondary sources

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the 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: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - prepare a research plan including: liaising with others to clarify needs or to delegate tasks; prioritising required tasks; identifying resources, technical requirements and timelines; - conduct research using secondary sources according to organisational and legal requirements; - edit research findings and use relevant information to prepare draft report; - review draft, seek feedback from relevant person(s) and implement modifications, and; - produce a final report using appropriate format and language, according to the requirements of the request and within agreed timelines. Students will also be expected to demonstrate the following knowledge: - list and describe sources of legal data and information; - explain some situations where there would be an obligation to refer matters to supervisors and/or obtain sign-off on legal work; - briefly explain the organisation's policies and procedures relating to researching, accessing and using legal information; - briefly explain the legislative requirements that apply when researching, accessing and using legal information, and; - describe the format for presenting written reports.

BSBRK401 Identify risk and apply risk management processes

Locations: Footscray Park, Industry, Footscray Nicholson, Werribee.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to identify risks and to apply established risk management processes to a defined area of operations that are within the responsibilities and obligations of the role. It applies to individuals with a broad knowledge of risk analysis or project management who contribute well developed skills in creating solutions to unpredictable problems through analysis and

evaluation of information from a variety of sources. They may have responsibility to provide guidance or to delegate aspects of these tasks to others. In this unit, risks applicable within own work responsibilities and area of operation, may include projects being undertaken individually or by a team, or operations within a section of the organisation.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify risks; - consult with relevant stakeholders to analyse and evaluate risks; - identify and evaluate control measures; - develop and implement treatment plans for own area or responsibility; - refer risks that are beyond own area of responsibility to others, and; - maintain risk management documentation. Students will also be expected to demonstrate the following knowledge: - outline techniques for identifying and evaluating risks; - outline organisational policies, procedures or processes for risk management; - give examples of areas where risks are commonly identified in an organisation; - outline the purpose and key elements of current risk management standards; - outline the legislative and regulatory context of the organisation in relation to risk management, and; - describe the organisation's auditing requirements relating to risk management.

BSBRK501 Manage risk

Locations: Industry, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes skills and knowledge required to manage risks in a range of contexts across an organisation or for a specific business unit or area in any industry setting. It applies to individuals who are working in positions of authority and are approved to implement change across the organisation, business unit, program or project area. They may or may not have responsibility for directly supervising others.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - analyse information from a range of sources to identify the scope and context of the risk management process; - consult and communicate with relevant stakeholders to identify and assess risks, determine appropriate risk treatment actions and priorities and explain the risk management processes; - develop and implement an action plan to treat risks; - monitor and evaluate the action plan and risk management process, and; - maintain documentation. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - outline the purpose and key elements of current risk management standards; - outline the legislative and regulatory context of the organisation in relation to risk management, and; - outline organisational policies, procedures and processes for risk management.

BSBSMB301 Investigate micro business opportunities

Locations: Industry, Footscray Nicholson, Werribee, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to consider the major elements of a business idea, undertake research to determine viability of the business opportunity and present the idea with reference to the legislative frameworks affecting the business.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - research and analyse information from a range of sources to investigate a business opportunity; - review data for potential impact on the market, products, services and customers, and; - match products and services to the business opportunity. Students will also be expected to demonstrate the following knowledge: - locate and outline legislation and regulation relevant to specific micro business opportunities being investigated; - identify sources of specialist advice on trends in new and emerging markets and decline and risk factors; - summarise benefits and challenges of digital technologies relevant to micro business opportunities, and; - describe appropriate business research methods and data collection tools and software.

BSBSMB304 Determine resource requirements for the micro business

Locations: City King St.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to select options for resource acquisition, develop procedures and systems for efficient installation, and use and maintain resources. It applies to individuals who are establishing or operating a micro business providing self-employment.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - determine appropriate resource levels in line with micro business profile and desired profit; - identify, assess and select digital technologies; - select options for resource acquisition suited to the micro business and financial position, including stakeholder needs; - establish relationship with suppliers including negotiating and reviewing supplies to suit profile of micro business, and; - develop procedures and systems to allow for efficient and effective installation and use of resources, including monitoring and maintenance as required. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - identify legislative requirements relating to micro business operations; - describe the functions of key digital technologies and their benefits and challenges to micro business; - list functions of a range of business equipment and machinery; - outline the micro business profile and structure; - describe procedures and systems for

use of and routine maintenance of resources, and; - summarise types of resources required as per the micro business profile.

BSBSMB306 Plan a home based business

Locations: Footscray Park, Industry, Werribee.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to employ useful strategies to set up a business from home. It applies to individuals who are establishing or operating a micro business providing self-employment.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following performance criteria: - identify practical requirements of running a home based business, including calculation of costs; - plan suitable workspace; - preparing concept plan for possible modifications to structure of building; - obtaining relevant approvals from external sources; - following required legislation; - implement procedures and protocols to ensure home based business runs smoothly; - creating work schedule. and; - identifying and establishing contingency plans for areas of possible conflict. Students will also be expected to demonstrate the following knowledge: - list factors to consider in setting up a home based business, including prohibitive factors; - list commonwealth, state/territory and local government legislative requirements relating to business operation, especially for health and safety and environmental issues; - outline constraints of home based businesses, and; - summarise relevant services and available infrastructure.

BSBSMB401 Establish legal and risk management requirements of small business

Locations: Footscray Park, Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to identify and comply with all regulations affecting the business. It applies to individuals operating a small business who use analytical skills to interpret legislation and regulations and develop procedures to manage compliance.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - demonstrate a systematic approach to identifying, managing and meeting legal and regulatory requirements, specifically in regard to WHS, business registration and environmental requirements; - ensure compliance, by: following taxation and industrial relations principles; updating and maintaining legal documents; investigating areas of non-compliance; monitoring provision of products and services; taking corrective action where necessary; - negotiate and arrange contracts, including: seeking legal advice; investigating procurement rights; identifying options of leasing or ownership of business premises, and; - identify, assess and treat risks specific to the business including: prioritising

risks with highest probability of occurrence and greatest negative impact on the business, and identifying insurance requirements. Students will also be expected to demonstrate the following knowledge: - outline business registration and licensing requirements; - identify all government legislative requirements relating to the specific business operation; - explain creation and termination of relevant legal contracts; - summarise relevant cultural differences and legal implications; - describe legal rights and obligations of alternative ownership structures; - outline necessary record keeping to meet minimum legal and taxation requirements; - summarise relevant consumer legislation and industry codes of practice; - outline the key steps in the risk management process, and; - explain relevant insurance requirements and products.

BSBSMB401A Establish legal and risk management requirements of small business

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

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.

BSBSMB403 Market the small business

Locations: Footscray Park, Werribee, City King St.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to select options for resource acquisition, develop procedures and systems for efficient installation, and use and maintain resources. It applies to individuals who are establishing or operating a micro business providing self-employment.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - determine appropriate resource levels in line with micro business profile and desired profit; - identify, assess and select digital technologies; - select options for resource acquisition suited to the micro business and financial position, including stakeholder needs; - establish relationship with suppliers including negotiating and reviewing supplies to suit profile of micro business, and; - develop procedures and systems to allow for efficient and effective installation and use of resources, including monitoring and maintenance as required. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - identify legislative requirements relating to micro business operations; - describe the functions of key digital technologies and their benefits and challenges to micro business; - list functions of a range of business equipment and machinery; - outline the micro business profile and structure; - describe procedures and systems for

use of and routine maintenance of resources, and; - summarise types of resources required as per the micro business profile.

BSBSMB404 Undertake small business planning

Locations: Footscray Park, Industry, Werribee, City King St, Sunshine, Whitten Oval; Learning Links Geelong.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to research and develop an integrated business plan for achieving business goals and objectives. It applies to individuals who operate a small business that operates independently, or as part of a larger organisation. Individuals in this role interpret business information and numerical data competently and are skilled communicators.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - develop a business plan which provides for finance, marketing and provision of products/services to facilitate all business goals and objectives; - identify and plan all work health and safety (WHS) responsibilities, and; - develop risk management strategies including a contingency plan for non-conformance. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - discuss commonwealth, state/territory and local government legislative requirements and industry codes of practice relating to small business planning; - explain methods of evaluation; - summarise WHS responsibilities and procedures for identifying hazards relevant to the business; - outline planning processes; - describe preparation of a business plan; - identify principles of risk management relevant to business planning; - explain reasons for, and benefits of, business planning; - outline setting goals and objectives, and; - explain types of business planning - feasibility studies; strategic, operational, financial and marketing planning.

BSBSMB404A Undertake small business planning

Locations: Industry, Sunshine.

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: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to assess business performance; - literacy skills to enable interpretation of business information, and; - numeracy skills to analyse data. Students will also be expected to demonstrate the following knowledge: - commonwealth, state/territory and local

government legislative requirements relating to business operation, especially in regard to OHS and environmental issues, equal employment opportunity, industrial relations and anti-discrimination; - methods of evaluation; - OHS responsibilities and procedures for identifying hazards relevant to the business; - planning processes; - preparation of a business plan; - principles of risk management relevant to business planning; - reasons for and benefits of, business planning; - relevant industry codes of practice; - setting goals and objectives, and; - types of business planning - feasibility studies; strategic, operational, financial and marketing planning.

BSBSMB406 Manage small business finances

Locations: Footscray Park, Industry, Werribee, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: It applies to individuals who operate a small business that stands alone, or is part of a department within a larger organisation. Individuals in this role interpret financial reports and other numerical data to develop financial management strategies.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - operate the business according to the business plan, including: - adhering to legal requirements; - meeting requirements of financial backers; - defining strategies for debt collection and contingencies for debtors; - managing cash flow; - defining key performance indicators; - communicating with relevant people, and; - monitor the business against financial plan and make changes as required. Students will also be expected to demonstrate the following knowledge: - discuss benchmarking; - explain financial decision-making relevant to the business; - summarise significant financial indicators; - outline purposes of financial reports; - clarify preparation and interpretation of budget/actual reports; - identify principles for preparing balance sheets and their interpretation; - outline debt collection procedures or strategies; - characterise principles for preparing profit and loss statements and their interpretation, and; - discuss stock records and stock control relevant to the business.

BSBSMB406A Manage small business finances

Locations: Sunshine, Learning Links Geelong.

Prerequisites: Nil.

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: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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. Students will be expected to demonstrate the following required skills: - analytical

skills to interpret financial data; - communication skills to negotiate capital and to report on performance; - literacy skills to interpret legal requirements and financial reports, and; - numeracy skills to calculate costs, prices, profit and other financial information. Students will also be expected to demonstrate the following knowledge: - benchmarking; - financial decision making relevant to the business; - financial indicators; - purpose of financial reports; - preparation and interpretation of budget/actual reports; - principles for preparation of balance sheets and their interpretation; - principles for preparation of profit and loss statements and their interpretation, and; - stock records/stock control relevant to the business.

BSBSMB412 Introduce cloud computing into business operations

Locations: Footscray Nicholson, St Albans, Werribee, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to understand the fundamentals of internet computing and cloud services. It involves undertaking a basic review of business computing needs and identifying options for introducing cloud computing services into a small business or work area in an organisation. It applies to individuals who use problem-solving skills and take responsibility for adopting and promoting approaches to improve business operations.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - review and analyse business computing use and needs, including equipment and software requirements; - collect and analyse information about cloud computing; - make the business case to introduce cloud computing, and; - prepare a plan and support others to implement cloud computing. Students will also be expected to demonstrate the following knowledge: - explain fundamentals of cloud computing, including key terms and concepts; - outline sources of information about cloud computing for micro or small business, and options specific to the business; - describe how to undertake a cost-benefit analysis and prepare a budget, and; - summarise business protocols for using services of specialist advisors.

BSBSMB421 Manage small business finances

Locations: Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to implement and review financial management strategies on a regular basis, including by using new and emerging digital technologies. It applies to individuals who operate a small business that stands alone, or that is part of a department within a larger organisation. Individuals in this role interpret financial reports and other numerical data to develop financial management strategies.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

expected to demonstrate the following required skills: - manage the business according to financial goals; - monitor the business against financial plan and make changes as required, and; - identify opportunities to implement new and emerging digital technologies to support the financial management of the business. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - key features of benchmarking; - key features of financial decision-making relevant to the business; - key features of significant financial indicators; - key purposes of financial reports; - key features of balance sheet preparation and interpretation; - key features of debt collection procedures or strategies; - key features of profit and loss statement preparation and interpretation, and; - key features of stock records and stock control relevant to the business.

BSBSUS201 Participate in environmentally sustainable work practices

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City King St, Online, Victoria University is authorised by Trades Recognition Australia (TRA) to conduct skills assessment services for persons seeking temporary or permanent migration. For more information on these programs and the countries in which VU conducts these assessments please refer to: <http://www.vu.edu.au//skilled-migration> Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to effectively measure current resource use and carry out improvements, including reducing the negative environmental impact of work practices. It applies to individuals, working under supervision or guidance, who are required to follow workplace procedures and instructions, and work in an environmentally sustainable manner within scope of competency, authority and own level of responsibility.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following performance criteria: - locate and interpret a range of environment/sustainability legislation and procedural requirements; - participate in and support discussions for an improved resource efficiency process; - identify, document and measure usage of resources, and; - collaborate with team members on suggestions for improving workplace practices. Students will also be expected to demonstrate the following knowledge: - identify environmental and resource hazards/risks as well as environmental or sustainability legislation, regulations and codes of practice applicable to own role; - outline sustainability requirements in the workplace; - identify reporting channels and procedures to report breaches and potential issues, and; - identify where to find environmental and resource efficiency systems and procedures.

BSBSUS401 Implement and monitor environmentally sustainable work practices

Locations: Industry, Footscray Nicholson, St Albans, Werribee, Sunshine, Online, Victoria University is authorised by Trades Recognition Australia (TRA) to conduct skills assessment services for persons seeking temporary or permanent migration. For more information on these programs and the countries in which VU conducts these assessments please refer to: <http://www.vu.edu.au//skilled-migration>..

Prerequisites: Nil.

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Description: This unit describes the skills and knowledge required to effectively analyse the workplace in relation to environmentally sustainable work practices and to implement improvements and monitor their effectiveness. It applies to individuals with responsibility for a specific area of work or who lead a work group or team and addresses the knowledge, processes and techniques necessary to implement and monitor environmentally sustainable work practices, including the development of processes and tools.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - analyse information from a range of sources to identify current procedures, practices and compliance requirements in relation to environmental and resource sustainability; - consult and communicate with relevant stakeholders to seek input and encourage engagement with developing and implementing sustainability improvements, encourage feedback and suggestions and report on outcomes; - plan and organise work group activities to: - measure current resource usage; - solve problems and generate ideas for improvements; - evaluate and implement strategies to improve resource usage; - plan, implement and integrate improvements into operations; - meet environmental requirements; - apply continuous improvement approach to sustainability performance, and; - apply change management techniques to support sustainability performance. Students will also be expected to demonstrate the following knowledge: - identify relevant internal and external sources of information and explain how they can be used to identify sustainability improvements; - explain the compliance requirements for the work area with reference to legislation, regulations, codes of practice and workplace procedures that relate to environmental and resource issues; - outline common environmental and energy efficiency issues within the industry; - give examples of benchmarks for environmental and resource sustainability that are relevant to the organisation, and; - outline organisational systems and procedures that relate to environmental and resource sustainability improvements including: supply chain, procurement and purchasing; quality assurance; making recommendations and seeking approvals.

BSBSUS501 Develop workplace policy and procedures for sustainability

Locations: Industry, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to develop and implement a workplace sustainability policy and to modify the policy to suit changed circumstances. It applies to individuals with managerial responsibilities who undertake work developing approaches to create, monitor and improve strategies and policies within workplaces and engage with a range of relevant stakeholders and specialists.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - scope and develop organisational policies and procedures that comply with legislative requirements and support the organisation's sustainability goals covering at a minimum: minimising resource use; resource efficiency; reducing toxic material and hazardous chemical use; employing life cycle management approaches; continuous improvement; - plan and implement sustainability policy and procedures including: agreed outcomes; performance indicators; activities to be undertaken; assigned responsibilities; record keeping, review and improvement processes; - consult and communicate with relevant stakeholders to generate engagement with sustainability policy development, implementation and continuous improvement, and; - review and improve sustainability policies. Students will also be expected to demonstrate the following knowledge: - outline the environmental or sustainability legislation, regulations and codes of practice applicable to the organisation identify internal and external sources of information and explain how they can be used to plan and develop the organisation's sustainability policy; - explain policy development processes and practices; - outline organisational systems and procedures that relate to sustainability, and; - outline typical barriers to implementing policies and procedures in an organisation and possible strategies to address them.

BSBWHS201 Contribute to health and safety of self and others

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City King St, Sunshine, Geelong Learning Links.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to work in a manner that is healthy and safe in relation to self and others and to respond to emergency incidents. It covers following work health and safety (WHS) and emergency procedures and instructions, implementing WHS requirements and participating in WHS consultative processes. It applies to individuals who require a basic knowledge of WHS to carry out work in a defined context under direct supervision or with some individual responsibility, in a range of industry and workplace contexts. NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the Model WHS Act has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - follow all relevant procedures and instructions relating to work health and safety (WHS) and emergency incidents; - identify and report hazards to designated personnel, and; - contribute to WHS consultative processes. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - explain workplace safety procedures and instructions; - explain emergency procedures including those for fires and incidents; - define the meaning of commonly used hazard signs and safety symbols; - summarise the duty holder responsibilities, as specified in WHS Acts, regulations and codes of practice; - explain the difference between hazards and risks; - describe typical WHS

hazards that may be present in the workplace, the harm they can cause and how this harm occurs, and; - outline the process of hazard identification and risk reduction.

BSBWHS201A Contribute to health and safety of self and others

Locations: Online.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to participate in work health and safety (WHS) processes to protect own health and safety, and that of others.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to contribute to workplace meetings; - literacy skills to: contribute to workplace meetings, inspections and other WHS consultative activities; interpret safety signs, symbols, notices and other WHS documents; record and report hazards, risks, emergency incidents and injuries, and; - problem-solving skills to follow procedures in an emergency. Students will also be expected to demonstrate the following knowledge: - emergency procedures, including procedures for fires and incidents; - meaning of commonly used hazard signs and safety symbols, and; - responsibilities, as specified in WHS Acts, regulations and codes of practice, of: self; persons conducting businesses or undertakings (PCBUs) or their officers, and fellow workers.

BSBWHS301A Maintain workplace safety

Locations: Footscray Nicholson, City Queen.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to implement and monitor the organisation's work health and safety (WHS) policies, procedures and programs as part of a small work team. The unit applies to individuals who have a key role in maintaining workplace safety in an organisation. In their role they closely monitor aspects of work associated with the safe delivery of products and services, and they have a responsibility for influencing safety in the workplace.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following performance criteria: - implement and monitor the organisation's work health and safety (WHS) policies and procedures; - identify hazards and assess and control risks; - assist in explaining and improving WHS policies, procedures and legislative requirements applicable to the organisation; - assist in explaining hazards identification and risk assessment outcomes to other team members; - implement and monitor consultation about WHS according to legislative and organisational requirements; - deal promptly with issues raised as a result of WHS consultation; - encourage work team to contribute to identifying and implementing improvements to WHS feedback; - assist others to develop WHS

competence and provide advice on training needs, and; - complete WHS documentation. Students will also be expected to demonstrate the following knowledge: - describe characteristics and composition of the work team; - describe procedures for identifying hazards and assessing and controlling associated risks to health and safety, including the hierarchy of control; - outline organisational WHS policies and procedures including those relating to risk management, fire, emergencies, evacuation, incident investigation and reporting; - describe relevant Acts, regulations and codes of practice from all levels of government that impact on business operations, especially with regard to WHS and environmental issues, equal opportunity, industrial relations and anti-discrimination, and; - identify WHS aspects of other organisational systems and procedures.

BSBWHS303 Participate in WHS hazard identification, risk assessment and risk control

Locations: Footscray Park, Industry, Werribee.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to maintain a healthy and safe workplace through participation in the process of identifying work health and safety (WHS) hazards and assessing and controlling WHS risks, and the promotion and support of worker consultation. It applies to individuals who assist with the identification of workplace hazards and the assessment and control of WHS risks as part of their WHS responsibilities, which are in addition to their main duties.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - participate in selection and use of required methods to identify, report and record hazards; - assess and record risks for identified hazards; - promote and support worker consultation and participation in hazard identification and risk assessment, and; - participate in developing, selecting and implementing risk control options and plans. Students will also be expected to demonstrate the following knowledge: - outline the relevant Commonwealth and state or territory Acts, regulations, codes of practice standards, guidance material and other relevant publications; - summarise work health and safety (WHS) legislative requirements about: communication, consultation and participation; notification of incidents; recordkeeping; specific hazard identification and risk assessment and control methods; - list the basic principles of incident causation and injury processes; - explain the concept of hazards, risks and risk factors; - describe hazard identification and risk assessment methods; - identify internal and external sources of WHS information and data, and how to access them; - summarise organisational WHS policies, procedures, processes and systems; - describe the range of WHS hazards that may be present in the workplace, the harm they can cause and how this harm occurs; - describe risk control options for different hazards and work situations; - identify types of hazard and risk registers, and; - describe the workplace communication processes for sharing information about hazard identification, and risk assessment and control.

BSBWHS304 Participate effectively in WHS communication and consultation processes

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to participate in work health and safety (WHS) communication and consultation processes. It applies to individuals who participate in WHS communication and consultation processes as part of their work health and safety responsibilities, which are in addition to their main duties.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - participate in work health and safety (WHS) communication and consultation processes, including communicating WHS information to others; - raise WHS issues in meetings and follow up on outcomes; - take appropriate actions to remove barriers to communication and consultation processes, and; - support others to raise relevant WHS issues. Students will also be expected to demonstrate the following knowledge: - describe the purpose of organisational WHS policies, procedures, processes and systems; - outline the key requirements of relevant commonwealth and state/territory WHS Acts, regulations, codes of practice, standards and guidance material, and other relevant publications; - describe potential barriers to WHS consultation processes and how the barriers may be overcome; - explain the roles and responsibilities of WHS personnel; - describe how the consultation process influences and is related to workplace information management procedures, processes and systems, and; - describe methods to engage others with workplace procedures, and information sourcing and sharing.

BSBWHS308 Participate in WHS hazard identification, risk assessment and risk control processes

Locations: Footscray Park, Footscray Nicholson, Werribee, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to participate in the processes of work health and safety (WHS) hazard identification, risk assessment and risk control. It includes participating in worker consultation and support to contribute to a healthy and safe workplace. The unit applies to those who assist with identifying workplace hazards and assessing and controlling WHS risks as part of their WHS responsibilities, which are in addition to their main duties. NOTES The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent, and generally either can be used in the workplace. In jurisdictions where model WHS laws have not been implemented, registered training organisations (RTOs) are advised to contextualise this unit of competency by referring to existing WHS legislative requirements. The model WHS laws include the model WHS Act, model WHS Regulations and model WHS Codes of Practice. See Safe Work Australia for further information. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting

of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - participate in selecting and using required methods to identify, report and record hazards; - assess and record risks for identified hazards; - promote and support worker consultation and participation in hazard identification and risk assessment, and; - participate in developing, selecting and implementing risk control options and plans for identified hazards. Students will also be expected to demonstrate the following knowledge: - work health and safety (WHS) legislative requirements, regulations, codes of practice and standards; - internal and external sources of WHS information and data, and procedures for accessing them; - concept of hazards, risks and risk factors; - basic principles of incident causation and injury processes, and; - WHS organisational policies and procedures relating to identifying hazards, and assessing and controlling risks.

BSBWHS309 Contribute effectively to WHS communication and consultation processes

Locations: Footscray Park, Footscray Nicholson, Werribee, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to contribute to work health and safety (WHS) communication and consultation in the workplace. It involves communicating WHS information to required personnel, and taking appropriate follow-up action to assist in ensuring that communication and consultation processes are effective and conducive to others in the workplace who raise WHS issues. The unit applies to those who contribute to WHS communication and consultation as part of their work health and safety responsibilities, which are in addition to their main duties. NOTES The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) are equivalent, and generally either can be used in the workplace. In jurisdictions where model WHS laws have not been implemented, registered training organisations (RTOs) are advised to contextualise this unit of competency by referring to existing WHS legislative requirements. The model WHS laws include the model WHS Act, model WHS Regulations and model WHS Codes of Practice. See Safe Work Australia for further information. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - contribute to two different work health and safety (WHS) communication and consultation processes. During the above, the candidate must: - communicate WHS information to others; - raise WHS issues in meetings and follow up on outcomes; - take appropriate actions to assist with removing any barriers to communication and consultation processes identified during above processes, and; - support others to raise relevant WHS issues. Students will also be expected to demonstrate the following knowledge: - purpose of organisational WHS policies, procedures, processes and systems; - organisational WHS obligations relating to communication and consultation; - commonwealth and state/territory WHS laws and publications relating to identifying and recording key stakeholders, and WHS communication and consultation processes; - organisational

policies and procedures relating to consultation and communication methods, and processes for revising them, addressing barriers to effective WHS consultation and participation processes, including barrier reporting protocols, and recording and communicating WHS discussions, and; - elements of WHS communication and consultation including potential barriers to WHS consultation and participation processes, and methods to overcome them, roles and responsibilities of WHS personnel, how the consultation process influences and is related to workplace information management procedures, processes and systems, and methods to engage others with workplace procedures, and information sourcing and sharing.

BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City King St, Sunshine, Online.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to implement and monitor an organisation's work health and safety (WHS) policies, procedures and programs in the relevant work area in order to meet legislative requirements. It applies to individuals with supervisory responsibilities for implementing and monitoring the organisation's WHS policies, procedures and programs in a work area. These individuals have a broad knowledge of WHS policies and contribute well developed skills in creating solutions to unpredictable problems through analysis and evaluation of information from a variety of sources. They provide supervision and guidance to others and have limited responsibility for the output of others.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - explain clearly and accurately to work team the relevant work health and safety (WHS) information; - ensure that the team has access to information about WHS policies, procedures and programs in appropriate structure and language, and; - implement and monitor procedures according to organisational and legislative WHS requirements. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - outline the legal responsibilities and duties of managers, supervisors, persons conducting businesses or undertakings (PCBUs) and workers in relation to WHS risk management in the workplace; - identify key provisions of relevant WHS Acts, regulations and codes of practice that apply to the business and outline how they apply in the work area; - explain organisational policies and procedures relating to hazard identification, risk management, fire, emergency and evacuation, incident investigation and reporting; - explain the importance of effective consultation mechanisms in managing health and safety risks in the workplace, and; - explain how the hierarchy of control applies in the work area.

BSBWHS412 Assist with workplace compliance with WHS laws

Locations: Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to assist with establishing and maintaining workplace compliance with work health and safety (WHS) laws. It includes identifying applicable WHS laws, duties, rights and

obligations, and the necessary actions to ensure WHS compliance in the workplace. It also includes assisting with providing advice about the legislative duties, rights and obligations of individuals and parties prescribed in WHS laws and those of WHS regulators. The unit applies to those working in a broad range of WHS roles across all industries.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - assist with establishing workplace compliance with work health and safety (WHS) laws in relation to at least two different compliance matters and within scope of own role. During the above, the candidate must assist with: - identifying current WHS legal requirements for the workplace; - providing advice about current WHS legal requirements for the workplace; - assessing and maintaining workplace compliance with WHS legislative requirements; - making recommendations for implementing workplace changes in order to achieve WHS legal compliance, and; - monitoring compliance with WHS laws according to organisational policies and procedures. Students will also be expected to demonstrate the following knowledge: - internal and external sources of WHS information, and procedures for accessing them; - duties, rights and obligations of work team as specified in WHS laws, and location of relevant information about WHS laws; - functions and powers of relevant WHS regulator and how they are exercised; - regulatory compliance matters, including objectives and principles underpinning WHS laws methods used for assessing and maintaining WHS compliance, determining training needs in relation to WHS compliance, and implementing changes to policies, procedures, processes and systems to achieve WHS compliance; - organisational policies and procedures for documenting compliance requirements, assessing WHS compliance obligations and processes to address non-compliance. recording and documenting compliance assessment.

BSBWHS413 Contribute to implementation and maintenance of WHS consultation and participation processes

Locations: Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to contribute to implementing and maintaining work health and safety (WHS) consultation and participation as prescribed in legislation. It also covers contributing to communicating relevant information, identifying feedback opportunities, and improving consultation and participation. The unit applies to those working in a broad range of WHS roles across all industries.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: On at least two occasions contribute to each of the following, as applicable to own role and work area: -

implementing and maintaining work health and safety (WHS) consultation and participation to ensure that required personnel are encouraged to participate; - communicating information and data about WHS consultation and participation processes; - explaining to individuals and parties the legal roles, duties, rights and responsibilities of self and others regarding WHS consultation and participation processes; - creating opportunities for feedback on consultation and participation processes, and; - identifying barriers to, and opportunities for improving, effectiveness of WHS consultation and participation processes, and to implement and maintain improvement measures. Students will also be expected to demonstrate the following knowledge: - requirements under WHS laws for consultation and participation processes, training requirements, and the roles and responsibilities of individuals and parties required to participate; - essential components of WHS consultation processes; - organisational policies and procedures for identifying and communicating WHS consultation and participation information, documenting consultation barriers, opportunities and feedback and storing WHS information and data; - internal and external sources of WHS information and data, and procedures for accessing them; - key principles, uses and components of the hierarchy of control measures that assist with implementing and maintaining WHS consultation and participation processes, and; - methods for obtaining feedback from individuals and/or parties on consultation and participation processes.

BSBWHS414 Contribute to WHS risk management

Locations: Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to contribute to WHS risk management, which includes the processes for identifying work health and safety (WHS) hazards and assessing and controlling the risk relating to those identified hazards. It involves contributing to the development, implementation and evaluation of risk controls according to legislative and organisational requirements. The unit applies to those working in a broad range of roles across all industries. WHS hazard identification and risk control processes are those defined in written workplace procedures.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identifying at least two different (WHS) hazards and controlling the risks associated with those hazards, and; - evaluating the effectiveness of the above risk controls. During each of the above occasions, the candidate must: - identify and interpret information and data about WHS requirements and apply them to the selection and application of techniques, tools and processes for hazard identification, risk assessment and risk control; - contribute to documenting processes; - communicate with required people about WHS requirements and compliance; - comply with WHS requirements for hazard identification, risk assessment, and risk control activities, and; - identify WHS duty holders and their duties. Students will also be expected to demonstrate the following knowledge: - internal and external sources of WHS information and data relating to the performance evidence, and procedures for accessing them; - WHS hazard identification, risk assessment and risk control processes specified in required WHS laws, organisational WHS policies, procedures, processes, and systems; - risk management requirements, including identifying duty holders and their roles and

responsibilities, selecting and using hazard identification tools and techniques, undertaking, documenting and communicating risk assessments, evaluating risk controls and documenting and communicating risk control plan; - differences between hazards and risks in the workplace; - range of common workplace hazards, and the nature, severity and likelihood of those hazards, and; - risk assessment and controls that can eliminate or minimise risks.

BSBWHS415 Contribute to implementing WHS management systems

Locations: Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to contribute to implementing a plan for a work health and safety management system (WHSMS) that applies to own role. The unit applies to individuals with responsibilities for contributing to the implementation of an organisation's WHSMS as part of their work health and safety (WHS) responsibilities in a range of industry and workplace contexts.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - planning the implementation of a work health and safety management system (WHSMS) that incorporates return-to-work and injury management procedures, and other key relevant WHSMS elements, and; - implementing the WHSMS plan and reviewing its effectiveness. During the above, the candidate must: - communicate and explain the WHSMS plan and associated WHS policy to others to facilitate their contribution to implementing the system. Students will also be expected to demonstrate the following knowledge: - elements of organisation's WHSMS and associated plan with reference to required commonwealth and state/territory WHS laws and standards, including required policies and procedures, including those concerning return-to-work and injury management, duty holders and their responsibility, safe systems of work, consultation and communication arrangements, required training and induction and WHS risk assessment; - organisational WHS policies, procedures, processes and systems relevant to implementing WHSMS in own work role; - tools, methods and processes for implementing and reviewing WHSMS plan, including consultation with required personnel, and; - regulatory authority WHSMS tools, standards, guidance material and procedures required to contribute to implementing WHS management systems.

BSBWHS416 Contribute to workplace incident response

Locations: Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to assist with actions and activities performed in response to workplace incidents according to work health and safety (WHS) legislative and organisational requirements. The unit applies to those who contribute to workplace incident responses by undertaking a varied range of activities in a structured and familiar work environment as defined in written procedures. It applies to people who work in a broad range of WHS roles across all industries.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic

and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - contribute to responding to at least two different workplace incidents according to work health and safety (WHS) legislative and organisational requirements. During the above, the candidate must: - identify duty holders relevant to incident response, and; - contribute to communicating WHS requirements clearly and accurately to individuals and/or parties involved, reporting each incident according to WHS legislative and organisational requirements, obtaining information about each incident using appropriate data-collection techniques, developing and contributing to implementing required actions in response to each incident, investigating incident and communicating and implementing recommendations from investigation. Students will also be expected to demonstrate the following knowledge: - WHS laws about investigating and reporting workplace incidents; - sources of internal and external WHS information and data relating to incidents, and procedures for accessing them; - organisational policies, procedures, processes and systems relevant to own role or work area that relate to incident response and investigation, including those for recording information relating to workplace incident responses, reporting information to external authorities, and implementing improvements to policies, procedures, processes and systems as a result of an incident; - communication strategies to facilitate engagement of individuals and/or parties in incident response, and; - roles and responsibilities of self and duty holders in responding to workplace incidents.

BSBWHS418 Assist with managing WHS compliance of contractors

Locations: Industry, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to assist with managing the work health and safety (WHS) implications of using contractors. It involves identifying contractor duties, establishing organisational WHS compliance requirements associated with those duties, establishing and communicating the requirements expected of contractors, monitoring contractor compliance with WHS requirements, and implementing required responses to identified non-compliance. The unit applies to those who work in a broad range of WHS roles across all industries in organisations that use contractors to supply services, including labour hire and temporary workers, cleaning, catering, security, maintenance, repairs, installations and alterations, and major contracts and projects, as relevant to the organisation. This includes casual and volunteer workers. It does not cover visitors, or outworkers or suppliers of goods, materials or products to workplaces.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - assist with managing the work health and safety (WHS) compliance of two contractors, each providing different services. During the above, the candidate must assist with: - identifying contractor WHS arrangements, including required organisational WHS policies, procedures and systems, WHS induction and guidance information; - reviewing

contractor work processes, procedures and activities, and; - addressing within scope of own role and reporting contractor non-compliance with WHS requirements. Students will also be expected to demonstrate the following knowledge: - internal and external sources of information and data relevant to contractor WHS arrangements, and procedures for accessing them; - organisational WHS policies, procedures, processes and systems relevant to contractors; - contexts, situations and arrangements where contractor services are supplied to the organisation; - contractor WHS arrangements with reference to relevant commonwealth and state/territory WHS laws; - key WHS requirements about workplace, contracted work, and organisational policies and procedures to be covered in contractor induction; - workplace documentation required for managing contractor WHS compliance with services involved in the performance evidence, including formal contracts and agreements to supply services or relevant parts thereof, supporting documents about contracts and agreements, organisational WHS policies and procedures, WHS laws, and; - duties, rights and obligations of individuals and parties as specified in relevant WHS laws with regard to supply of services by contractors.

BSBWHS419 Contribute to implementing WHS monitoring processes

Locations: Industry, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to contribute to monitoring a range of physical agents and conditions relating to work health and safety (WHS) in the workplace. It involves the use of a range of measuring devices to collect, interpret and report on workplace information and data in relation to those physical agents and conditions. The unit applies to those working in a broad range of WHS roles across all industries. The unit does not extend to hazard identification, risk assessment or developing risk controls based on the outcomes of monitoring, which are covered in BSBWHS414 Contribute to WHS risk management. This unit does not qualify individuals to perform duties as a registered officer under any legislation.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - contribute to monitoring at least three different physical agents or conditions relating to work health and safety (WHS) typically found in the workplace. During each of these occasions, the candidate must: - identify regulatory requirements and standards that apply to monitoring physical agents and/or conditions relevant to WHS; - identify context of measurements to be undertaken, including, physical agents and/or conditions to be measured and their characteristics, where measurements will be taken, area or space available, movements of people and equipment, tasks or activities being undertaken, number of persons occupying area, and other factors that may impact on the sampling or data-collection processes and the health and safety of self and others and physical features of equipment, such as emitting sources; - prepare and collect WHS data and information; - consult and communicate with individuals and parties regarding monitoring process, and; - seek expert advice, support and equipment as required. Students will also be expected to demonstrate the following knowledge: - internal and external sources of WHS information and data; - typical physical agents and/or conditions relevant to WHS, including biological agents, such as insects, mites and bacteria, electricity, fibres, dusts and particulates, fumes, mists, gases and

vapours, heat and humidity, light, noise, radiation, including ionising, non-ionising and laser and vibration; - aspects of WHS laws and standards relevant to using testing equipment and measuring physical agents and/or conditions and how they apply to the organisation; - mode of action of common physical agents and/or conditions on the body and how they produce discomfort and harm; - characteristics, modes of action and units of measurement for major physical agents and/or conditions; - environmental conditions that impact on measurements; - types of measuring and monitoring equipment and techniques for correct and safe use, including limitations on use and output, adjustment, maintenance and any in-built alarms; - personal communication strategies to facilitate engagement with workplace parties and individuals, and; - organisational policies and procedures for identifying physical agent and/or condition to be measured, determining sampling process and defining a plan, checking operability of equipment to ensure it meets organisational and work activity requirements, maintaining own health and safety and that of others present during process described in the performance evidence, reinstating equipment to pre-use condition, including for dismantling and cleaning equipment and parts, storing and re-using equipment and retaining results and records.

BSBWHS501 Ensure a safe workplace

Locations: Industry, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to establish, maintain and evaluate the organisation's work health and safety (WHS) policies, procedures and programs in the relevant work area, according to WHS legislative requirements. It takes a systems approach and addresses compliance with relevant legislative requirements. This unit applies to managers working in a range of contexts who have, or are likely to have responsibility for WHS as part of their broader management role. It is relevant for people with obligations under WHS legislation, for example persons conducting a business or undertaking (PCBUs) or officers, as defined by relevant legislation.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - establish, implement, maintain and evaluate a work health and safety (WHS) management system for a work area of an organisation in accordance with WHS legislation including policies, procedures and record keeping; - ensure organisational WHS compliance; - establish, implement, maintain and evaluate effective and compliant participation arrangements for managing WHS including identifying duty holders, identifying and approving the required resources and developing and implementing a training program; - establish, implement, maintain and evaluate procedures for effectively identifying hazards, and assessing and controlling risks using the hierarchy of risk control; - provide information and complete documentation for a WHS management system, and; - identify requirements for and request expert WHS advice. Students will also be expected to demonstrate the following knowledge: - identify and detail relevant WHS Acts, regulations and codes of practice; - specify relevant WHS organisational policies, procedures, programs and practices; - explain hazard identification and risk-management processes; - describe the hierarchy of risk control

and how it is applied in the workplace, and; - specify in-house and WHS legislative reporting requirements.

BSBWHS521 Ensure a safe workplace for a work area

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to establish, maintain and evaluate an organisation's work health and safety (WHS) policies, procedures and programs in a work area to ensure a safe workplace, according to WHS legislative requirements. It takes a systems approach and addresses compliance with relevant legislative requirements. The unit applies to those working in a range of contexts who have, or are likely to have, responsibility for WHS as part of their broader management role. It is relevant for people with obligations under WHS laws, for example persons conducting a business or undertaking (PCBUs) or officers, as defined by WHS laws.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - establish, implement, maintain and evaluate one work health and safety management system (WHSMS) for a work area of an organisation that complies with WHS laws, and organisational policies and procedures. During the above, the candidate must: - establish, implement, maintain and evaluate effective and compliant consultative arrangements for managing WHS, including, identifying duty holders, identifying and approving required resources, developing and implementing a training program, and; - establish, implement, maintain and evaluate procedures for effectively identifying hazards, and assessing and controlling risks using the hierarchy of control measures. Students will also be expected to demonstrate the following knowledge: - details of relevant WHS laws relating to ensuring a safe workplace; - WHS organisational policies, procedures, programs and practices required for the performance evidence; - hazard identification and risk-management processes; - key principles, uses and components of the hierarchy of control measures and procedures for applying it in the workplace, and; - organisational and WHS legislative reporting requirements.

BSBWOR202 Organise and complete daily work activities

Locations: Industry, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to seek feedback for performance improvement and use current technology appropriate to the task. It applies to individuals working under direct supervision who develop basic skills and knowledge for working in a broad range of settings.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - plan and organise workload

with the assistance of others; - complete tasks, using appropriate digital tools, within specified timelines seeking assistance as required; - use effective communication skills to seek assistance or feedback from others, and; - seek and use feedback from others to monitor and improve work performance. Students will also be expected to demonstrate the following knowledge: - outline the organisational standards, policies and procedures that relate to own work role; - explain the relationship between an individual's work goals and plans and the organisation's goals and plans; - list some factors that can affect the ability to get work done, and explain the action to take, and; - explain how to plan and manage time.

BSBWOR203 Work effectively with others

Locations: Industry, Footscray Nicholson, Online, Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to work cooperatively with others and deal effectively with issues, problems and conflict. It applies to individuals who perform a range of routine tasks using a limited range of practical skills, and a fundamental knowledge of teamwork in a defined context under direct supervision or with limited individual responsibility.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify own responsibilities in relation to the team and the organisation's requirements; - work effectively in a workgroup; - supporting team members; - using culturally appropriate communication skills; - acting on constructive feedback; - cooperating and contributing to team goals; - identifying improvement opportunities, and; - identify problems and conflicts and address them appropriately. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - outline the organisational standards, policies and procedures that relate to own work role; - outline team responsibilities and duties and their relationship to individual responsibilities and duties, and; - summarise conflict resolution techniques.

BSBWOR204 Use business technology

Locations: Footscray Park, Industry, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to select and use computer software and organise electronic information and data. It applies to individuals who apply a limited range of practical skills with a fundamental knowledge of equipment use and the organisation of data in a defined context, under direct supervision or with limited individual responsibility.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - select and use technology

safely and according to organisational requirements; - access, retrieve and store required data; - demonstrate basic maintenance on a range of equipment using manuals or help-files, and; - identify and address faults according to requirements. Students will also be expected to demonstrate the following knowledge: - outline the organisation's work health and safety requirements; - outline the organisation's requirements for file naming and storage; - explain why regular back-ups of data are done; - list 'routine maintenance' tasks, and; - summarise the procedure for addressing equipment faults.

BSBWOR301 Organise personal work priorities and development

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to organise own work schedules, to monitor and obtain feedback on work performance and to maintain required levels of competence. This unit applies to individuals who exercise discretion and judgement and apply a broad range of competencies in various work contexts.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - prepare a work plan according to organisational requirements and work objectives; - use business technology to schedule, prioritise and monitor completion of tasks in a work plan; - assess and prioritise own work load and deal with contingencies; - monitor and assess personal performance against job role requirements by seeking feedback from colleagues and clients, and; - identify personal development needs and access, complete and record skill development and learning. Note: if a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - outline key provisions of legislation that relate to own work role; - describe goals, objectives or key performance indicators of own work role; - explain ways to elicit, analyse and interpret feedback when communicating with other people in the workplace; - explain the principles and techniques of goal setting, measuring performance, time management and personal assessment of learning and development needs; - explain signs and sources of stress and strategies to deal with stress in the workplace, and; - identify methods to identify and prioritise personal learning needs.

BSBWOR401A Establish effective workplace relationships

Locations: Footscray Nicholson, Sunshine, Online.

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: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each

unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following performance criteria: - coaching and mentoring skills to provide support to colleagues; - literacy skills to research, analyse, interpret and report information, and; - relationship management and communication skills to: deal with people openly and fairly; forge effective relationships with internal and/or external people, and to develop and maintain these networks; gain the trust and confidence of colleagues; respond to unexpected demands from a range of people, and use supportive and consultative processes effectively. Students will also be expected to demonstrate the following knowledge: - relevant legislation from all levels of government that affects business operation, especially in regard to occupational health and safety (OHS), and environmental issues, equal opportunity, industrial relations and anti-discrimination, and; - theory associated with managing work relationships to achieve planned outcomes: developing trust and confidence; maintaining consistent behaviour in work relationships; understanding the cultural and social environment; identifying and assessing interpersonal styles; establishing, building and maintaining networks; identifying and resolving problems; resolving conflict; managing poor work performance; monitoring, analysing and introducing ways to improve work relationships.

BSBWOR404 Develop work priorities

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to monitor and obtain feedback on own work performance and access learning opportunities for professional development. This unit applies to individuals who are required to design their own work schedules and work plans and to establish priorities for their work. They will typically hold some responsibilities for the work of others and have some autonomy in relation to their own role.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - prepare and communicate own work plan; - schedule work objectives and tasks to support the achievement of the workgroup goals; - review own work performance against workgroup objectives through self-assessment and seeking and acting on feedback from clients and colleagues, and; - plan and access learning opportunities to extend personal work competencies. Note: if a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - explain how business technology applications can be used to schedule tasks and plan work; - explain techniques to prepare personal plans and establish priorities; - identify methods to identify and prioritise personal learning needs; - outline a range of professional development options; - explain methods to elicit, analyse and interpret feedback, and; - provide a detailed explanation of methods that can be used to evaluate own performance.

BSBWOR501 Manage personal work priorities and professional development

Locations: Industry, Footscray Nicholson, Werribee, Online.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to create systems and process to organise information and prioritise tasks. It applies to individuals working in managerial positions who have excellent organisational skills. The work ethic of individuals in this role has a significant impact on the work culture and patterns of behaviour of others as managers at this level are role models in their work environment.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - use business technology to create and use systems and processes to organise and prioritise tasks and commitments; - measure and maintain personal work performance including assessing competency against competency standards and seeking feedback; - maintain an appropriate work-life balance to manage personal health and stress; - participate in networks; - develop a personal development plan which includes career objectives and an action plan, and; - develop new skills. Students will also be expected to demonstrate the following knowledge: - explain principles and techniques involved in the management and organisation of: performance measurement; personal behaviour, self-awareness and personality traits identification; a personal development plan; personal goal setting; time; - discuss management development opportunities and options for self; - describe methods for achieving a healthy work-life balance; - outline organisation's policies, plans and procedures; - explain types of learning style/s and how they relate to the individual, and; - describe types of work methods and practices that can improve personal performance.

BSBWOR501B Manage personal work priorities and professional development

Locations: Footscray Nicholson, Online.

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: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to receive, analyse and report on feedback; - literacy skills to interpret written and verbal information about workplace requirements, and; - organisational skills to set and achieve priorities. Students will also be expected to demonstrate the following knowledge: - principles and techniques involved in the management and organisation of: performance measurement; personal behaviour, self-awareness and personality traits identification; personal development plan; personal goal setting; time

management; - management development opportunities and options for self; - organisation's policies, plans and procedures; - types of learning style/s and how they relate to the individual, and; - types of work methods and practices that can improve personal performance.

BSBWOR502 Lead and manage team effectiveness

Locations: Footscray Park, Industry, Footscray Nicholson, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to lead teams in the workplace and to actively engage with the management of the organisation. It applies to individuals working at a managerial level who facilitate work teams and build a positive culture within their work teams. At this level, work will normally be carried out using complex and diverse methods and procedures requiring the exercise of considerable discretion and judgement, using a range of problem solving and decision making strategies.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - use leadership techniques and strategies to facilitate team cohesion and work outcomes; - encouraging and fostering shared understanding of purpose, roles and responsibilities; - identifying and resolving problems; - providing feedback to encourage, value and reward others; - modelling desired behaviour and practices; - develop policies and procedures to ensure team members take responsibility for own work and assist others to undertake required roles and responsibilities; - establish processes to address issues and resolve performance issues; - support team to meet expected performance outcomes including providing formal and informal learning opportunities as needed; - develop performance plans with key performance indicators (KPIs), outputs and goals for individuals or the team which incorporate input from stakeholders; - communicate effectively with a range of stakeholders about team performance plans and team performance; - facilitate two-way flow of information between team and management relevant to team performance, and; - evaluate and take necessary corrective action regarding unresolved issues, concerns and problems raised by internal or external stakeholders. Students will also be expected to demonstrate the following knowledge: - explain how group dynamics can support or hinder team performance; - outline strategies that can support team cohesion, participation and performance; - explain strategies for gaining consensus, and; - explain issue resolution strategies.

BSBWOR502B Ensure team effectiveness

Locations: Footscray Nicholson, City Queen.

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: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge

and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to explain team goals, to address team conflict and to build an environment of trust, and; - planning and organisational skills to keep team on track and focussed on work outcomes. Students will also be expected to demonstrate the following knowledge: - group behaviour; - strategies for mentoring and coaching to informally guide and instruct team members; - issue resolution, and; - strategies for gaining consensus.

BSBWRK411 Support employee and industrial relations procedures

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to communicate and implement industrial relations policies and procedures to effectively represent organisations/employers. It applies to individuals who work in support positions, assisting others in dealing with industrial relations conflicts and issues.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locate information required to identify relevant legislation, agreements, policies and procedures in relation to industrial matters; - use effective communication techniques to support the resolution of workplace grievances and conflicts; - provide accurate written and oral advice about industrial matters, and; - use strategies to monitor and gather feedback on the implementation of industrial relations policies and procedures. Students will also be expected to demonstrate the following knowledge: - outline relevant industrial relations policies and procedures; - summarise grievance resolution policy and procedures; - describe relevant legislation, codes of practice and national standards; - describe the relevant state/territory and federal industrial relations systems, and; - identify sources of expert advice.

BSBWRK510 Manage employee relations

Locations: Industry.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to manage employee and industrial relations matters in an organisation. It involves developing and implementing employee and industrial relations policies and plans and managing conflict resolution negotiations. It applies to those who are authorised to oversee industrial relations and manage conflict and grievances in an organisation. They will have a sound theoretical knowledge base in human resources management and industrial relations as well as current knowledge of industrial relations trends and legislation.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting

of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - analyse organisational documentation to determine long-term employee relations objectives and current employee relations performance; - collaborate with others to develop and review industrial relations policies and plans; - develop implementation and contingency plans for industrial relations policies; - identify the skills and knowledge needed to implement the plan and organise training and development for self and staff; - document and communicate strategies and procedures for eliminating and dealing with grievances and disputes; - train others in conflict resolution techniques, and; - manage industrial relations conflicts, including advocating the organisation's position during negotiations and documenting, implementing and following up agreements. Students will also be expected to demonstrate the following knowledge: - explain relevant industrial relations legislation or regulations; - summarise enterprise and workplace bargaining processes; - summarise key entities in the current Australian industrial relations system, including courts and tribunals, trade unions and employer bodies, and; - identify sources of expert advice.

BSBWRT301 Write simple documents

Locations: Industry, Footscray Nicholson, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to plan, draft and finalise a basic document. It applies to individuals who apply a broad range of competencies in various work contexts and may exercise some discretion and judgement to produce a range of workplace documentation.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - plan, draft and finalise three different simple documents that accurately convey the required basic information in a format suitable for the intended audience and in accordance with organisational policies and procedures for document production. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - identify the process for checking basic grammar, spelling and punctuation; - describe different communication methods, and; - describe how audience, purpose and method of communication influence the tone of a document.

BSBWRT401 Write complex documents

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to plan documents, draft text, prepare final text and produce documents of some complexity. It applies to individuals who work in a range of business environments and are skilled in the creation of reports, information and general promotion documents that are more complex than basic correspondence, memos or forms and that require review and analysis of a range of information sources.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic

and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - plan, draft and finalise complex documents that require review and analysis of a range of information sources; - use business technology to apply formatting, and incorporate graphics; - edit the draft text to ensure accuracy and clarity of information, obtain feedback on the draft and revise the draft, and; - apply the enterprise style guide/house style. Students will also be expected to demonstrate the following knowledge: - identify the enterprise style guide/house style; - outline formatting styles and their impact on formatting, readability and appearance of documents, and; - explain rules and conventions for written English, as defined by general and specialist sources.

BSBWRT401A Write complex documents

Locations: Footscray Nicholson, City Queen, Online.

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: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to clarify requirements of documents; - literacy skills to edit and proofread documents; to create documents with a complex, organised structure of linked paragraphs which use simple and complex syntactic structure; - numeracy skills to collate and present data, graphs and annotated references, and; - problem-solving skills to use processes flexibly and interchangeably. Students will also be expected to demonstrate the following knowledge: - enterprise style guide/house style; - formatting styles and their impact on formatting, readability and appearance of documents; - organisational requirements for ergonomics, work periods and breaks, and resource conservation techniques, and; - rules and conventions for written English, as defined by general and specialist dictionaries and books about grammar.

CH011 Chemistry 1

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: The development and use of materials for specific purposes is an important human endeavour. In this unit students investigate the chemical properties of a range of materials from metals and salts to polymers and nanomaterials. Using their knowledge of elements and atomic structure students explore and explain the relationships between properties, structure and bonding forces within and between particles that vary in size from the visible, through nanoparticles, to molecules and atoms. Students examine the modification of metals, assess the factors that affect the formation of ionic crystals and investigate a range of non-metallic substances from molecules to polymers and giant lattices and relate their structures to specific

applications. Students are introduced to quantitative concepts in chemistry including the mole concept. They apply their knowledge to determine the relative masses of elements and the composition of substances. Throughout the unit students use chemistry terminology including symbols, formulas, chemical nomenclature and equations to represent and explain observations and data from experiments, and to discuss chemical phenomena. This unit is delivered in Year 11.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge in accordance with each unit's learning outcomes, including the setting of practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following knowledge: Outcome 1 On completion of this unit the student should be able to relate the position of elements in the periodic table to their properties, investigate the structures and properties of metals and ionic compounds, and calculate mole quantities. Outcome 2 On completion of this unit the student should be able to investigate and explain the properties of carbon lattices and molecular substances with reference to their structures and bonding, use systematic nomenclature to name organic compounds, and explain how polymers can be designed for a purpose. Outcome 3 On completion of this unit the student should be able to investigate a question related to the development, use and/or modification of a selected material or chemical and communicate a substantiated response to the question. Assessment will follow the requirements set out in the VCE Chemistry Study Guide: The award of satisfactory completion for a unit is based on a decision that the student has demonstrated the set of outcomes specified for the unit. Teachers should use a variety of learning activities and assessment tasks that provide a range of opportunities for students to demonstrate the key knowledge and key skills in the outcomes. Assessment will be a part of the regular teaching and learning program and will be completed mainly in class and within a limited time-frame. All assessments at Units 1 and 2 are school-based. For this unit students are required to demonstrate achievement of three outcomes. As a set these outcomes encompass all areas of study in the unit. Practical work is a central component of learning and assessment. As a guide, between 3½ and 5 hours of class time should be devoted to student practical work and investigations for each of Areas of Study 1 and 2. For Area of Study 3, between 4 and 6 hours of class time should be devoted to undertaking the investigation and communicating findings. .

CH011A Chemistry 1

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: Students study the models for metallic, ionic and covalent bonding. They consider the widespread use of polymers as an example of the importance of chemistry to their everyday lives. Students investigate the uses of materials and how these have changed. Examples could include improved corrosion prevention or limitation and carbon nanotubes and self-repairing materials. Students are also introduced to the development and application of 'smart' materials. This unit is delivered in Year 11.

Required Reading: Lecturer will provide teaching and learning materials as required in the form of VU produced workbooks.

Assessment: Demonstration of 'Satisfactory completion' by a selection of Assessment tasks and Level of Performance by SAC (Tests) and Exams.

CH022 Chemistry 2

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: Water is the most widely used solvent on Earth. In this unit students explore the physical and chemical properties of water, the reactions that occur in water and various methods of water analysis. Students examine the polar nature of a water molecule and the intermolecular forces between water molecules. They explore the relationship between these bonding forces and the physical and chemical properties of water. In this context students investigate solubility, concentration, pH and reactions in water including precipitation, acid-base and redox. Students are introduced to stoichiometry and to analytical techniques and instrumental procedures, and apply these to determine concentrations of different species in water samples, including chemical contaminants. They use chemistry terminology including symbols, units, formulas and equations to represent and explain observations and data from experiments, and to discuss chemical phenomena. Students explore the solvent properties of water in a variety of contexts and analyse selected issues associated with substances dissolved in water.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge in accordance with each unit's learning outcomes, including the setting of practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following knowledge: Outcome 1 On completion of this unit the student should be able to relate the properties of water to its structure and bonding, and explain the importance of the properties and reactions of water in selected contexts. Outcome 2 On completion of this unit the student should be able to measure amounts of dissolved substances in water and analyse water samples for salts, organic compounds and acids and bases. Outcome 3 On completion of this unit the student should be able to design and undertake a quantitative laboratory investigation related to water quality, and draw conclusions based on evidence from collected data. Assessment will follow the requirements set out in the VCE Chemistry Study Guide: The award of satisfactory completion for a unit is based on a decision that the student has demonstrated the set of outcomes specified for the unit. Teachers should use a variety of learning activities and assessment tasks that provide a range of opportunities for students to demonstrate the key knowledge and key skills in the outcomes. Assessment will be a part of the regular teaching and learning program and will be completed mainly in class and within a limited time-frame. All assessments at Units 1 and 2 are school-based. For this unit students are required to demonstrate achievement of three outcomes. As a set these outcomes encompass all areas of study in the unit. Practical work is a central component of learning and assessment. As a guide, between 3½ and 5 hours of class time should be devoted to student practical work and investigations for each of Areas of Study 1 and 2. For Area of Study 3, between 4 and 6 hours of class time should be devoted to undertaking the investigation and communicating findings.

CH033 Chemistry 3

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: The global demand for energy and materials is increasing with world population growth. In this unit students explore energy options and the chemical production of materials with reference to efficiencies, renewability and the minimisation of their impact on the environment. Students compare and evaluate different chemical energy resources, including fossil fuels, biofuels, galvanic cells and fuel cells. They investigate the combustion of fuels, including the energy

transformations involved, the use of stoichiometry to calculate the amounts of reactants and products involved in the reactions, and calculations of the amounts of energy released and their representations. Students consider the purpose, design and operating principles of galvanic cells, fuel cells and electrolytic cells. In this context they use the electrochemical series to predict and write half and overall redox equations, and apply Faraday's laws to calculate quantities in electrolytic reactions. Students analyse manufacturing processes with reference to factors that influence their reaction rates and extent. They investigate and apply the equilibrium law and Le Chatelier's principle to different reaction systems, including to predict and explain the conditions that will improve the efficiency and percentage yield of chemical processes. They use the language and conventions of chemistry including symbols, units, chemical formulas and equations to represent and explain observations and data collected from experiments, and to discuss chemical phenomena. This unit is delivered in Year 12.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge in accordance with each unit's learning outcomes, including the setting of practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following knowledge: Outcome 1 On completion of this unit the student should be able to compare fuels quantitatively with reference to combustion products and energy outputs, apply knowledge of the electrochemical series to design, construct and test galvanic cells, and evaluate energy resources based on energy efficiency, renewability and environmental impact. Outcome 2 On completion of this unit the student should be able to apply rate and equilibrium principles to predict how the rate and extent of reactions can be optimised, and explain how electrolysis is involved in the production of chemicals and in the recharging of batteries. Assessment will follow the requirements set out in the VCE Chemistry Study Guide: SCHOOL-BASED ASSESSMENT 1. Satisfactory completion The award of satisfactory completion for a unit is based on whether the student has demonstrated the set of outcomes specified for the unit. A variety of assessment tasks will provide a range of opportunities for students to demonstrate the key knowledge and key skills in the outcomes. 2. Assessment of levels of achievement The student's level of achievement in Unit 3 will be determined by School-assessed Coursework (SAC). SAC will be completed mainly in class and within a limited time-frame. SAC for Unit 3 will contribute 16 per cent to the study score. SAC for Unit 4 will contribute 24 per cent to the study score (CH034 Chemistry 4). Practical work is a central component of learning and assessment. As a guide, between 3½ and 5 hours of class time should be devoted to student practical work and investigations for each of Areas of Study 1 and 2. EXTERNAL ASSESSMENT The level of achievement for Units 3 and 4 is also assessed by an end-of-year examination, which will contribute 60 per cent to the study score.

CH033A Chemistry 3

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: In this unit students investigate the scope of techniques available to the analytical chemist. Chemical analysis is vital in the work of the forensic scientist, the quality control chemist at a food manufacturing plant, the geologist in the field, and the environmental chemist monitoring the health of a waterway. This unit is delivered in Year 12.

Required Reading: Lecturer will provide teaching and learning materials as required in

the form of VU produced workbooks.

Assessment:Demonstration of 'Satisfactory completion' by a selection of Assessment tasks and Level of Performance by SAC (Tests) and Exams .

CH034 Chemistry 4

Locations:Footscray Nicholson.

Prerequisites:CH033 - Chemistry 3

Description:The carbon atom has unique characteristics that explain the diversity and number of organic compounds that not only constitute living tissues but are also found in the fuels, foods, medicines and many of the materials we use in everyday life. In this unit students investigate the structural features, bonding, typical reactions and uses of the major families of organic compounds including those found in food. Students study the ways in which organic structures are represented and named. They process data from instrumental analyses of organic compounds to confirm or deduce organic structures, and perform volumetric analyses to determine the concentrations of organic chemicals in mixtures. Students consider the nature of the reactions involved to predict the products of reaction pathways and to design pathways to produce particular compounds from given starting materials. Students investigate key food molecules through an exploration of their chemical structures, the hydrolytic reactions in which they are broken down and the condensation reactions in which they are rebuilt to form new molecules. In this context the role of enzymes and coenzymes in facilitating chemical reactions is explored. Students use calorimetry as an investigative tool to determine the energy released in the combustion of foods. This unit is delivered in Year 12.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge in accordance with each unit's learning outcomes, including the setting of practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following knowledge: Outcome 1 On completion of this unit the student should be able to compare the general structures and reactions of the major organic families of compounds, deduce structures of organic compounds using instrumental analysis data, and design reaction pathways for the synthesis of organic molecules. Outcome 2 On completion of this unit the student should be able to distinguish between the chemical structures of key food molecules, analyse the chemical reactions involved in the metabolism of the major components of food including the role of enzymes, and calculate the energy content of food using calorimetry. Outcome 3 On the completion of this unit the student should be able to design and undertake a practical investigation related to energy and/or food, and present methodologies, findings and conclusions in a scientific poster. Assessment will follow the requirements set out in the VCE Chemistry Study Guide: SCHOOL-BASED ASSESSMENT 1. Satisfactory completion The award of satisfactory completion for a unit is based on whether the student has demonstrated the set of outcomes specified for the unit. A variety of assessment tasks will provide a range of opportunities for students to demonstrate the key knowledge and key skills in the outcomes. 2. Assessment of levels of achievement The student's level of achievement in Unit 4 will be determined by School-assessed Coursework (SAC). SAC will be completed mainly in class and within a limited time-frame. SAC for Unit 3 will contribute 16 per cent to the study score (CH033 Chemistry 3). SAC for Unit 4 will contribute 24 per cent to the study score. Practical work is a central component of learning and assessment. As a guide, between 3½ and 5 hours of class time should be devoted to student practical work and investigations for each of Areas of Study 1 and 2. For Area of Study 3, between

7 and 10 hours of class time should be devoted to the investigation related to energy and/or food, to be undertaken in either Unit 3 or Unit 4, or across both Units 3 and 4, including writing of the sections of the scientific poster. EXTERNAL ASSESSMENT The level of achievement for Units 3 and 4 is also assessed by an end-of-year examination, which will contribute 60 per cent to the study score.

CH034A Chemistry 4

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:In this unit students investigate the industrial production of chemicals and the energy changes associated with chemical reactions. This unit is delivered in Year 12.

Required Reading:Lecturer will provide teaching and learning materials as required in the form of VU produced workbooks.

Assessment:Demonstration of 'Satisfactory completion' by a selection of Assessment tasks and Level of Performance by SAC (Tests) and Exams.

CHCADV001 Facilitate the interests and rights of clients

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

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to assist clients to identify their rights, voice their needs and concerns and realise their interests, rights and needs. This unit applies to workers of all levels in a range of health or community services settings who provide services using a human rights based approach and have direct interaction with clients.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - worked in collaboration with 1 client to identify their interests, needs and rights; - advocated on behalf of 1 client to achieve a specific outcome, and; - supported 1 client throughout an organisational or legal complaints process. Students will also be expected to demonstrate the following knowledge: - Universal Declaration of Human Rights; - relationship between human needs and human rights; - human rights frameworks, approaches, instruments; - legal and ethical considerations (international, national, state/territory, local) related to facilitation of client rights and interests and how these impact individual workers; - duty of care; - human rights; - mandatory reporting; - discrimination; - privacy, confidentiality and disclosure; - informed consent; - organisation and legal complaints processes; - rights and responsibilities of clients, workers and organisations; - common risks to client safety and wellbeing; - relevance of child protection across all health and community services contexts, including duty of care when child is not the client, indicators of risk and adult disclosure; - actions that constitute discrimination and techniques for addressing it; - types of community resources, networks and referral options relevant to the nature of client service; - potential conflict between client needs and organisation requirements; - differences between negotiation, advocacy, mediation; - negotiation, advocacy, mediation techniques for the facilitation of client rights, and; - empowerment and disempowerment.

CHCADV005 Provide systems advocacy services

Locations: Footscray Nicholson, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to advocate and ensure that government, community and organisational systems broadly support and uphold human rights. This unit applies to workers in a health, community services or advocacy settings who undertake a leadership role in influencing social and system changes. Workers at this level will also advocate for change and continuous improvement at the organisational level to improve client outcomes and service quality.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - provided systems advocacy for 1 specific client or client group or community to achieve a specific outcome; - consulted with members of the client group and/or community to identify issues and concerns; - facilitated 1 formal meeting with the client or client group or community to develop strategies for action; - pursued opportunities to advocate, mediate and negotiate through community organisations and government agencies; - represented client issues within broader social, political and community structures, and; - identified 1 opportunity for improved service delivery within the organisation and provided recommendation(s) for change. Students will also be expected to demonstrate the following knowledge: - universal declaration of human rights; - relationship between human needs and human rights; - human rights frameworks, approaches, instruments; - legal and ethical considerations for advocacy work and how these are applied in organisations; - guardianship including the legal status of parents and guardians of people under the age of 18; - rights and responsibilities of clients, workers and organisations; - structural, political and other social factors which operate to maintain discrimination against clients, consumers and service users; - specific range of issues affecting the client group; - context and relationship of client issues to community, society and government policy; - political lobbying processes, including electronic campaigning and use of media (traditional, social and digital) for advocacy purposes; - relevant agencies and services which may assist in promoting and advocating; - balance between the rights of the general community and the rights of people with specific issues; - power and power structures; - community consultation, participation and decision-making processes; - processes and structures relevant to organisation goals and objectives or work role; - industry culture; - models of negotiation; - models of management and leadership, and; - advocacy issues.

CHCAGE001 Facilitate the empowerment of older people

Locations: Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to respond to the goals and aspirations of older people and provide support services in a manner that focuses on improving health outcomes and quality of life, using a person-centred approach. This unit applies to support workers in residential or community contexts.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic

and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - responded to the goals and aspirations of at least 2 older people, 1 in a simulated environment and 1 in the workplace, and; - used oral communication skills to maintain positive and respectful relationships. Students will also be expected to demonstrate the following knowledge: - structure and profile of the aged care sector; - key issues facing older people; - implications for work in the sector; - the ageing process and related physiological and psychological changes, including sexuality and gender issues; - strategies that the older person may adopt to promote healthy lifestyle practices; - legal and ethical considerations for working with older people; - indicators of abuse and/or neglect; - reporting requirements for suspected abuse situations, and; - the impact of own attitudes on working with older people.

CHCAGE003 Coordinate services for older people

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to provide services to an older person. It involves following and contributing to an established individual plan. This unit applies to workers in a residential or community context, or those in personal care or support services that work with older people. Work performed requires some discretion and judgement and is carried out under regular direct or indirect supervision.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - coordinated the service needs for at least 3 older people requiring varying levels or types of support. Students will also be expected to demonstrate the following knowledge: - the social model of disability; - aspects of elder abuse; - indications of neglect or abuse; - emotional impact of abuse; - appropriate management of issues surrounding abuse; - manifestations and presentation of common health problems associated with ageing, appropriate actions in response to these problems and when to refer; - role and function of various relevant health professionals; - relevant community and support services; - principles and practices of case management, and; - organisation standards, policies and procedures. .

CHCAGE004 Implement interventions with older people at risk

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to work in partnership with older people and their carers to implement interventions in the context of an individualised plan to reduce risk. This unit applies to support workers in a residential or community context. Work performed requires a range of well developed skills where some discretion and judgement is required. Workers will take responsibility for their own outputs under direct or indirect supervision.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - assisted with the assessment of risk and the implementation and evaluation of risk minimisation strategies for at least 2 older people, 1 in a simulated environment and 1 in the workplace, in a manner that is respectful of the older person's dignity and privacy. Students will also be expected to demonstrate the following knowledge: - the tensions which may exist between an individual's rights and the organisation's responsibility to individuals; - legal and ethical considerations for working in aged care; - duty of care; - human rights; - privacy, confidentiality and disclosure; - work role boundaries - responsibilities and limitations; - the major issues, trends and policies relating to the health and wellbeing of older people; - standardised tools for risk assessment and the management and monitoring of risks; - major risk areas for ageing population, and; - documentation requirements including the importance of accurate and appropriately detailed records.

CHCAGE005 Provide support to people living with dementia

Locations: Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City King St, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to provide person-centred care and support to people living with dementia. It involves following and contributing to an established individual plan. This unit applies to workers in a residential or community context, including family homes. Work performed requires some discretion and judgement and may be carried out under regular direct or indirect supervision. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - provided support to 2 different people living with dementia: using a person-centred approach to support; using appropriate communication strategies, and; assisting in implementing a range of suitable activities that meet the person's needs. Students will also be expected to demonstrate the following knowledge: - up to date research on dementia and the different manifestations of dementia; - dementia as a progressive neurological condition, including pathological; - common indicators and symptoms of dementia; - behaviours of concern, needs driven behaviour model and de-escalation procedures; - progression of dementia and potential impact on the person with dementia, their family and significant others; - principles of person-centred approach to support; - relevant activities which enhance self-esteem and pleasure in the person's life, minimise boredom, and distract from or eliminate behavioural and psychological

symptoms of dementia; - competency and image enhancement as a means of addressing devaluation, and; - verbal and non-verbal communication strategies.

CHCAOD001 Work in an alcohol and other drugs context

Locations: Industry, Footscray Nicholson, Werribee, City Flinders, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to establish and work within the current context, philosophy and values of the alcohol and other drugs (AOD) sector. This unit applies to workers who come into contact with clients affected by alcohol and other drugs.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - used critical thinking skills to evaluate information about current values and philosophy of the AOD sector, and; - worked with at least 2 people who have alcohol and/or drugs issues in ways that are consistent with the current values and philosophy of the AOD sector. Students will also be expected to demonstrate the following knowledge: - impact of current and changing social, political, economic and legal contexts of AOD; - historical, current and emerging models of alcohol and drugs practice and their evidence base; - legal and ethical considerations (international, national, state/territory, local) in AOD work, and how they are applied in organisations and individual practice; - specific contexts for AOD work and their characteristics; - social constructs of the AOD sector and the impact of own attitudes on working with people affected by AOD; - historic, current and emerging patterns of drug and alcohol use; - services, prevention and intervention strategies available to AOD clients; - risks and mitigation strategies when working with people affected by alcohol and/or other drugs, and; - drug fundamentals.

CHCAOD002 Work with clients who are intoxicated

Locations:Footscray Nicholson, Werribee, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to respond to the immediate and ongoing needs of people intoxicated by alcohol and/or other drugs, with a focus on harm minimisation. This unit applies to people working in alcohol and other drugs (AOD) services and other community service delivery contexts.

Required Reading:Lecturer will provide teaching and learning materials as required in the form of VU produced Workbooks.

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. Students will be expected to demonstrate the following required skills: - provided services to at least 2 intoxicated clients; - used the following communication and interpersonal skills in dealing with intoxicated clients: - management of difficult and aggressive behaviour; - non-judgmental communication; - conflict resolution; - negotiation; - self-protection. Students will also be expected to demonstrate the following knowledge: - legal and ethical considerations (international, national, state/territory, local) in AOD work, and how they are applied in organisations and

individual practice; - children in the workplace; - codes of conduct; - codes of practice; - discrimination; - dignity of risk; - duty of care; - human rights; - informed consent; - mandatory reporting; - practice standards; - privacy, confidentiality and disclosure, including limitations; - policy frameworks; - records management; - rights and responsibilities of workers, employers and clients; - specific AOD legislation; - work role boundaries - responsibilities and limitations; - work health and safety; - infection control; - contexts in which interactions with intoxicated persons may take place: - night patrols; - detoxification/withdrawal units; - sobering up shelters; - emergency departments and other health environments; - other community service delivery environments; - signs and symptoms of alcohol and/or drug use; - signs and symptoms that indicate need for assistance from a health professional; - ways to assess intoxication and/or drug use level/s; - concurrent medical illnesses which may mimic/mask withdrawal; - strategies for dealing with aggressive and potentially violent clients, including protective/risk management strategies; - types of daily living assistance that may be provided: - personal hygiene; - food and drink; - transportation/assistance with travel; - current information on alcohol and other drugs issues; - available support services and resources; - emergency and crisis contacts; - sobering up services; - withdrawal services; - mental health services.

CHCAOD004 Assess needs of clients with alcohol and other drugs issues

Locations: Industry, Footscray Nicholson, Werribee, City Flinders, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to prepare for and conduct assessments of alcohol and other drugs (AOD) clients to determine eligibility, service requirements and referral needs. This includes knowledge of factors affecting assessment for a range of different client groups including different genders, youth, older people, mandated and voluntary clients, Aboriginal and/or Torres Strait Islander people and those from culturally and linguistically diverse backgrounds. This unit applies to people involved in the assessment of clients with AOD issues using established organisation or jurisdictional AOD assessment tools.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - assessed at least 2 clients in different settings, presenting with alcohol and/or other drug issues, and; - used communication skills, including: interpreting verbal and non-verbal communication; establishing rapport with client; managing conflict; active listening; negotiating. Students will also be expected to demonstrate the following knowledge: - legal and ethical considerations (international, national, state/territory, local) in AOD work, and how these are applied in organisations and individual practice; - requirements related to client registration, allocation and referral; - context for the provision of services - agency role, agency target group and the impacts on the local community; - risk assessment processes in relation to interventions for people with drug and/or alcohol and co-existing issues; - AOD assessment tools; - client information required for assessment and the scope and depth of information needed; - established processes and protocols; - common co-existing conditions and associated issues relating to assessment of people with drug and/or alcohol issues; - factors for consideration when working with different types of clients; - considerations when working with clients at risk of self-harm, suicide or with mental health issues; -

professional responsibilities when presenting cases fall outside of practitioner's current scope; - how to apply pharmacological factors to the assessment process; - patterns of drug use; - consequences and effects of drug substitution/replacement, and; - poly drug use, common drug interactions and effects of prescribed drugs on the use of other drugs.

CHCAOD005 Provide alcohol and other drugs withdrawal services

Locations: Footscray Nicholson, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to provide support and assistance to people going through the process of withdrawing from alcohol, tobacco or other drugs, including combinations of these. This unit applies to those working with clients going through alcohol and other drugs (AOD) withdrawal in residential or non-residential settings following established withdrawal guidelines.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - provided withdrawal services according to organisation protocols to 2 clients presenting with different needs. Students will also be expected to demonstrate the following knowledge: - legal and ethical considerations (international, national, state/territory, local) in AOD work, and how these are applied in organisations and individual practice; - organisation protocols for the assessment, monitoring and evaluation of: home-based withdrawal; residential withdrawal and any restrictions on clients, and outpatient withdrawal; - stages of AOD withdrawal and specific signs and symptoms; - responses to the stages of withdrawal; - concurrent medical illnesses which may mimic/mask withdrawal; - support agencies in the AOD sector and the services they provide, including post withdrawal services, and; - current information on alcohol and other drugs issues relevant to withdrawal, including relapse prevention and planning.

CHCAOD006 Provide interventions for people with alcohol and other drugs issues

Locations: Industry, Footscray Nicholson, Werribee, City Flinders, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to confirm, conduct and monitor intervention strategies to address alcohol and other drugs (AOD) issues. This unit applies to workers who provide support to people with AOD issues within the scope of an established individual treatment plan. Interventions would be ongoing and be conducted under the guidance of a supervisor.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - planned, conducted and monitored interventions for at least 2 people with AOD issues as detailed in their treatment plan, using evidence based interventions, at least 1 of which, must be

motivational interviewing. Students will also be expected to demonstrate the following knowledge: - legal and ethical considerations (international, national, state/territory, local) in AOD work, and how these are applied in organisations and individual practice; - roles and responsibilities of people involved in the intervention; - types of information and terminology found in client treatment plan and how to interpret these; - factors that may influence a client's ability to participate in an intervention; - theoretical frameworks about motivation to change alcohol and/or other drug use; - treatment interventions, and their use, appropriate to AOD and scope of role; - techniques for motivational interviewing/counselling; - strategies to support clients during interventions; - strategies for managing difficult situations, and; - types and availability of service to which client may be referred.

CHCAOD007 Develop strategies for alcohol and other drugs relapse prevention and management

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to work collaboratively with clients to develop strategies for preventing and managing relapse, should it occur, as well as ways to deal effectively with potentially harmful behaviour. This unit applies to workers who develop strategies with, and for, clients with alcohol and other drugs (AOD) issues within established organisation guidelines. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - conducted a relapse planning session with at least 2 clients with alcohol and/or drug issues that incorporate supporting clients with: problem solving; goal setting; coping; self monitoring and management; recognising and managing cravings; cognitive restructuring; harm minimisation; used effective communication skills. Students will also be expected to demonstrate the following knowledge: - legal and ethical considerations (international, national, state/territory, local) in relapse prevention and management work, and how these are applied in organisations and individual practice; - roles and responsibilities of different people in the relapse prevention process, including scope of own role; - principles of: effective communication, including motivational interviewing, active listening and questioning; crisis management; harm minimisation; - effects of AOD and the behavioural responses associated with AOD issues; - models of relapse prevention; - factors that typically trigger relapse; - factors that influence substance use, including environmental, cultural, economic and individual that are risk factors for relapse; - risk assessment and management considerations including ways of minimising risk; - relapse/lapse management strategies; - pharmacotherapies and other therapies to assist in relapse prevention, and; - strategies to assist with harm minimisation to client and others.

CHCAOD008 Provide advanced interventions to meet the needs of clients with alcohol and other drugs issues

Locations: Industry, Footscray Nicholson, Werribee, City Flinders, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to design, implement and monitor ongoing therapeutic interventions drawing on evidence informed models and techniques. It involves holistic consideration of all client needs, and collaboration with other services. This unit applies to individuals who work with significant autonomy in the provision of interventions and support to clients with alcohol and other drugs (AOD) issues. While work is carried out in the context of an existing treatment plan, the worker may also design and adapt specific strategies. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - autonomously planned and provided intervention and support strategies to 2 different clients with AOD issues, and; - used at least 2 of the following approaches/models: cognitive behavioural therapy or mindful integrated cognitive behavioural therapy (MiCBT); rational emotive therapy; reality therapy; dialectical behaviour therapy; acceptance and commitment therapy; solution focussed therapy; narrative therapy; resilience based interventions; family counselling; group work and group counselling. Students will also be expected to demonstrate the following knowledge: - legal and ethical considerations (international, national, state/territory, local) in AOD work, and how these are applied in organisations and individual practice; - counselling and other therapeutic models and techniques appropriate to client AOD issues and scope of role; - ways that different models and techniques may be integrated and when this may be appropriate; - techniques for teaching clients self-management skills and self-report measures; - factors affecting support work with people from specific groups; - techniques for dealing with difficult communication situations, and; - measures for monitoring client outcomes.

CHCAOD009 Develop and review individual alcohol and other drugs treatment plans

Locations: Industry, Footscray Nicholson, Werribee, City Flinders, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to work collaboratively with clients to establish treatment goals, and to develop and evaluate individual treatment plans to meet those goals. This unit applies to workers who develop treatment plans with, and for, clients with alcohol and other drugs (AOD) issues on the basis of an existing assessment and within established organisation guidelines. Depending on the context, development of the plan may be autonomous or collaborative. Workers may or may not be the person conducting the assessment.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - developed a treatment plan based on existing assessments and within organisation guidelines for 2 people requiring different types of interventions and service supports. Students will also be expected to demonstrate the following knowledge: - legal and ethical considerations (international, national, state/territory, local) in AOD work, and how these are applied in organisations and individual practice: - different approaches and models of service planning and case management; - principles of: person centred approach; effective communication and negotiation techniques; - organisation policies, procedures and guidelines for individual treatment plans; - types of issues beyond the scope of AOD services where referral or inter-agency collaboration may be required; - role of family members and others in the client support network in relation to successful treatment planning, implementation and review; - types of information and terminology found in client assessments and how to interpret these; - what constitutes effective treatment goals for AOD issues; - AOD service delivery models; - brief and longer term treatments and interventions available, when and how they are used; - processes for the matching of treatment goals to different interventions and strategies aimed at abstinence and controlled AOD use; - ways of using stages of change to identify appropriate treatment goals, strategies and referral options; - barriers and cultural factors that may impact on a person with AOD issues achieving treatment goals and ways to address this; - how and where to access specialist AOD information, and; - factors affecting support work with people from specific groups.

CHCCCS001 Address the needs of people with chronic disease

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City King St, Sunshine, Whitten Oval.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to determine and address specific issues faced by people who have a chronic disease, in the context of contributing to a holistic approach to support. The unit applies to workers providing services to people with chronic disease in diverse community services and health contexts. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - determined and addressed the needs of at least 3 people presenting with different types of chronic disease and lifestyle situations. Students will also be expected to demonstrate the following knowledge: - broad context for chronic disease; - strategies to address and manage chronic disease in the relevant work context; - ways to communicate appropriately and effectively with a person with a chronic disease, and; - roles and responsibilities of different people in chronic disease management and their contribution to coordinated service delivery.

CHCCCS002 Assist with movement

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to support people

who require assistance with basic physical movement which may be due to incapacity. This unit applies to workers in a range of community services or health contexts who provide front line support services within the context of an established individualised plan.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - provided assistance with moving a person in at least 6 of the following situations: - assisting a person up off the floor; - assisting a person to be weighed on chair weighing scales; - assisting a person to change position in bed; - assisting a person to use crutches or other walking aids; - assisting a person or co-worker to use a hoist or mechanical lifter for transfers; - moving a person to a seated position; - moving a person by wheelchair or trolley; - moving a person between wheelchair or trolley and bed; - moving a person to a standing position; - transfers from wheelchair to shower chair and toilet; - assisting a person who is falling. Students will also be expected to demonstrate the following knowledge: - basic body biomechanics, soft tissue joint structure; - importance of maintaining skin integrity; - organisation policy and procedures in relation to: infection control as it relates to assisting with movement, and supervisory and reporting protocols; - legal and ethical considerations and how these are applied in an organisation and individual practice; - risk factors and techniques used when environment or residence are not custom fitted with aids, and; - techniques for assisting with movement.

CHCCCS003 Increase the safety of individuals at risk of suicide

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to identify and manage immediate suicide risk and work with the individual to achieve safe outcomes. It includes the requirements for developing a clear safety plan for addressing any immediate danger to the person at risk or others, mobilising access to emergency medical help when needed and facilitating links with further support. This unit applies to people in formal helping roles in any community service context. Suicide safety may involve face-to-face, telephone or remote contact with the person involved. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - responded to at least 3 different situations where there is risk of suicide. Students will also be expected to demonstrate the following knowledge: - indicators of potential suicide risk, including

risk of any type of self-harm; - principles and practices of suicide intervention; - referral options and procedures for accessing services; - procedures for facilitating emergency interventions; - personal values, beliefs and attitudes that facilitate or impede suicide intervention; - consideration of how the presence of mental health concerns might influence the helper's intervention role and inform referral options; - principles and practices of self-care and supervision, and; - legal and ethical considerations and how these are applied in an organisation and individual practice.

CHCCCS004 Assess co-existing needs

Locations: Industry, Footscray Nicholson, Werribee, City Flinders, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to assess the diverse and multi-faceted needs of people and determine both internal and external services required to meet those needs. This unit applies in a range of community service contexts.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - assessed and appropriately responded to the requirements of at least 3 people presenting with co-existing needs, and; - used analytical and critical thinking skills in each case: applying a strengths-based approach to assessment; analysing information about co-existing issues; making evidence-based judgements about the person's needs. Students will also be expected to demonstrate the following knowledge: - different types of assessment and their use in different contexts; - assessment process; - nature and impact of diverse and multi-faceted needs and issues affecting client groups, and potential interrelationships between them; - common service requirements and basic features of those services; - networks and specialist services available, and; - legal and ethical considerations relating to assessment processes.

CHCCCS006 Facilitate individual service planning and delivery

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to contribute to the development, implementation and review of individualised support. This unit applies to workers in a range of community services and service delivery contexts. Work will involve collaborating with the person requiring support and other people involved in the support network. Service needs may be complex or multiple.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - worked within established guidelines to contribute to the planning and reviewing of services which meet the needs of at least 3 people, and; - contributed to the planning processes by communicating effectively with the person and other stakeholders using active

listening and questioning. Students will also be expected to demonstrate the following knowledge: - role and responsibilities of different people in the planning process; - human development across the lifespan and influences on service delivery; - strengths-based planning processes; - features and modes of service delivery; - legal and ethical considerations related to planning and service delivery and how these are applied in an organisation and individual practice; - risk management considerations and ways of minimising risk, and; - continuous improvement processes.

CHCCCS007 Develop and implement service programs

Locations: Industry, Footscray Nicholson, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to engage consumers, analyse service needs of particular groups and develop programs and services to meet those needs. This unit applies to workers coordinating or managing teams and operations in varied service delivery contexts.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - developed, implemented and evaluated at least 1 community sector service program. Students will also be expected to demonstrate the following knowledge: - program planning principles and processes; - program design; - program resourcing; - implementation systems and procedures; - feedback and complaints procedures; - evaluation and continuous improvement; - accountability and governance; - funding framework, including not-for-profit, government funding; - supports needed for effective consumer participation at all levels of program planning; - requirements of specific service user groups and individuals; - diverse and multi-faceted needs and issues service user participation opportunities and barriers; - opportunities for collaboration and service partnerships; - risk, regulatory and sustainability considerations, and; - standards, codes and legislation compliance.

CHCCCS009 Facilitate responsible behaviour

Locations: Footscray Nicholson, Werribee, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to monitor individuals, respond to behaviours of concern, deal with conflict and support responsibility for behaviour management and change.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - recognised and responded to at least 3 different situations where behaviours of concern are present, and; - communicated effectively in at least 1 situation of conflict by: engaging positively and supportively; using negotiation and problem solving skills, and; modelling assertive behaviour. Students will also be expected to demonstrate the following

knowledge: - legal and ethical considerations related to addressing behaviours of concern and how these are applied in an organisation and individual practice; - types of behaviours of concern, underlying reasons and appropriate ways to respond; - cultural practices and customs of the service users' population and their impact on behaviour in the particular environment; - principles of effective communication for conflict management; - principles of responding to human behaviour relating to violence, aggression and suicide; - reporting procedures for incidents and accidents; - specific statutory requirements related to treatment of people with special needs and requiring special support; - specialist services and referral options, and; - critical incident procedures.

CHCCCS010 Maintain high standard of service

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to deliver and maintain a high standard of service. This unit applies to workers in a range of community services and health contexts where direct support services are provided. Work performed requires some discretion and judgement and may be carried out under regular direct or indirect supervision.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - delivered services to 3 different people using appropriate verbal and non-verbal communication styles in a non-discriminatory, supportive and inclusive manner. Students will also be expected to demonstrate the following knowledge: - characteristics of excellent standards of service; - how to access interpreter services; - cultural differences in Australia; - legal and ethical consideration and how these are applied in an organisation and individual practice; - organisation policies and procedures for responding to: behaviours of concern and complaints; - roles and responsibilities of self and other workers within the organisation, and; - situations when people's issues need to be referred to an appropriate professional.

CHCCCS011 Meet personal support needs

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to determine and respond to an individual's physical personal support needs and to support activities of daily living. This unit applies to workers who provide support to people according to an established individualised plan in any community services context. Work performed requires some discretion and judgement and may be carried out under regular direct or indirect supervision. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting

of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - safely supported at least 2 individuals by performing the activities outlined in the performance criteria of this unit. This includes following support requirements of an established individualised plan and supporting each of the following activities: bed bathing; dressing, undressing and grooming; eating and drinking using appropriate feeding techniques; oral hygiene; shaving; showering; toileting and the use of continence aids; using aids and equipment including devices used by the person; - performed the following hazardous manual handling scenarios at least once: transferring a person between bed and chair; transferring a person in and out of car and falls recovering. Students will also be expected to demonstrate the following knowledge: - different contexts for provision of personal support and impacts on the way services are provided; - role and responsibilities of the personal support providers and workers; - concepts of enablement and re-enablement; - legal and ethical requirements related to the provision of personal support, and how these are applied in an organisation and individual practice; - basics of: body hygiene; grooming; oral hygiene; human body system; - personal safety and security risks associated with provision of personal support and strategies to minimise those risks; - features, functions and safe use of equipment and aids used in provision of personal support and devices used by the person including the importance of adjusting equipment and aids to the needs of the individual; - techniques for completing physical support routines; - infection control procedures, and; - organisational reporting technologies.

CHCCCS012 Prepare and maintain beds

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to apply bed making and cleaning practices to a range of beds to ensure that people can safely occupy a clean bed. This unit applies to workers in a range of settings where beds may be occupied or unoccupied. Where beds in an acute setting are occupied, bed making will usually be performed in an assisting role or under the supervision of an appropriate health professional according to organisation policy. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - bed linen items; - organisation policies and procedures, and; - clinical waste disposal, including waste minimisation, environmental responsibility and sustainable practice issues. Students will also be expected to demonstrate the following knowledge: - use of suitable facilities, equipment and resources.

CHCCCS014 Provide brief interventions

Locations: Footscray Nicholson, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to assess intervention needs, and then to implement and monitor brief intervention strategies for people at various stages of the change process. This unit applies to workers in a

range of community services contexts.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - undertaken the brief intervention process for at least 2 people presenting with different issues at different stages of the change process; - used each of the following at least once to support the intervention process: active listening; non-judgmental language; supportive approach; facilitation and negotiation that assists the person's decision-making. Students will also be expected to demonstrate the following knowledge: - brief intervention scope and process; features of brief interventions; role as public health strategy; reasons for using brief interventions; step by step process; record-keeping requirements; - stages of behaviour change model; - options and approaches to support behaviour change; - health and wellbeing considerations; - broader contexts for the person's current behaviour; - barriers and challenges for positive intervention outcomes and how to address these, and; - legal and ethical considerations for interventions.

CHCCCS015 Provide individualised support

Locations: Industry, Footscray Nicholson, St Albans, Werribee, Sunshine, VU Learning Link in Altona Meadows.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to organise, provide and monitor support services within the limits established by an individualised plan. The individualised plan refers to the support or service provision plan developed for the individual accessing the service and may have many different names in different organisations. This unit applies to workers who provide support under direct or indirect supervision in any community services or health context. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - used individualised plans as the basis for the support of 3 individuals. Students will also be expected to demonstrate the following knowledge: - rationale and processes underpinning individualised support planning and delivery; - roles and responsibilities of different people and the communication between them; - service delivery models in the relevant sector; - legal and ethical requirements and how these are applied in an organisation and individual practice; - factors that affect people requiring support; - practices that support skill maintenance and development; - indicators of unmet needs and ways of responding, and; - risk management considerations and ways to respond to identified risks.

CHCCCS016 Respond to client needs

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

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to respond holistically to client needs. Clients may have a range of issues outside and in addition to the area of immediate focus or expertise of the worker and their organisation. The unit applies to workers in a range of community services contexts who provide person-centred support to clients. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - responded holistically to the needs of at least 5 clients. Students will also be expected to demonstrate the following knowledge: - legal and ethical considerations for working with clients and how these are applied in an organisation and individual practice; - organisation policies and procedures; - identification of the impact of, and interrelationships between issues relating to: physical health; mental health; child protection; domestic violence; disability; homelessness; unemployment; financial; alcohol and other drugs (AOD); trauma; culture and religion, and; - organisation requirements and referral options for working with people experiencing issues related to: physical health; mental health; child protection; domestic violence; disability; homelessness; unemployment; AOD and trauma.

CHCCCS019 Recognise and respond to crisis situations

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

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to recognise situations where people may be in imminent crisis, and then to work collaboratively to minimise any safety concerns and make plans to access required support services. This unit applies to any community services worker involved in crisis intervention. Management of the crisis may involve face-to-face, telephone or remote contact with persons involved. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - been involved in crisis intervention activities on at least 3 occasions. Students will also be expected to demonstrate the following knowledge: - legal and ethical consideration relevant to recognising and responding to crisis situations; - organisation policies and procedures for responding to crisis situations; - types of crisis situations, including: potential

suicide; threats to harm others; self harm; received threats; abuse, including child abuse; domestic and family violence; - common indicators or signs of crisis in other people; - personal values, beliefs and attitudes that facilitate or impede crisis care; - assumptions about who may be at risk; - common notions about crisis situations; - principles and practices of crisis intervention: - critical incident procedures; - facilitating emergency interventions; - addressing safety concerns; - referral options and procedures for accessing services, and; - principles and practices of self-care and supervision.

CHCCCS020 Respond effectively to behaviours of concern

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to respond effectively to behaviours of concern of people. Skills are associated with handling difficult incidents rather than managing ongoing behaviour difficulties. The unit applies to workers in any context exposed to difficult and challenging behaviour.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - effectively dealt with at least 5 different behaviours of concern. Students will also be expected to demonstrate the following knowledge: - different behaviours of concern; - strategies for dealing with behaviours of concern; - issues needing to be referred to an appropriate professional; - legal and ethical consideration relevant to recognising and responding to behaviours of concern, and; - organisation reporting processes.

CHCCCS021 Respond to suspected abuse

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to identify signs of possible abuse, take appropriate action according to role and responsibilities and minimise the risk of abuse to a person. This unit applies to workers in a range of community services contexts. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - recognised and responded to 3 different types of suspected abuse in accordance with legal and organisation requirements. Students will also be expected to demonstrate the following knowledge: - legal and ethical consideration relevant to recognising and responding to abuse and how these are applied in an organisation and individual practice, including: duty of care; human rights; informed consent; mandatory reporting; privacy, confidentiality and disclosure; - current issues and debates relating to abuse;

- types of abuse; - abuse statistics and characteristics; - nature of people who may be more vulnerable to abuse; - different interpretations of abuse and the importance of recognising different value systems; - relationship between abuse and devaluation; - roles and responsibilities of different people in suspected abuse situations; - indicators and behaviours of people that might raise suspicion of possible abuse; - systems and procedures used to manage suspected abuse, and; - sources of authoritative information and guidance.

CHCCCS023 Support independence and wellbeing

Locations: Industry, Footscray Nicholson, St Albans, Werribee, Sunshine, VU Learning Links at Altona Meadows.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to provide individualised services in ways that support independence, as well as, physical and emotional wellbeing. This unit applies to workers in a range of community services contexts who provide frontline support services within the context of an established individualised plan. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - safely supported at least 3 people to enhance independence and wellbeing; - performed the activities outlined in the performance criteria of this unit during a period of at least 120 hours of direct support work in at least one aged care, home and community, disability or community service organisation. Students will also be expected to demonstrate the following knowledge: - basic human needs; - concept of self-actualisation; - human development across the lifespan; - wellbeing: - individual differences, how these may be interrelated and impact on support provided; - basic requirements for good health for the person; - mental health issues and risk and protective factors; - indications of neglect or abuse; - reporting requirements for suspected abuse situations; - service delivery models and standards; - relevant funding models; - issues that impact health and well being; - impacts of community values and attitudes, including myths and stereotypes; - issues surrounding sexuality and sexual expression; - indicators of emotional concerns and issues; - support strategies, resources and networks, and; - legal and ethical requirements and how these are applied in an organisation and individual practice.

CHCCCS024 Support individuals with autism spectrum disorder

Locations: Industry, Footscray Nicholson, St Albans, Werribee, Sunshine, Altona Meadows Library and Learning Centre..

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to work with individuals with autism spectrum disorder (ASD), with regard for their needs and within the context of support work. This unit applies to workers in a range of community services contexts who are responsible for their own outputs and are required to use some discretion and judgement.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic

and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - provided a range of interventions and supports to meet the needs of at least 3 individuals with autism spectrum disorder. Students will also be expected to demonstrate the following knowledge: - historical context of autism spectrum disorder; - current data and facts on autism spectrum disorder; - Diagnostic and statistical manual of mental disorders, fifth edition (DSM-V); - International statistical classification of diseases and related health problems 10th revision (ICD-10); - Childhood autism rating scale (CARS); - Autism Diagnostic Observation Schedule (ADOS); - Autism diagnostic interview - revised (ADI-R); - key issues associated with, and the impact of, autism spectrum disorder for the - person (including functioning), carers, and families including siblings; - facts and myths associated with autism spectrum disorder; - misconceptions and generalisations about autism spectrum disorder in the community; - legal and ethical requirements for working with individuals with autism disorder and how these are applied in an organisation and individual practice; - prompting, principles of prompting and fading prompting; - strategies to create independence; - motivators to learning, de-motivators and blocks, and; - maintenance techniques and generalisation.

CHCCCS025 Support relationships with carers and families

Locations: Industry, Footscray Nicholson, St Albans, Werribee, Sunshine, VU Learning Links at Altona Meadows.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to work positively with the carers and families of people using the service based on an understanding of their support needs. This unit applies to workers across a range of community services contexts. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - assessed and responded to the needs of at least 3 different people and their carers or family members, and; - used strengths-based solutions to respond to both routine and unpredictable problems related to care relationships. Students will also be expected to demonstrate the following knowledge: - context for caring in Australia; - rights, roles and responsibilities of different people in the care relationship; - impact of the caring role on family, carers and friends; - different family patterns and structures and their impact on the person; - life cycle transitions; - current service delivery philosophy and models; - organisation policies and procedures in relation to carers and families, and; - legal and ethical requirements for working with carers and families and how these are applied in an organisation and individual practice.

CHCCCS026 Transport individuals

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to provide safe, timely and efficient transportation of people from one location to another at a particular site, or to other sites.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - transported 3 people with different transportation requirements to correct destination according to safe working practices. Students will also be expected to demonstrate the following knowledge: - organisation policies and procedures; - legal and ethical considerations for transporting individuals and how these are applied in an organisation and individual practice; - issues that need to be referred to an appropriate health professional, and; - correct transportation of equipment.

CHCCCS027 Visit client residence

Locations: Footscray Nicholson, Werribee, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to make visits to clients to assess needs and/or deliver services in their place of residence. This unit applies to workers who are required to deliver services to people in their home or in any temporary or permanent community residence. Work may be directed under regular (direct, indirect or remote) supervision.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - prepared and undertaken visits to 5 different people in their place of residence, and; - accurately documented all aspects of the visit and referred appropriately. Students will also be expected to demonstrate the following knowledge: - issues relevant to visiting a client residence; - different types of residence; - organisation policies and procedures; - basic home fire safety and applicable state and/or territory smoke alarm legislation; - legal and ethical requirements and how these are applied in an organisation and individual practice, and; - work as part of a multi-disciplinary team.

CHCCDE001 Support participative planning processes

Locations: Industry, Footscray Nicholson, Werribee.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to provide opportunities for community groups and individuals to participate and design cooperative arrangements for addressing common concerns. This unit applies to workers in both health and community sectors and/or a community development work context. Workers at this level will be part of a professional team and under the

guidance of a supervisor.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - contributed to the development of at least 1 community activity plan in collaboration with key people and groups, including supported participation of key stakeholders in planning activities on at least 3 occasions. Students will also be expected to demonstrate the following knowledge: - relevant legislation and public policies; - social, community and youth issues; - contemporary economics and politics and their impact on community development; - community development as a social change strategy; - traditional community development approaches; - principles and practices of contemporary community development approaches and techniques for mobilisation in relation to: asset-based (ABCD); rights-based, and; - funding sources and their policies and strategies for encouraging community input and participation.

CHCCDE002 Develop and implement community programs

Locations:Industry, Footscray Nicholson, Werribee, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to develop community programs to ensure maximum participation. This unit applies to workers in both health and community sectors and/or a community development work context. Workers at this level will be part of a professional team and have the responsibility of supervision of others.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - developed, implemented and evaluated at least 1 community program. Students will also be expected to demonstrate the following knowledge: - relevant legislation and public policies; - social, community and youth issues; - contemporary economics and politics and their impact on community development; - traditional community development approaches: - principles and practices of contemporary community development approaches and techniques for mobilisation in relation to: asset-based (ABCD); rights-based; - social movements, and; - sociology fundamentals.

CHCCDE003 Work within a community development framework

Locations:Industry, Footscray Nicholson, Werribee, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to work within a community development framework. A community development framework, may include a range of methods designed to strengthen and develop communities by enhancing individual and group capacity to confidently engage with community structures and to address problems and issues. This unit applies to workers in both health and community sectors and/or a community development work context.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - engaged with at least 1 community group in order to develop 1 action plan relevant to community priorities. Students will also be expected to demonstrate the following knowledge: - relevance of the community development work role and functions to maintaining sustainability of the workplace, including environmental, economic, workforce and social sustainability; - traditional community development approaches; - principles and practices of contemporary community development approaches and techniques for mobilisation in relation to: asset-based (ABCD); rights-based; - impact of current and changing social, political and economic contexts; - strategies for addressing individual differences, and; - principles and practices of community development work.

CHCCDE004 Implement participation and engagement strategies

Locations:Industry, Footscray Nicholson, Werribee, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to work with individuals or groups in specific communities and support their engagement in making decisions that affects their lives. This unit applies to workers in both health and community sectors and/or a community development work context. Workers at this level will be part of a professional team and under the guidance of a supervisor.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - researched individual and group issues of at least 1 specific community, and; - engaged effectively with a range of individuals from at least 1 specific community group, validated by community acceptance over at least 3 different occasions. Students will also be expected to demonstrate the following knowledge: - social, political, cultural and historical issues that affect or are relevant to specific communities and groups; - models of society; - critique of socialisation theory; - specific information relating to client community group; - culture and diversity; - family and power; - deviance, and; - identity theories.

CHCCDE007 Develop and provide community projects

Locations:Industry, Footscray Nicholson, Werribee, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to work with the community to develop and provide community projects on relevant issues. This unit applies to workers in both health and community sectors and/or a community development work context. Workers at this level will be part of a professional team and under the guidance of a supervisor.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic

and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - developed, delivered and evaluated at least 1 project plan, including identifying and matching resources with activities to address community needs and priorities. Students will also be expected to demonstrate the following knowledge: - relevant legislation and public policies; - social, community and youth issues; - principles of designing and developing a community program; - decision-making structures and processes at organisation, community, regional and system level, and; - organisation policies and procedures for dealing with the media.

CHCCDE008 Support community action

Locations: Footscray Nicholson, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to support the community to represent their own priorities and aspirations through social and public action. This unit applies to workers in both health and community sectors and/or a community development work context. Workers at this level will be part of a professional team and have the responsibility of supervision of others.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - Supported at least 1 community to identify their rights and represent their own priorities and aspirations through social and public action, including motivating individuals and/or the groups to work cooperatively. Students will also be expected to demonstrate the following knowledge: - relevant legislation and public policies; - social, community and youth issues; - social structures and systems in the community; - current social policy and its implementation programs; - components of strategic planning; - decision-making systems and leadership; - community development principles relevant to social action, public processes and assets based approaches; - community engagement principles; - 'community' as ideological tool; - social movements; - social action; - service promotion, and; - general and cultural issues relevant to specific client community group.

CHCCDE009 Develop and support community leadership

Locations: Footscray Nicholson, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to design, provide and promote systems that identify and development both potential and existing leaders to build capacity within the community. Leaders may or may not have a formalised leadership role within the community. This unit applies to workers in both health and community sectors and/or a community development work context. Workers at this level will be part of a professional team and have the responsibility of supervision of others.

Required Reading: The qualified trainer and assessor will provide teaching and

learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identified and responded to at least 3 opportunities to promote leadership within the community; - developed and implemented at least 1 learning program or activity aimed to support the development of leadership skills, and; - provided support for leadership structures on at least 3 different occasions. Students will also be expected to demonstrate the following knowledge: - relevant legislation and public policies; - social, community and youth issues; - concepts of effective leadership; - structure and nature of the community; - cultural awareness, practices and protocol of the community; - availability of skills development training; - support mechanisms and structures in the range of relevant communities and cultural contexts; - instructional design principles and options relating to learning program design and structure; - availability and types of different relevant learning resources, learning materials and pre-developed learning activities; - methodology relating to developing and documenting new learning activities and related learning materials, and; - different delivery modes and methods.

CHCCDE010 Develop and lead community engagement strategies to enhance participation

Locations: Footscray Nicholson, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to apply advanced community engagement skills to increase participation in the community development environment. The high level engagement skills described in this unit apply to a range of workplace contexts involving skill development, application and evaluation of engagement strategies to ensure effective community participation in relevant projects and activities. This unit applies to workers in both health and community sectors and/or a community development work context. Workers at this level will be part of a professional team and have the responsibility of supervision of others.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - developed 1 engagement plan; - facilitated at least 3 group discussions; - used a range of group facilitation strategies to enhance interactions between group members and to gather relevant feedback, and; - provided feedback to the group regarding outcomes. Students will also be expected to demonstrate the following knowledge: - communication styles and techniques; - group facilitation processes and mechanisms for group support; - principles of effective community engagement and participation; - traditional and contemporary models of engagement; - community engagement techniques including online tools and use of social media; - methods of research; - sustainability; - empowerment; community control and hegemony; - capacity building; - asset based

community development; - methods of engagement and participation; - evaluation and review; - building and maintaining partnerships; - social capital; - reporting mechanisms, and; - reengagement strategies for individuals who are disengaged.

CHCCDE011 Implement community development strategies

Locations: Footscray Nicholson, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to work with individuals, groups and the community to identify issues and develop cooperative processes to facilitate change. This unit applies to workers in both health and community sectors and/or a community development work context. Workers at this level will be part of a professional team and have the responsibility of supervision of others.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - conducted research and analysis of at least 1 community priority and identified the structures and systems contributing to the concern; - engaged collaboratively with at least 1 community group to develop strategies to address their priorities; - supported at least 3 activities to facilitate community participation, and; - developed and maintained public processes to address common issues. Students will also be expected to demonstrate the following knowledge: - relevant legislation and public policies; - community processes and protocols; - funding sources and their policies and strategies for encouraging community input and participation; - principles and practices of community development work; - traditional community development approaches; - principles and practices of contemporary community development approaches and techniques for mobilisation; - representation, lobbying and advocacy; - power and conflict management; - principles of networking and the role of partnerships; - policies and processes for data collection and analysis; - key methods of information dissemination and the benefits of use; - general and cultural issues relating to specific client community groups, and; - group processes.

CHCCDE012 Work within organisation and government structures to enable community development outcomes

Locations: Footscray Nicholson, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to work within community and government structures to enable community development processes. This unit applies to workers in both health and community sectors and/or a community development work context. Workers at this level will be part of a professional team and have the responsibility of supervision of others.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

expected to demonstrate the following required skills: - identified aspects of at least 1 organisation's structure and philosophy which support community development work and the potential implicit barriers to that work, and; - prepared at least 1 report on community development activities and projects in a comprehensive and accurate manner and presented to relevant stakeholders and management. Students will also be expected to demonstrate the following knowledge: - relevant legislation and public policies; - structures and systems that support or present barriers to community development; - principles of participatory democracy; - range of management and governance structures operating with the community services industry; - social, economic, political, cultural and economic development; - all possible funding sources; - critical theories for analysing human service organisations; - critique of managerial approaches, and; - change management principles.

CHCCOM001 Provide first point of contact

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to greet clients and exchange routine information, to prioritise the individual's needs, and to respond to immediate needs. This unit applies to service delivery in all community services and health contexts. Workers at this level work under supervision with limited responsibility.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - provided information to 3 people presenting with multi-faceted needs; - collected and documented identifying information for 3 people accessing the service, and; - used communication and problem solving skills to respond appropriately to the behaviours of each of the following individuals at least once: a person demonstrating aggressive behaviour; a person who is distressed, and; a person with a cognitive impairment. Students will also be expected to demonstrate the following knowledge: - factors to consider when providing information and service; - strategies and techniques for dealing with problems and challenging behaviours and situations; - assertive communication and conflict avoidance techniques; - specific organisation or sector information, and; - legal and ethical considerations.

CHCCOM002 Use communication to build relationships

Locations: Footscray Park, Industry, Footscray Nicholson, Werribee, City Flinders, City King St, Sunshine, Whitten Oval - Footscray.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to apply specific communication techniques to establish, build and maintain relationships with clients, colleagues and other stakeholders based on respect and trust. This unit applies to work across a range of workplace contexts where workers at all levels may communicate with individuals and/or groups both in person and in writing.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge

and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - obtained feedback from 3 clients or colleagues on effectiveness of communication and responded appropriately; - prepared 3 types of written correspondence in accordance with organisation communication protocols; - facilitated resolution of 1 difficult situation with a client, colleague or service provider, and; - facilitated 1 meeting around a workplace issue. Students will also be expected to demonstrate the following knowledge: - organisation communication policies and protocols; - different communication styles and techniques, and how they impact on interpersonal communication; - communication strategies; - types of interpretation and translation services specific to the client group, and how to access them; - factors that commonly contribute to the development of communication barriers including high emotions, mistrust or misunderstandings; - professional relationship boundaries; - digital media and use in community services and health sector, and; - written correspondence protocols and style guides, including letters, emails, minutes, case notes, reports.

CHCCOM003 Develop workplace communication strategies

Locations: Industry, Footscray Nicholson, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to develop communication protocols for a team or business unit. This unit applies to workers responsible for overseeing the communication of organisation-specific information to a range of internal and external stakeholders.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - developed and presented 1 new communication strategy and associated protocols for a business unit or team, and; - developed and implemented 1 strategy for using digital media to provide information and promote organisation to clients. Students will also be expected to demonstrate the following knowledge: - political, economic, social and technological factors; - competitors; - stakeholders; - organisational business and strategic plans; - SWOT analysis (strengths, weaknesses, opportunities and threats); - legal and ethical considerations relating to communication; - organisation communication channels; - a range of different communication strategies and plans including crisis communication plans; - financial implications including budgeting and return on investment; - mentoring and coaching principles and practices; - traditional media; - digital media including types, etiquette and marketing; - evaluation processes.

CHCCOM005 Communicate and work in health or community services

Locations: Industry, Footscray Nicholson, St Albans, Werribee, Sunshine, VU Learning Links at Altona Meadows.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to communicate effectively with clients, colleagues, management and other industry providers. This unit applies to a range of health and community service contexts where workers may communicate face-to-face, in writing or using digital media and work with limited

responsibility under direct or indirect supervision. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - demonstrated effective communication skills in 3 different work situations; - clarified workplace instructions and negotiated timeframes with 2 colleagues; - responded appropriately to 3 different situations where communication constraints were present, and; - completed 2 written or electronic workplace documents to organisation standards. Students will also be expected to demonstrate the following knowledge: - legal and ethical considerations in relation to communication; - sources of information and the application of legal and ethical aspects of health and community services work; - ethical decision making and conflicts of interest; - principles of effective communication, including models, modes and types; - communication techniques; - influences on communication; - potential constraints to effective communication in health and community service contexts; - health and community services industry terminology relating to role and service provision; - importance of grammar, speed and pronunciation for verbal communication; - when and how to use and recognise non-verbal communication; - structure, function and interrelationships between different parts of the health and community service system; - organisation structure and different models to support optimum client service, and; - digital media and use in community services and health sector, including: web; email; social media; podcast and videos; tablets and applications; newsletters and broadcasts, and; intranet. .

CHCCOM006 Establish and manage client relationships

Locations: Footscray Park, Werribee, City King St, Whitten Oval.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to establish and manage professional one-to-one relationships with clients in the context of providing an ongoing health service or intervention. This unit applies to community services or health workers who have defined responsibilities to work independently with clients within broad but established guidelines.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - established and managed client relationships and boundaries appropriately during the provision of services to 3 clients, and; - developed responses to 3 different situations involving difficult or challenging behaviour. Students will also be expected to demonstrate the following knowledge: - legal and ethical considerations for establishing and managing client relationships and how these are applied; - modes and techniques for effective communication; - role of motivational interviewing during client interactions; -

techniques for motivational interviewing; - barriers and influences on communication and ways to respond; - techniques for dealing with difficult communication situations, and; - types of information that may be provided to clients as relevant.

CHCCSL003 Facilitate the counselling relationship and process

Locations: Footscray Nicholson, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to support clients to identify and work through concerns, and to manage the overall counselling process to its conclusion. This unit applies to individuals whose job role involves working with clients on personal and psychological issues within established policies, procedures and guidelines.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - facilitated the counselling process for at least 3 different clients with varying presenting issues, in at least 3 sessions per client; - facilitated client sessions using all aspects of the counselling process; - identifying concerns; - working through concerns; - monitoring the counselling relationship, and; - followed processes to bring the counselling process to an end on at least 2 occasions. Students will also be expected to demonstrate the following knowledge: - legal and ethical considerations for the counselling relationship, and how these are applied in individual practice; - different agency and organisation models of counselling and intervention; - the counselling process; - obstacles to the counselling process; - indicators of needs requiring referral, and referral options; - structure of key stages of a counselling session, and techniques for managing each stage, and; - self-awareness.

CHCCSM002 Implement case management practice

Locations: Industry, St Albans, Werribee.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to develop and implement an action plan for complex case management based on existing goal directed plans that address predetermined needs. Workers at this level will demonstrate autonomy, well-developed judgement, adaptability and responsibility and are typically already experienced in working intensively with clients requiring support. This unit applies to work in a range of health and community service sector contexts. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - implemented case management practice for 3 complex cases involving people with a diverse range of

issues, goals and barriers. Students will also be expected to demonstrate the following knowledge: - case management practice and approaches; - case management models and practices literature and current literature in area of practice; - current national standards for practice of case management; - wide range of services and resources available to clients; - components of service delivery system; - funding processes and bodies related to provision of relevant services and resources; - characteristics and needs of identified client population; - nature and significance of service setting; - legal and ethical considerations relevant to case management and how these are applied in organisations and individual practice; - documentation requirements and practices; - complex case management processes; - complex client needs, and; - barriers that may restrict client's ability to meet identified goals.

CHCCSM005 Develop, facilitate and review all aspects of case management

Locations: Industry, Footscray Nicholson, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to undertake case management meetings to plan, monitor and review service provision. Workers at this level work autonomously and are responsible for own outputs within organisation guidelines. This unit applies to work in a range of health and community services contexts.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - developed, facilitated and reviewed all aspects of case management for 3 clients. Students will also be expected to demonstrate the following knowledge: - evidence based practice requirements; - approaches to service delivery; - contemporary behaviour change models, practices and interventions; - privacy and confidentiality; - formal meeting processes; - relevant organisation and regulatory standards, policy, procedures, legislation and statutory mandates; - risks and responsibilities relating to duty of care; - considerations, protocols, history and special needs of diverse client populations, including: - culturally and linguistically diverse (CALD); - Aboriginal and/or Torres Strait Islander people; - people with disability; - lesbian, gay, bi-sexual, transgender, intersex (LGBTI); - people experiencing or at risk of homelessness; - older people; - children and young people; - family structure, dynamics, communication and decision-making; - relevant documentation protocols; - monitoring and review processes; - range of available services; - rights, roles and responsibilities of people within the decision making process; - the impact of values systems of worker, client and key stakeholder on outcomes, and; - ways of addressing experience, skills values and development of participants.

CHCDEVO01 Confirm client developmental status

Locations: Footscray Nicholson, Werribee, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to review the developmental status of a client. Note that the client may be a child or a young person. Work at this level may require guidance and/or supervision from appropriately qualified personnel, especially where provision of direct client services is involved. This unit applies to people working in a range of community service contexts including: juvenile justice, alcohol and other drugs services, mental health,

and child protection.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - observed and questioned at least one client and their family and documented information relevant to the developmental status of the client; - confirmed client's developmental status prior to delivering services; - identified variations from normal development status and recognised and referred potentially serious issues in line with organisational requirements; - identified potential factors responsible for significant variations from normal developmental status and determined an appropriate response; - referred to or sought assistance from an appropriate person or authority in relation to variations from normal functioning, and; - complied with mandatory reporting requirements where appropriate. Students will also be expected to demonstrate the following knowledge: - detailed aspects of human development throughout the lifespan; - key factors that may impact on the individual at identified stages of human development and their potential effects, e.g. the impact of trauma; - legal obligations, particularly in relation to child protection and elder abuse issues; - appropriate range of referral sources and associated protocols; - awareness of own values and attitudes and their potential impact on clients; - indicators of significant issues, and; - organisational standards, policies and procedures.

CHCDEV002 Analyse impacts of sociological factors on clients in community work and services

Locations:Industry, Footscray Nicholson, Werribee, Sunshine.

Prerequisites:Nil.

Description:This unit of competency describes the skills and knowledge required to function independently and to plan and undertake community work and associated services. The unit describes the application of knowledge of the broad social and cultural context in which work is planned and implemented in the community services industry. This unit applies to workers who seek to better understand their client groups and issues that impact on the lives of their clients and hence on their delivery of services.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - advised, referred or provided at least three clients with access to services based on socio-cultural information gathered; - monitored and reviewed effectiveness of work and/or services provided to clients; - revised work and/or services provided to clients to enhance client outcomes and better address their social and cultural issues, and; - performed the activities outlined in the performance criteria of this unit during a period of at least 100 hours of work within a community services workplace. Students will also be expected to demonstrate the following knowledge: - functions of social and cultural

institutions within Australian society; - factors contributing to client experiences of inequality and the possible effects and consequences on their role in society; - effects and consequences of unemployment on clients and in our society; - contemporary frameworks and influences underpinning social policy; - political and economic theory and systems; - concepts of inequality and how they impact on individuals and society; - different beliefs about various stratifications in our society and the ways in which stereotypes develop, and their impact; - specific policy decisions and their impact on community work, and; - organisational standards, policies and procedures.

CHCDFV001 Recognise and respond appropriately to domestic and family violence

Locations:Industry, Footscray Nicholson, Werribee, Sunshine.

Prerequisites:Nil.

Description:This unit describes the knowledge and skills required to identify and respond to the needs of clients who may be experiencing domestic and family violence, including responding to immediate intervention and support needs. This unit applies to health and community service workers providing services according to established organisation procedures. These workers may not be specialised family violence workers. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand Standards and industry codes of practice.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identified and responded to the needs of at least 3 clients affected by domestic and family violence, according to legal and ethical requirements, and; - used the following interpersonal skills with clients: questioning; active listening; rapport building. Students will also be expected to demonstrate the following knowledge: - legal and ethical considerations for workers interacting with clients affected by domestic and family violence, and how these are applied in organisations and individual practice; - domestic violence and its context; - underpinning values and philosophies in responding to domestic and family violence; - the differences between responding to clients in a crisis situation and those requiring long term support; - immediate needs for assessment; - organisation procedures, practices and standards; - groups represented within the local community and an understanding of the issues that arise when working with those groups; - referral sources and associated protocols, and; - own values and attitudes and their potential impact on clients.

CHCDFV003 Promote community awareness of domestic and family violence

Locations:Industry, Footscray Nicholson, Werribee, Sunshine.

Prerequisites:Nil.

Description:This unit describes the knowledge and skills required to identify gaps in existing information, services and resources and to promote community awareness of domestic and family violence issues to support prevention. This unit applies to workers in a range of community service contexts. These workers may not be specialised family violence workers.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - developed at least 1 program to promote community awareness of domestic and family violence including using communication methods suited to the specific community. Students will also be expected to demonstrate the following knowledge: - legal and ethical considerations (national and state/territory) for domestic and family violence, and how these are applied in organisations and individual practice; - general principles and practices of community development, education and consciousness raising; - domestic violence and its context; - underpinning values and philosophies relating to domestic violence; - cultural and language groups represented within the local/regional community, and a respect for their values and beliefs; - impacts of cultural, sub-cultural, social, sexual identity, religious, gender, age, disability, language issues, etc. on attitudes towards domestic violence; - key people and groups within the community who are able to influence community values; - current theory and research knowledge in the domestic violence area; - processes used to formally and informally communicate the domestic violence prevention needs of the community; - organisation current domestic violence activities, programs and services; - current organisation procedures, protocols and practice for promotion of services, and; - program planning techniques.

CHCDIS001 Contribute to ongoing skills development using a strengths-based approach

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to assist with supporting the ongoing skill development of a person with disability. It involves following and contributing to an established individual plan and using a positive, strengths-based approach. This unit applies to individuals who work with people with disability in a range of community services and health contexts. Work performed requires some discretion and judgement and may be carried out under regular direct or indirect supervision.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - contributed to ongoing skills development, using a strengths-based approach, for at least 3 people with disability. Students will also be expected to demonstrate the following knowledge: - current practices, philosophies and theories; - concepts of vulnerability, power, independence and interdependence; - assessment processes relating to ongoing skills development; - assessments processes and protocols used by the organisation or service; - communication needs, strategies and resources; - principles of access and equity; - legal and ethical considerations for working with people with disability; - tools, equipment and other resources used in the learning process; - various teaching and learning strategies; - strategies for identifying and maximising informal learning opportunities; - services and resources available to people with special needs; - prompting, principles of prompting and fading prompting; - strategies to create

independence; - reinforcing techniques and when and how to use them; - motivators, de-motivators and blocks to learning, and; - incidental learning and the importance of recognising opportunities for learning.

CHCDIS002 Follow established person-centred behaviour supports

Locations: Industry, Footscray Nicholson, St Albans, Werribee, Sunshine, Altona Meadows Library and Learning Centre.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to implement behaviour support strategies outlined in an individualised behaviour support plan for a person with disability. This unit applies to workers in varied disability services contexts. Work performed requires some discretion and judgement and may be carried out under regular direct or indirect supervision.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - provided positive support in response to at least 3 different situations of behaviours of concern, and; - responded to at least 1 critical incident relating to adverse behaviour in accordance with individualised behaviour support plan and organisation's policies and procedures. Students will also be expected to demonstrate the following knowledge: - principles and practices of positive behaviour support which focuses on the individual person; - the social model of disability; - the impact of social devaluation on an individual's quality of life; - positive lifestyle enhancement strategies; - organisation policies and procedures relating to behaviour management; - principles of effective communication and ways to implement these to minimise behaviours of concern; - indicators that people have unmet needs; - factors that may contribute to behaviours of concern; - specialist services and referral options, and; - legal and ethical considerations for working with people with disability.

CHCDIS003 Support community participation and social inclusion

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to assist with supporting people with disability in community participation and social inclusion using a person-centred approach. This involves enabling people to make choices to maximise their participation in various community settings, functions and activities to enhance psychosocial well-being and lifestyle in accordance with the person's needs and preferences. This unit applies to workers in varied disability services contexts. Work performed requires some discretion and judgement and may be carried out under regular direct or indirect supervision.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - supported at least 1 person

with disability, by working with them to identify skills and interests and find matching options within the broader community. Students will also be expected to demonstrate the following knowledge: - rights and responsibilities of people with disability; - principles of: strengths-based practice; person-centred practice; community inclusion and best practice examples; - strategies for strengthening options, networks and services for people with disability; - local agencies and services, and resources to obtain community information about sporting, cultural and specific-interest groups; - active citizenship and what this means for people with a disability, and; - role of carers and/or families and/or relevant others.

CHCDIS004 Communicate using augmentative and alternative communication strategies

Locations: Industry, Footscray Nicholson, St Albans, Werribee, Sunshine, Altona Meadows Library and Learning Centre..

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to communicate with people who have complex communication needs through effective use of Augmentative and Alternative Communication (AAC) strategies and systems. AAC 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. AAC systems comprise communication aids, symbols, strategies, and techniques and methods that may be aided or unaided. This unit applies to disability support work in a variety of contexts. Work performed requires a range of well developed, person-centred skills where some discretion and judgement is required and workers will take responsibility for their own outputs.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - developed effective AAC strategies for at least 1 person with complex communication needs. Students will also be expected to demonstrate the following knowledge: - definitions of communication and different mechanisms people use to communicate; - how people with disabilities may communicate and how to facilitate/support their communication; - principles and practices of AAC; - basic AAC strategies and their correct use for the person's level of communication; - basic steps in the process for assessing an individual's needs for the use of AAC; causes and conditions associated with communication impairment, including stroke and acquired brain injury (ABI); - cross cultural communication protocols; - roles and functions of different professionals in the development, implementation and maintenance of AAC strategies and devices; - available range of communication aids and their correct use, and; - work role boundaries - responsibilities and limitations.

CHCDIS005 Develop and provide person-centred service responses

Locations: Industry, Footscray Nicholson, St Albans, Werribee, Sunshine, Altona Meadows Library and Learning Centre..

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to develop, implement and monitor service responses with a person with disability. Work is undertaken within a legislative and ethical framework to ensure the provision of high quality, person-centred service delivery which supports the person's aspirations,

needs, rights and interests. This unit applies to workers in varied disability service contexts. Work performed requires a range of well developed, person-centred skills where some discretion and judgement is required and workers will take responsibility for their own outputs.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - followed procedures for person-centred service delivery in line with the organisation's quality system, including: - developed and implemented at least 3 different person-centred service responses to meet the aspirations, needs, rights and preferences for people with disability, 2 in a simulated environment and 1 in the workplace; - reviewed and monitored at least 3 individual service responses and made changes that are necessary to improve quality service delivery; met changing needs of the person; addressed barriers and responded to legislative changes, 2 in a simulated environment and 1 in the workplace, and; - performed the activities outlined in the performance criteria of this unit during a period of at least 120 hours of direct support work. Students will also be expected to demonstrate the following knowledge: - relevant networks and services in the broader community; - current best practice approaches for service delivery; - legal and ethical considerations for working with people with disability; - human rights, including the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD); - mandatory reporting; - privacy, confidentiality and disclosure; - work health and safety, and; - principles of: empowerment; rights-based approach; person-centred practice; strengths-based approach; access and equity.

CHCDIS007 Facilitate the empowerment of people with disability

Locations: Industry, Footscray Nicholson, St Albans, Werribee, Sunshine, Altona Meadows Library and Learning Centre.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to facilitate the empowerment of people with disability to deliver rights based services using a person-centred approach. It should be carried out in conjunction with individualised plans. This unit applies to workers in varied disability contexts. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - facilitated access to a wide variety of choices that will assist 2 people with disability to reach their personal goals, using: oral communication skills to maintain positive and respectful relationships with the person with disability; appropriate non-verbal communication strategies. Students will also be expected to demonstrate the following knowledge: -

history and recent developments in disability; - social constructs of disability and the impact of own attitudes on working with people with disabilities; - how and when to seek support from more experienced and qualified staff; - types of disability; - support practices for people; - legal and ethical considerations for working with people with disability; - principles of: empowerment; rights-based approaches; person-centred practices; self-advocacy; active support; active listening; social justice, and the importance of knowing and respecting each person as an individual; strengths-based approaches; - strategies that assist people with disabilities to exercise their rights and support independent action and thinking, including use of technology (e.g. laptops or tablets) to facilitate choice; - how to access and use advocacy services and complaint mechanisms, and; - indicators of abuse and/or neglect in relation to people with disabilities.

CHCDIS008 Facilitate community participation and social inclusion

Locations: Industry, Footscray Nicholson, St Albans, Werribee, Sunshine, Altona Meadows Library and Learning Centre..

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to develop and facilitate person-centred strategies for participation in various community settings, functions and activities to enhance the psychosocial well being and lifestyle of a person with disability. This unit applies to workers in varied disability contexts. Work performed requires a range of well developed, person-centred skills where some discretion and judgement is required and workers will take responsibility for their own outputs.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - assisted at least 3 people with disability to develop and implement community engagement plans within their individualised plan. Students will also be expected to demonstrate the following knowledge: - elements of best practice in the area of community participation and social inclusion; - the social model of disability and the impact of social devaluation on an individual's quality of life; - principles of: active support; lifespan development; strengths-based and person-centred practice; risk assessment and mitigation; - funding frameworks and their impact on community participation; - legal and ethical considerations relevant to working with people with disability; - human rights, including the United Nations convention on the rights of persons with disabilities (UNCRPD), and; - strategies for: identifying interests, abilities and requirements of people with disability; communication to assist with community participation.

CHCDIS009 Facilitate ongoing skills development using a person-centred approach

Locations: Industry, Footscray Nicholson, St Albans, Werribee, Sunshine, Altona Meadows Library and Learning Centre..

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to plan, implement and review formal and informal ongoing skills development, in collaboration with a person with disability and incorporate into the person's individualised plan. This unit applies to workers in varied disability contexts. Work performed requires a range of well developed, person-centred skills where some discretion and judgement is

required and workers will take responsibility for their own outputs.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - developed, implemented and monitored ongoing skills development, using a person-centred approach, for at least 3 people with disability. Students will also be expected to demonstrate the following knowledge: - key aspects of current practices, philosophies and theories; - local community education opportunities and their potential use in capacity building; - assessment processes relating to ongoing skills development, and; - relevant services and resources available to people with learning needs.

CHCDIS010 Provide person-centred services to people with disability with complex needs

Locations: Industry, Footscray Nicholson, St Albans, Werribee, Sunshine, Altona Meadows Library and Learning Centre..

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to provide person-centred services to people with disability with complex or special support needs under the supervision of a relevant professional. This unit applies to workers in varied disability contexts. Work performed requires a range of well developed, person-centred skills where some discretion and judgement is required and workers will take responsibility for their own outputs.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - evaluated and prioritised the needs of at least 3 people with complex support issues and developed individualised plans to meet their needs, and; - coordinated the delivery, monitoring, evaluation and review of at least 3 individualised plans. Students will also be expected to demonstrate the following knowledge: - factors that would lead to someone being classified as having complex needs rather than basic needs; - physiology and psychology as it applies to a range of disability types; - nutrition and dietetics as it applies to a range of disability types; - common issues and challenges facing people with disability; - manifestations and presentation of common health problems as well as behavioural issues associated with different disability types; - formal and informal assessment approaches for assessment of people with complex and/or special needs, and; - organisation policies and procedures related to developing and managing individualised plans including the role of family members and/or carers and/or relevant others and various types of community service providers.

CHCDIV001 Work with diverse people

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City King St, Sunshine, Altona Meadows Library and Learning Centre. VU Learning Links - Hume Global Learning Centre Broadmeadows, St Albans, and

Sunbury Neighbourhood House..

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to work respectfully with people from diverse social and cultural groups and situations, including Aboriginal and/or Torres Strait Islander people. This unit applies to all workers.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - undertaken a structured process to reflect on own perspectives on diversity; - recognised and respected the needs of people from diverse social and cultural backgrounds in at least three (3) different situations: - selected and used appropriate verbal and non-verbal communication, and; - recognised situations where misunderstandings may arise from diversity and formed appropriate responses. Students will also be expected to demonstrate the following knowledge: - concepts of cultural awareness, cultural safety and cultural competence and how these impact different work roles; - concepts and definitions of diversity; - own culture and the community attitudes, language, policies and structures of that culture and how they impact on different people and groups; - features of diversity in Australia and how this impacts different areas of work and life; - legal and ethical considerations (international, national, state/territory, local) for working with diversity, how these impact individual workers, and the consequences of breaches; - Universal declaration of human rights; - frameworks, approaches and instruments used in the workplace; - rights and responsibilities of workers, employers and clients, including appropriate action when rights are being infringed or responsibilities not being carried out; - key areas of diversity and their characteristics; - key aspects, and the diversity, of Australia's Aboriginal and/or Torres Strait Islander cultures, including: - social, political and economic issues affecting Aboriginal and/or Torres Strait Islander people; - own culture, western systems and structures and how these impact on Aboriginal and/or Torres Strait Islander people and their engagement with services; - potential needs of marginalised groups, including: - protective factors; - physical, mental and emotional health issues/care needs; - consideration of impacts of discrimination, trauma, exclusion and negative attitudes; - resources that support individuals and organisations to embrace and respond to diversity; - influences and changing practices in Australia and their impact on the diverse communities that make up Australian society, and; - impact of diversity practices and experiences on personal behaviour, interpersonal relationships, perception and social expectations of others.

CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety

Locations: Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City King St, Sunshine, Learning Links Geelong..

Prerequisites: Nil.

Description: The unit describes the skills and knowledge required to identify Aboriginal and/or Torres Strait Islander cultural safety issues in the workplace, model cultural safety in own work practice, and develop strategies to enhance cultural safety. This unit applies to people working in a broad range of roles including those involved in direct client service, program planning, development and evaluation contexts.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic

and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - promoted Aboriginal and/or Torres Strait Islander cultural safety in the context of at least 1 workplace; - researched culture and history, the impact of European settlement, loss of land and culture and the importance of law and kinship, and; - evaluated ways to improve communication with Aboriginal and/or Torres Strait Islander peoples who may be clients or colleagues. Students will also be expected to demonstrate the following knowledge: - concept of Aboriginal and/or Torres Strait Islander cultural safety in the community services and health context, and its relationship with: cultural awareness; cultural competence; - legislative context for Aboriginal and/or Torres Strait Islander cultural safety; - the diversity of Aboriginal and/or Torres Strait Islander cultures; - historical, social, political and economic issues affecting Aboriginal and/or Torres Strait Islander people and their engagement with community services and health systems; - own culture, western systems and structures and how these impact on Aboriginal and/or Torres Strait Islander people and their engagement with services; - factors that contribute to Aboriginal and/or Torres Strait Islander ill health and common diseases experienced by these groups of people, and; - ways to involve Aboriginal and/or Torres Strait Islander people in the planning and delivery of services and programs.

CHCDIV003 Manage and promote diversity

Locations: Industry, Footscray Nicholson, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to evaluate and promote diversity in the workplace, and to contribute to the planning of diversity policies and procedures. This may apply to internal work practices or external service delivery. This unit applies to individuals working in any type of leadership role across all industry sectors.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - researched diversity in at least 1 workplace in terms of current performance and meeting of diversity objectives; - used strategies to foster and promote diversity in work practice; - coaching and mentoring; - communication; - work planning, and; - contributed to the development of workplace diversity policies and procedures for at least 1 workplace. Students will also be expected to demonstrate the following knowledge: - concepts of cultural awareness, cultural safety and cultural competence and how these impact leadership and management practice; - concepts and definitions of diversity; - key areas of diversity and their characteristics; - the role of leaders and managers in encouraging diversity in work practices and service delivery; - impact of diversity practices and experiences on personal behaviour, interpersonal relationships, perception and social expectations of self and others; - legal and ethical considerations (international, national, state/territory, local) for diversity practices at

a management level; - benefits of workplace diversity; - types of direct and indirect discrimination; - ways to ensure effective and equitable activities to diverse clients; - barriers to inclusivity; - cross-cultural communication strategies and how these can be integrated into workplace practices, and; - principles and practices of inclusivity and the types of planning and work practice that support diversity.

CHCECE001 Develop cultural competence

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to work towards cultural competency and to support participation of all children and families in children's services. This support includes contributing to children's understanding and acceptance of all cultures.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reflected on own cultural identity and biases; - investigated cultural diversity in at least one service and community; - supported children's and families' cross-cultural relationships through the following activities: interacting in culturally appropriate ways with children, families and communities; consulting with appropriate persons to access local knowledge of Aboriginal and/or Torres Strait Islander culture; planning and implementing supportive environments for all children; supporting the implementation of experiences that encourage children to respect all cultures and to celebrate cultural differences; embedding examples of diversity and inclusion in daily practice, and; using effective oral communication techniques to liaise between differing cultural contexts and situations. Students will also be expected to demonstrate the following knowledge: - how to access: the National Quality Framework; the National Quality Standards; the relevant approved learning framework; - how to navigate through framework and standards documents to find areas relevant to this unit of competency; - cultural competence and diversity as outlined in the approved learning framework relevant to the workplace; - impact of colonisation, historical events and issues on Aboriginal and/or Torres Strait Islander people; - organisational policies and initiatives designed to support participation, and; - organisational standards, policies and procedures.

CHCECE002 Ensure the health and safety of children

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to ensure the health and safety of children. This unit applies to educators working in a variety of education and care services.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

expected to demonstrate the following required skills: - consistently supported the health needs of the children in the service, including the following activities: contributing to the provision of a clean and safe environment; recognising and responding to signs of illness of children, including signs and symptoms of asthma and anaphylaxis; reading and interpreting authorisation forms, medication labels, medical management plans and other relevant medical information, and; developing children's awareness of safety. Students will also be expected to demonstrate the following knowledge: - the National Quality Framework; - the National Quality Standards; - the relevant approved learning framework; - how to navigate through framework and standards documents to find areas relevant to this unit of competency; - how to undertake a risk analysis of toys and equipment; - potential hazards to children, including medical conditions; - children's requirements for sleep and rest; - environments that promote rest and sleep including light, noise, temperature and ventilation requirements; - signs, symptoms and key characteristics of allergy/anaphylaxis; - signs, symptoms and key characteristics of asthma; - how to use an adrenalin auto injector for anaphylaxis; - how children's oral health impacts on their general health and well-being, including signs of tooth decay; - safety issues and risk management strategies for children's health and safety in a variety of contexts; - basic home fire safety including high-risk groups, behaviour that contributes to fire injury and fatalities, and smoke alarm placement, installation and maintenance, and; - organisational standards, policies and procedures.

CHCECE003 Provide care for children

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to ensure children's physical and emotional wellbeing is maintained and their self-sufficiency is nurtured.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - provided care and responded appropriately to at least three children of varying ages, including: promoting physical activity and encouraging participation; engaging children in discussions around physical health and wellbeing; adapting the physical environment to ensure challenge and appropriate risk-taking; ensuring the smooth transition of new arrivals; supporting children through transition and change, and; - performed the activities outlined in the performance criteria of this unit during a period of at least 120 hours of work in at least one regulated education and care service. Students will also be expected to demonstrate the following knowledge: - the National Quality Framework; - the National Quality Standards; - the relevant approved learning framework; - how to navigate through framework and standards documents to find areas relevant to this unit of competency; - basic principles of child physical and emotional development; - United Nations Convention on the Rights of the Child; - recommendations for physical activity for birth to 5-year-olds and 5- to 12-year-olds in the National Physical Activity Guidelines for Australians; - impact of changes of routines and environments for children; - sun safety; - relevance of hand hygiene for minimising infectious diseases; - code of ethics; - routines and strategies to minimise distress at separation of parent and child, and; - organisational standards, policies and procedures.

CHCECE004 Promote and provide healthy food and drinks

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to promote healthy eating and ensure that food and drinks provided are nutritious, appropriate for each child and prepared in a safe and hygienic manner.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - planned and provided food and drink for children on at least three occasions, including: identifying and responding to requirements related to food allergies, medical conditions and cultural and religious requirements; role-modelling healthy eating habits for children; ensuring safe handling, preparation and storage of food and drinks, and; creating a positive, relaxed environment during mealtimes; - engaged children by involving them in menu planning and assisting in meal preparation, and; - read and interpreted food labels to identify ingredients of concern and nutrition content. Students will also be expected to demonstrate the following knowledge: - the National Quality Framework; - the National Quality Standards; - the relevant approved learning framework; - how to navigate through framework and standards documents to find areas relevant to this unit of competency; - United Nations Convention on the Rights of the Child; - code of ethics; - food allergies, food intolerances, contamination and/or allergic reactions in meal preparation and possible reactions, including anaphylaxis; - infant feeding requirements and guidelines; - recommendations for healthy eating - Dietary Guidelines for Children and Adolescents in Australia and the Australian Guide to Healthy Eating, including Get Up and Grow: Healthy Eating and Physical Activity for Early Childhood resources; - implications of poor diet including tooth decay, deficiencies, poor concentration, out of character behaviour; - food-handling requirements, preventing microorganism contamination and/or allergic reactions; - importance of addressing individual dietary needs and preferences with particular reference to specific cultural, religious or health requirements, and; - organisational standards, policies and procedures.

CHCECE005 Provide care for babies and toddlers

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required by educators working with babies and toddlers to ensure that the children's physical and emotional wellbeing is maintained.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - provided care to at least different three babies and toddlers of varying ages using safe and hygienic practices,

including: assessing and responding appropriately to babies' needs, including hunger, distress, tiredness and pain; setting up a safe environment conducive to rest; changing nappies; heating breast milk and formula, preparing bottles and preparing and heating food; cleaning equipment and utensils, and; feeding babies; - developed a nurturing and securely attached relationship with at least three different babies and toddlers of varying ages, including: settling new babies and toddlers through observing, monitoring and appropriately interacting with them and their caregivers, and; engaging in one-to-one interactions with babies and toddlers during daily routines; - support the learning of at least three different babies and toddlers of varying ages, including: respond appropriately to babies' and toddlers' cues and language; initiate and model language with babies and toddlers; modify the environment and interactions to support babies/toddlers changing requirements; encourage their attempts to gain new skills; provide opportunities to develop self-knowledge and awareness, and; contribute to their emotional and psychological well-being, and; - perform the activities outlined in the performance criteria of this unit during a period of at least 120 hours of work in at least one regulated education and care service. Students will also be expected to demonstrate the following knowledge: - the National Quality Framework; - the National Quality Standards; - the relevant approved learning framework; - how to navigate through framework and standards documents to find areas relevant to this unit of competency; - individual patterns and routines of babies and toddlers; - appropriate interactions with babies and toddlers, including: individual differences of babies' and toddlers' needs for rest, and sleep/rest patterns; signs of stress, distress or pain in babies and toddlers, and; social development of babies and toddlers; - dietary requirements and nutritional needs of babies and toddlers; - food safety guidelines; - recommendations for oral health, including restricting bottles meal times only; - guidelines for infection control; - safe and unsafe practices for working with babies; - different practices and routines used by various families and their underlying cultural or personal rationale; - emotional, physical and language development of babies and toddlers; - attachment theory; - Sudden Infant Death Syndrome; - United Nations Convention on the Rights of the Child; - brain development in babies and toddlers, and; - organisational standards, policies and procedures.

CHCECE006 Support behaviour of children and young people

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to apply strategies to guide responsible behaviour of children and young people in a safe and supportive environment.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communicated issues to a supervisor and negotiated solutions in a clear and appropriate manner at least twice; - guided behaviour using positive support techniques with at least two children and/or young people; - discussed behaviours of children and/or young people to plan and problem-solve in collaboration with others; - recorded observations and identified behaviours requiring support of children and/or young people using a range of methods, and; - used judgement to determine when to involve other staff for supported intervention. Students will also be expected to demonstrate the

following knowledge: - definitions of and differences between disruptive behaviour and behaviours of concern; - how learning difficulties or mental health issues may affect behaviour; - impacts of environment and culture on behaviour of children and/or young people; - communicative function of behaviour and positive support strategies to redirect behaviour and defuse situations, and; - organisational standards, policies and procedures.

CHCECE007 Develop positive and respectful relationships with children

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required by educators working with children to ensure they can develop and maintain effective relationships and promote positive behaviour.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communicated positively and respectfully and interacted effectively with at least three children, including: active listening; consideration of a child's age, activities, interests, culture and needs; interpreting non-verbal cues of children; responding to distress in ways that meets the child's need, and; communication of care and respect through all interactions; - assessed and responded appropriately to behaviours of concern; - encouraged children to respect similarities and differences between each other; - involved and encouraged children in decision-making and planning, and; - performed the activities outlined in the performance criteria of this unit during a period of at least 120 hours of work in at least one regulated education and care service. Students will also be expected to demonstrate the following knowledge: - the National Quality Framework; - the National Quality Standards; - the relevant approved learning framework; - how to navigate through framework and standards documents to find areas relevant to this unit of competency; - effective communication techniques including verbal and non-verbal ways to show respect; - techniques to guide children's behaviour; - United Nations Convention on the Rights of the Child, and; - organisational standards, policies and procedures.

CHCECE009 Use an approved learning framework to guide practice

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to enable educators to provide children with opportunities to maximise their potential and develop a foundation for future success.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - worked collaboratively with at least one other educator to implement an approved learning framework within an

approved education and care service, including: investigating and documenting at least two examples of how the learning framework is demonstrated in the service; researching and documenting at least one example of how each principle of the learning framework is reflected in the service; working closely with others and under supervision to help implement the framework; reflecting on and discussing practice with supervisor and others; investigated and documented their own involvement in at least three examples of pedagogical practices in the service. Students will also be expected to demonstrate the following knowledge: - how to access: Belonging, Being and Becoming: The Early Years Learning Framework for Australia; My Time, My Place: Framework for School Age Care in Australia; the relevant approved learning framework used in the service if different from those above; - how to navigate through framework documents to find areas relevant to this unit of competency; - United Nations Convention on the Rights of the Child; - key participants in the implementation of the relevant approved learning framework, and; - organisational standards, policies and procedures.

CHCECE010 Support the holistic development of children in early childhood

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to support and recognise the interrelationship between the physical, social, emotional, cognitive and communication development of children from birth to 6 years of age.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - supported the development of children in at least three different situations/activities (including different age groups and abilities); - interacting with children to holistically support development and learning appropriate to the child's abilities and age; - providing a variety of experiences and environments to support the different areas of children's development (including a combination of physical, creative, social, emotional, language and cognitive), and; - performed the activities outlined in the performance criteria of this unit during a period of at least 120 hours of work in at least one regulated education and care service. Students will also be expected to demonstrate the following knowledge: - code of ethics; - United Nations Convention on the Rights of the Child; - the National Quality Framework; - the National Quality Standards; - the relevant approved learning framework; - how to navigate through framework and standards documents to find areas relevant to this unit of competency; - introductory-level child development for children; - aspects of poor early childhood development; - other life experiences which interrupt appropriate childhood activities, and their potential long-term harmful impacts; - biological and environmental influences on development, and; - symbol systems including letters, numbers, time, money and musical notation.

CHCECE011 Provide experiences to support children's play and learning

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to support children's play and learning.

Required Reading: The qualified trainer and assessor will provide teaching and

learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - set up a safe environment on at least three occasions (including at least one indoor and one outdoor), including: demonstrating effective selection and placement of equipment and resources, with consideration for safety of the children; guiding and facilitating individual children's play and learning experiences, including allowing for children to make decisions; creating an environment that allows for individual and collaborative experiences; providing a range of experiences to stimulate children and aid learning, including those that allow exploration of natural materials, environments and experiences. Students will also be expected to demonstrate the following knowledge: - the National Quality Framework; - the National Quality Standards; - the relevant approved learning framework; - how to navigate through framework and standards documents to find areas relevant to this unit of competency; - relevance of the approved framework to pedagogical practices; - play and learning experiences, associated resources and materials relevant to the interests and abilities of children; - role of play in learning; - theories that pertain to play; - reflective practice; - United Nations Convention of the Rights of the Child; - organisational standards, policies and procedures, and; - safety measures available to minimise risks for children and others.

CHCECE012 Support children to connect with their world

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to support and encourage children's connection with their environment.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - supported practices that encourage children to connect to their environment on at least three occasions; - providing children with a wide range of natural and recycled materials; - identified and supported workplace procedures to enhance environmental sustainability; - identifying changes to cleaning and maintenance equipment and associated resources; - identifying changes to practices and systems, and; - supported children and other adults to become environmentally responsible and show respect for the environment by: facilitating sustainable practices discussions; modelling sustainable behaviours. Students will also be expected to demonstrate the following knowledge: - the National Quality Framework; - the National Quality Standards; - the relevant approved learning framework; - how to navigate through framework and standards documents to find areas relevant to this unit of competency; - context and application of sustainable development and sustainability within an education and care service children's services environment, and; - organisational standards, policies and procedures.

CHCECE013 Use information about children to inform practice

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to gather information about children through observation and other sources as a basis to inform program-planning cycles and to share with children and their families.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - observed, documented and analysed information regarding at least three children of varying ages; - analysing observations of the children's behaviour; - writing reports that record observations accurately and respectfully to the level of detail expected in the service, and; - using information to contribute to program/planning. Students will also be expected to demonstrate the following knowledge: - the National Quality Framework; - the National Quality Standards; - the relevant approved learning framework; - how to navigate through standards and framework documents to find areas relevant to this unit of competency; - United Nations Convention on the Rights of the Child; - code of ethics; - reflective practice; - child development, in order to analyse information and plan accordingly; - observation techniques; - report-writing standards and protocols relevant to the context of observation reports, and; - organisational standards, policies and procedures.

CHCECE016 Establish and maintain a safe and healthy environment for children

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

Prerequisites: Nil.

Description: The unit describes the skills and knowledge to establish and maintain a safe and healthy environment for children. This unit applies to educators working in a range of education and care services.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - established and maintained an environment that is safe and healthy for children in at least once service, including: communicating hazards and safety issues to appropriate persons within the service; coordinating emergency responses including evacuation plans; planning and coordinating supervision of children; promoting and monitoring safety practices, including administration of medicines and safe handling of food; coordinating appropriate procedures for handling infections and illnesses, including communicating with families, and; enacting strategies to support children to take increasing responsibility for their own health and physical wellbeing. Students will also be expected to demonstrate the following knowledge: - how to access: the National Quality Framework; the National Quality Standards, and; the relevant approved

learning framework; - how to navigate through framework and standards documents to find areas relevant to this unit of competency; - common childhood illnesses and appropriate responses; - strategies for minimising risk; - notifiable diseases, and; - organisational standards, policies and procedures.

CHCECE017 Foster the holistic development and wellbeing of the child in early childhood

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to foster and enhance the holistic development and wellbeing of children from birth to 6 years of age. The unit applies to educators working in a range early education and care service settings.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - planned and provided at least three opportunities for children of varying ages to develop in a range of areas, including: facilitating and supporting emotional and psychological development in children; encouraging self-help and independence of children; planning opportunities to foster children's positive self-concept and self-esteem, and; providing a positive and safe environment to encourage children to express thoughts, feelings and ideas, and; - performed the activities outlined in the performance criteria of this unit during a period of at least 240 hours of work in at least one regulated education and care service. Students will also be expected to demonstrate the following knowledge: - how to access: the National Quality Framework; the National Quality Standards, and; the relevant approved learning framework; - how to navigate through framework and standards documents to find areas relevant to this unit of competency; - relevant aspects of theories of children's emotional and psychological development as they apply to the educator's role; - links between social, physical, psychological and cognitive development; - in-depth knowledge of a range of developmental theories for children between birth and 5 years of age; - contextual factors which influence the children's emotional and psychological development; - factors which enhance the development of self-esteem and self-identity; - core principles of child development and associated developmental tasks, and; - organisational standards, policies and procedures.

CHCECE018 Nurture creativity in children

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to nurture creativity in children. The unit applies to educators who work with children in a variety of education and care services.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - planned and provided at least three programs or active learning environments that foster creativity in for children of varying ages, including: creative experiences initiated by children; dramatic and imaginative play opportunities; creative approaches to routines, and; opportunities for each child to develop self-expression and skills, and; - facilitated the active participation of at least three children of varying ages through encouragement, appropriate interactions and communications. Students will also be expected to demonstrate the following knowledge: - how to access: the National Quality Framework; the National Quality Standards, and; the relevant approved learning framework; - how to navigate through framework and standards documents to find areas relevant to this unit of competency; - stages of children's development, in planning and delivering a range of appropriate activities to stimulate an interest and love of learning in children music, movement, construction, visual art and dramatic play sufficient to engage children and assist them to implement their ideas; - aesthetic, safe, interesting, challenging environments to encourage curiosity, experimentation, active learning, literacy and choice, and; - organisational standards, policies and procedures.

CHCECE019 Facilitate compliance in an education and care service

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to facilitate legislative, regulatory and National Quality Framework compliance within an education and care service. This unit applies to educators working in a range of education and care services.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - checked and maintained compliance in an education and care service, including: interpreting and applying the requirements outlined in the National Quality Framework in at least one education and care service, and; facilitating a self-assessment process in at least one education and care service; - developed at least one quality improvement plan, including: documenting and checking information for accuracy and completeness, and; consulting with at least one other educator or service coordinator to review the plan, and; - performed the activities outlined in the performance criteria of this unit during a period of at least 120 hours of work in at least one regulated education and care service. Students will also be expected to demonstrate the following knowledge: - how to access: the National Quality Framework; the National Quality Standards, and; the relevant approved learning framework; - how to interpret the relevance of framework and standards documents in guiding work in this unit of competency; - other legislation, standards and regulations relevant to the children's services industry; - processes for engaging stakeholders in the planning and consultation stages of quality assurance; - support systems, including government and non-government consultants, resources and personnel, and; - best-practice principles and emerging trends in service delivery area.

CHCECE020 Establish and implement plans for developing cooperative behaviour

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to support both individual and group plans for developing cooperative behaviour. This unit applies to educators working in a range of education and care services.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - observed and analysed children's behaviour, on at least three occasions, in a range of situations and contexts; - created, implemented and measured the effectiveness of at least one plan, including: developing long-term and short-term goals and objectives; establishing a baseline for the behaviour; clearly outlining alternative behaviours; communicating expectations with children; supporting and communicating with colleagues to implement the plan, and; revisiting the plan and reflecting on its effectiveness; - developed positive relationships with children, respected family expectations and their cultural values, and acted within the service policy, and; - interacted with children and involved them in decision-making and planning. Students will also be expected to demonstrate the following knowledge: - how to access: the National Quality Framework; the National Quality Standards and the relevant approved learning framework; - how to interpret the relevance of framework and standards documents in guiding work in this unit of competency; - stage of development/age-appropriate expectations of children's behaviour; - appropriate and inappropriate behaviours - review of own stance and reflection on own values; - different family styles of discipline and beliefs about behaviour in different cultures and social groups; - relationship-based strategies to help children learn about behaviour; - possible contributing factors to behaviours of concern, i.e. recent events, child's history, actions of others, or developmental or emotional reasons; - code of ethics; - United Nations Conventions on the Rights of the Child, and; - organisation standards, policies and procedures.

CHCECE021 Implement strategies for the inclusion of all children

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to support the inclusion of all children and to work with relevant others to plan and implement support strategies where required. This unit applies to educators working in a range of education and care services.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - developed and implemented a plan for support and inclusion for at least one child, including: contributing to individualised, child-centred planning and service delivery; collaborating and sharing

information with family and other educators to develop and implement an inclusion plan; investigating and trialling strategies to address the needs of the child; reviewing and suggesting adaptations to service delivery to meet the needs of children with special needs; identifying and assessing the additional needs of individual children, and; gathering additional resources or sources of information to assist in developing and adapting curriculum to meet additional needs. Students will also be expected to demonstrate the following knowledge: - how to access: the National Quality Framework; the National Quality Standards, and; the relevant approved learning framework; - how to interpret the relevance of framework and standards documents in guiding work in this unit of competency; - stage of development/age-appropriate expectations of children's behaviour; - appropriate and inappropriate behaviours - review of own stance and reflection on own values; - different family styles of discipline and beliefs about behaviour in different cultures and social groups; - relationship-based strategies to help children learn about behaviour; - possible contributing factors to behaviours of concern, i.e. recent events, child's history, actions of others, or developmental or emotional reasons; - code of ethics; - United Nations Conventions on the Rights of the Child, and; - organisation standards, policies and procedures.

CHCECE022 Promote children's agency

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to promote and encourage children's agency. This unit applies to educators working in a range of education and care services.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - planned and implemented at least two programs that promote and encourage children's agency, including: establishing environments and opportunities in response to children's interests; using a range of strategies to engage and encourage children in experiences, and; planning and implementing developmentally appropriate curriculum in consultation with other educators. Students will also be expected to demonstrate the following knowledge: - how to access: the National Quality Framework; the National Quality Standards, and; the relevant approved learning framework; - how to navigate through framework and standards documents to find areas relevant to this unit of competency; - relevant theories about childhood learning; - organisation standards, policies and procedures; - strategies for intentional teaching, and; - techniques to encourage and support children to participate.

CHCECE023 Analyse information to inform learning

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to gather and analyse information about children's learning, in order to inform practice. This unit applies to educators working in a range of education and care services.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - collected and documented observations of at least three different children, including: children's behaviour and learning; children's play preferences, and; strengths, interests and relationships; - applied information to educational practice, including: sharing information with families, educators, children, experts and specialists; collaborating with families to plan for children's individual needs, and; using information gathered to inform planning. Students will also be expected to demonstrate the following knowledge: - how to access: the National Quality Framework; the National Quality Standards, and; the relevant approved learning framework; - how to interpret the relevance of framework and standards documents in guiding work in this unit of competency; - observation and inclusion principles; - confidentiality requirements; - code of ethics; - collaborative planning techniques; - summative assessments, and; - organisation standards, policies and procedures.

CHCECE024 Design and implement the curriculum to foster children's learning and development

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required by educators to design, implement and evaluate the curriculum to foster children's learning and development. This unit applies to educators working in a range of education and care services.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - designed and implemented curriculum on at least one occasion, including: evaluating and modifying environments to enhance opportunities for children's learning from other educators, children and their families; gathering information to use as a basis for design to address identified needs; designing learning experiences to foster children's development, and; assessing and evaluating curriculum and learning experiences in accordance with guidelines, and; - performed the activities outlined in the performance criteria of this unit during a period of at least 240 hours of work in at least one regulated education and care service. Students will also be expected to demonstrate the following knowledge: - how to access: the National Quality Framework; the National Quality Standards, and; the relevant approved learning framework; - how to navigate through framework and standards documents to find areas relevant to this unit of competency; - how to design programs and environments that foster children's development; - evaluation strategies, and; - organisation standards, policies and procedures.

CHCECE025 Embed sustainable practices in services operations

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to support children

to connect with and contribute to their world and embed sustainable practice into service operations. This unit applies to work across a range of education and care service services.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - supported sustainable practices within at least one education and care service, including: undertaking an analysis of the environmental sustainability of the workplace; identifying and supporting potential for workplace change to enhance environmental sustainability; supporting children to develop respect for the natural environment; designing, implementing and reviewing a program to enhance environmental sustainability in the child care workplace, and; using a variety of strategies to involve colleagues, children, families and the broader community in participating in and evaluating a program to enhance environmental sustainability. Students will also be expected to demonstrate the following knowledge: - how to access: the National Quality Framework; the National Quality Standards, and; the relevant approved learning framework; - how to navigate through framework and standards documents to find areas relevant to this unit of competency; - importance of community as a source of knowledge, skills and values, including: - barriers and drivers for behavioural change; - strategies to increase children's experiences and understanding of animals and the natural environment; - impact of key global issues, such as climate change, ozone layer effects, greenhouse effect, earth resources and biodiversity; - qualitative and quantitative evaluation processes for sustainability program; - sustainable practices and sustainable strategies; - cleaning and maintenance, and building, equipment and associated resources, and; - organisation standards, policies and procedures.

CHCECE026 Work in partnership with families to provide appropriate education and care for children

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to work in partnership with families to provide appropriate education and care for the child. This unit applies to educators working in a variety of education and care services.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - worked collaboratively with at least three different families to support education and care, including: communicating information about children's interests and development; developing care strategies together, and; engaging in discussion relevant to the child and family; - involved families in the service/program by: encouraging participation in children's experiences, and; providing opportunities for families to give feedback on service/program. Students will also be expected to demonstrate the following

knowledge: - how to access: the National Quality Framework; the National Quality Standards, and; the relevant approved learning framework; - how to navigate through framework and standards documents to find areas relevant to this unit of competency; - strategies for involving family members in the service; - organisation standards, policies and procedures, and; - relevant theories that underpin the value of family/educator relationships.

CHCEDS001 Comply with legislative, policy and industrial requirements in the education environment

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

Prerequisites: Nil.

Description: This unit covers the skills and knowledge required to maintain compliance with legislation, policy and industrial instruments that relate to the education support worker role.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - followed school/centre policies and procedures; - undertaken basic research of relevant legislation, awards, certified agreements, workplace policies and work procedures, and; - reported concerns in a constructive and supportive manner to relevant personnel. Students will also be expected to demonstrate the following knowledge: - own work role and responsibilities; - legislation relating to the education sector, the education support worker's role and key requirements of each; - organisational policies and procedures for responding to legislative issues, and how these are applied; - duty of care responsibilities as applies to non-teaching staff; - safe working practices; - potential hazards and risks for students resulting from breaches of relevant legislation or policy; - key requirements of industrial awards; - relevant code/s of ethics, and; - equal employment opportunity and equity and diversity principles.

CHCEDS019 Support students' mathematics learning

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required by education support workers to work with teachers to support students in pre-primary, primary and secondary to develop mathematics skills in number and algebra, measurements and geometry, and statistics and probability as included in current curriculum documents. The unit provides skills and knowledge to enable education support workers to work with the teacher to develop resources to reinforce mathematics skills for across the curriculum and to support students in their development of skills.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

to analyse student needs in the development of mathematical skills and determined, developed and implemented strategies and programs to support at least two students; - implementing programs that support a range of students who may be at various levels, in collaboration with the teacher; - adapting examples and activities to meet the specific needs in mathematics knowledge and understanding of individual students; - using specific strategies to scaffold student learning as directed by a teacher; - applying mathematical concepts applicable to the year levels in which they operate, i.e. early childhood, primary, secondary, and; - identifying, collating and developing resources to support development of mathematics skills and knowledge. Students will also be expected to demonstrate the following knowledge: - various assessments including formative and summative and standardised testing; - concept strands of mathematics and mathematical skills appropriate to the students being supported and the curriculum in use; - differences between the roles and responsibilities of teachers and education support workers; - language associated with mathematics and numeracy as used by supervising teacher/s; - the role of education support personnel in implementing planned mathematics activities with students, and; - questioning techniques that can be used to scaffold learning and assist students to problem-solve.

CHCEDS020 Support students' literacy learning

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required by education support workers to work with teachers to support students in pre-primary, primary and secondary to develop literacy skills, including oral language, reading and writing skills. The unit provides skills and knowledge to enable education support workers to work with the teacher to develop resources to reinforce literacy skills across the curriculum and to support students during various phases in the acquisition of literacy competence.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - used a range of strategies to support students with acquisition of literacy skills and knowledge; - adapted spoken language to meet the needs of students and learning programs; - applied knowledge of stages of development in language and literacy, and; - used specific strategies to scaffold student learning as directed by a teacher. Students will also be expected to demonstrate the following knowledge: - relationships between spoken language and literacy; - definition of 'texts' and range of texts that students need to interpret; - explicit talk to support student comprehension; - terminology of literacy as used by supervising teacher/s; - questioning techniques that scaffold learning and assist students to problem-solve; - language and literacy developmental continuum appropriate to the students being supported, and; - differences between the roles and responsibilities of teachers and education support workers.

CHCEDS021 Assist in facilitation of student learning

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to understand and

apply a range of principles and processes to facilitate student learning, either for individuals or for small groups. This unit applies to education support workers in a range of education environments who are responsible for aligning support strategies with teacher facilitation strategies to assist student learning. This work is to be undertaken with appropriate guidance, support and supervision by a nominated teacher or other education professional.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - established a learning environment and facilitated the learning process for both a small group and an individual at least twice; - demonstrating principles of practice in the learning environment; - adjusting resources to suit individual needs; - complying with procedures relating to behaviour support; - accurately documenting written reports and records, and; - performed the activities outlined in the performance criteria of this unit during a period of at least 100 hours within at least one education provider. Students will also be expected to demonstrate the following knowledge: - interpersonal skills that influence positive student and staff interactions; - reading, writing, language and numeracy competence required to perform effectively in an education support role; - awareness of contemporary theories of learning; - appropriate principles of practice for the identified education environment; - learning process; - current curriculum documents; - institution's process and procedures for working with students and supporting behaviour; - the different responsibilities of teachers and education support workers for student learning outcomes, and; - relevant legislation, policies and standards that regulate education service delivery, occupational health and safety, behaviour support and anti-discrimination.

CHCEDS022 Work with students in need of additional support

Locations:Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required for education support workers to provide support to students who have to face a range of challenges that may limit their access to, participation in or outcomes from the curriculum.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - contributed to the education team and participants in planning for students in need of additional support to achieve their full potential; - setting up and using adaptive technologies required by students; - adapting education resources to meet the needs of students with learning difficulties, and; - using professional language when working with teachers and other professionals. Students will also be expected to demonstrate the following

knowledge: - language, literacy and numeracy support strategies appropriate to the phase of learning; - appropriate support for a range of learning situations for students with various reasons for requiring additional assistance including physical, intellectual or learning disabilities, medical conditions, or emotional or psychological issues; - physical, emotional and social support that may be required by individual students, and; - individual education plans and behaviour management plans.

CHCEDS023 Supervise students outside the classroom

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

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to supervise students in school grounds, community settings, and other non-classroom environments.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - used a range of supportive behaviour techniques, as described in the education organisation's supportive behaviour plan, and contributed to the development of risk-management strategies for non-classroom based activities; - valuing and responding appropriately to cultural difference; - making accurate observations and assessments of student interactions, and; - reporting information accurately and correctly according to organisational standards. Students will also be expected to demonstrate the following knowledge: - supportive behaviour techniques appropriate to the education environment and students; - risk-management procedures of the organisation; - appropriate sources of required additional information about students to be supervised; - reporting requirements for hazards/incidents; - effective use of communication equipment/procedures, and; - responsibilities of the education support worker when supervising students in non-classroom environments.

CHCEDS024 Use educational strategies to support Aboriginal and/or Torres Strait Islander education

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

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to support, contribute to and coordinate education opportunities for students, including those from Aboriginal and/or Torres Strait Islander backgrounds.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - contributed to a positive education environment; - being assertive in influencing planning to include Aboriginal and/or Torres Strait Islander perspectives; - acquiring knowledge of local Aboriginal and/or Torres Strait Islander culture; - developing own skills and knowledge regarding Aboriginal and/or Torres Strait Islander culture; - used a range of

communication skills to effectively interact with and liaise between differing cultural contexts; - inviting community members to contribute to education programs; - negotiating with community members regarding approaches to pastoral care initiatives; - accessing community resources and personnel; - supported literacy and numeracy strategies in consultation with the teacher; - selecting and contextualising literacy and numeracy resources to create meaningful learning experiences; - selecting delivery and communication strategies, and; - identifying barriers to student learning and developing strategies to overcome these. Students will also be expected to demonstrate the following knowledge: - differences between cultural groups; - requirements of anti-discrimination legislation; - benefits of diversity to the school community; - principles and practices of cultural awareness and cross-cultural communication; - local Aboriginal and/or Torres Strait Islander culture; - education policies and initiatives designed to support learning outcomes for Aboriginal and/or Torres Strait Islander people; - information sources for local Aboriginal and/or Torres Strait Islander people, and; - range of teaching and learning strategies.

CHCEDS025 Facilitate learning for students with disabilities

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required by education support workers to effectively contribute to learning experiences for students with a range of disabilities.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - demonstrated inclusive practices, and developed strategies and implemented them for at least one student with a disability, and; - worked in collaboration with the teacher and others to promote support for at least one student. Students will also be expected to demonstrate the following knowledge: - relevant legislation, policies and standards that regulate education service delivery, occupational health and safety, behaviour support, and anti-discrimination and child protection; - effects of one disability on student development and learning; - a basic level of at least four disabilities; - implications for learning of one disability; - accurate language relevant to the range of disabilities; - organisation processes for provision of support to students with disabilities; - support appropriate to a variety of learning situations for students with disabilities; - identification and description of the nature of a range of disabilities; - how to explain the effects of a range of disabilities on student development and learning, and; - ways to discuss the implications of an identified disability.

CHCEDS031 Provide support to students with autism spectrum disorder

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to provide support to students who have education needs associated with an autism spectrum disorder (ASD).

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge

and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - contribute to planning and support for students with ASD on at least one occasion; - provided support to one or more students with the disorder by: selecting and using suitable resources; implementing educational programs; supporting positive social interactions, and; - used professional language and demonstrated the importance of confidentiality in talking with teachers and other professionals. Students will also be expected to demonstrate the following knowledge: - ASD and its effects on development and learning; - communication techniques for engaging students with ASD in the education context; - education facility's policy related to working with people with a disability; - other professionals and their work in relation to ASD; - use of professional language; - legislation related to anti-discrimination, disability in the education environment, child safety and inclusiveness, and; - positive behaviour support techniques.

CHCEDS032 Support learning and implementation of responsible behaviour

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to assist the individual and education organisation to implement responsible behaviour plans. The unit develops an understanding of relevant legislation and organisation policies.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - accessed and referenced documented research information using relevant standards; - adhered to education organisation's policies and procedures; - demonstrated supportive and collaborative relationships with students; - making use of a range of appropriate behaviour-management strategies; - implementing student self-management strategies; - interpreting feedback from colleagues relating to policies and procedures, and; - reflecting on personal skills in behaviour management. Students will also be expected to demonstrate the following knowledge: - assessment strategies involving learner's participation; - available professional support services and resources; - child and adolescent development theories; - effective communication skills; - factors to promote or diminish the student's intrinsic motivation; - importance of the student's self-esteem in the learning process; - origins of inappropriate behaviour and the impact on student learning; - differing philosophical approaches to behaviour support; - practices and strategies for non-violent crisis prevention and intervention; - requirements of relevant legislation and organisation policies in relation to behaviour; - typical (and atypical) behaviours encountered in the education environment; - universal precautions for risk management; - when and how to implement consequences for inappropriate behaviour, and; - whole-of-school and student approaches to behaviour support.

CHCEDU009 Provide parenting, health and well-being education

Locations: Footscray Nicholson, Werribee, City King St.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to identify client needs and provide education in a small group or one to one setting regarding effective parenting behaviour, general health and well-being issues. This unit applies to individuals working with parents or families in diverse community services or health contexts. Workers at this level will be part of a professional team and under the guidance of a supervisor. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand Standards and industry codes of practice.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - provided parenting, health and well-being education to at least 2 different clients or client groups. Students will also be expected to demonstrate the following knowledge: - legal and ethical considerations for education in parenting, health and well-being, and how these are applied in organisations and individual practice; - factors that affect the capacity of families to function effectively; - key stages of child development and needs at different stages; - features of a healthy lifestyle; - different models of parenting including cultural differences; - different models of parents/families; - impact of positive parenting in regards to formation of healthy lifestyle behaviours of children, and; - support networks available to parent and families.

CHCFAM009 Facilitate family intervention strategies

Locations: Footscray Nicholson, Werribee, City King St.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to assess the needs of families at a community level, support the delivery of appropriate services and monitor their effectiveness. This unit applies to individuals working in family intervention and support roles. They contribute to the development of policies and procedure at an organisational level. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand Standards and industry codes of practice.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - assessed the needs of families in at least 1 community, and; - used research and collaboration to contribute to the development, documentation and review of policies and procedures for family intervention and support in that community. Students will also be expected to demonstrate the following knowledge: - legal and ethical considerations (national and state/territory) for family intervention, and how these are applied in organisations and individual practice; - discrimination; - duty of care; - human rights; - mandatory reporting; - privacy, confidentiality and disclosure, including limitations; - records management and reporting; - specific legislation that impacts policies and

procedures for family intervention; - work health and safety, including risk management, safety planning and crisis/emergency procedures; - community factors that impact approaches to family intervention, and how these need to be recognised; - cultural and linguistic diversity, including Aboriginal and/or Torres Strait Islander perspectives; - physical environment; - socio-economic considerations; - prevalence of issues and their impact in the community; - types of research and information used to support the development of approaches to family intervention; - key features of current and emerging models of family intervention theory and practice and how they may be adapted to meet specific community needs; - evaluation processes, and; - networks and referral sources that support family intervention.

CHCGRP001 Support group activities

Locations: Industry, Footscray Nicholson, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to participate in, and provide general support for, group work. It does not include the leadership or facilitation of groups. This unit applies to individuals involved group work in a range of community service settings. They work according to established organisation procedures. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand Standards and industry codes of practice.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - participated in, and supported the activities of, at least 3 different groups, where groups comprise at least 5 members, and; - modelled the following communication skills when participating in groups. Students will also be expected to demonstrate the following knowledge: - legal and ethical considerations for group work, and how these are applied in organisations and individual practice; - policies and procedures; - nature of groups and the way they operate at an overview level; - communication techniques and how they are used within groups; - nature of resources provided to groups, and; - nature of support provided.

CHCGRP002 Plan and conduct group activities

Locations: Industry, Footscray Nicholson, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes the knowledge and skills required to establish, lead and participate in a groups using a collaborative, strengths-based approach. This unit applies to any individual involved in planning and leading group activities. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand Standards and industry codes of practice.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

expected to demonstrate the following required skills: - planned and conducted at least 3 different group activities for groups with diverse participant profiles, and; - facilitated at least 3 different group sessions, each with a minimum group size of 5 people, using the following communication and interpersonal skills: listening; questioning; effective non-verbal communication; empathetic responding; paraphrasing; summarising; negotiation; techniques for maintaining group cohesion; conflict resolution. Students will also be expected to demonstrate the following knowledge: - legal and ethical considerations for group work, and how these are applied in organisations and individual practice; - principles and processes of strengths-based practice; - types and purposes of groups in the community services context; - types of resources required for group activities; - dynamics of groups and group behaviour; - processes and techniques for engaging in, and managing group planning processes; - communication techniques and how these are applied in working with groups; - relevant models including stages of group development and stages of change, and; - types of additional support that may be provided to groups.

CHCHCS001 Provide home and community support services

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine, VU Learning Links at Altona Meadows.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to work in a home support environment and community settings with individuals, family members, staff, visitors, suppliers and others to meet established work requirements. This unit applies to workers in a community services context. Work performed requires some discretion and judgement and is carried out under regular direct or indirect supervision. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills - provided services to individual/s in at least 2 different home or community support settings, and; - used appropriate inter-personal skills. Students will also be expected to demonstrate the following knowledge: - legal and ethical considerations for providing home and community services; - relevant organisation policies and procedures and how to access them, including risk management practices when the work environment is a person's home; - personal and property security procedures, including personal security protocols and equipment; - relevant policy and programs; - implications for work in the sector, and; - indicators of abuse and/or neglect.

CHCLEG001 Work legally and ethically

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City King St, Sunshine, Hume Global Learning Centre, Broadmeadows, Altona Meadows, St Albans and Sunbury..

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to identify and work within the legal and ethical frameworks that apply to an individual job role. This unit applies to community services and health workers who play a proactive role in identifying and meeting their legal and ethical responsibilities.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - completed workplace activities in accordance with legal and ethical requirements in at least three (3) different situations; - developed appropriate responses to at least three (3) different legal or ethical issues relevant to the work role, and; - identified and communicated at least two (2) potential work practice improvements designed to enhance workplace responsiveness to legal and ethical requirements. Students will also be expected to demonstrate the following knowledge: - legal and ethical considerations (international, national, state/territory, local) for people working in the community services and health context, how they are applied in organisations, how these impact individual workers, and the consequences of breaches; - interrelationships, similarities and differences that may exist between legal and ethical frameworks; - legal issues in the context of the work role; - ethical practice in the context of the work role, and; - workplace policies, procedures and protocols.

CHCLEG003 Manage legal and ethical compliance

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City King St, Sunshine, Online, Whitten Oval Altona Meadows Library and Learning Centre.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to research information about compliance and ethical practice responsibilities, and then develop and monitor policies and procedures to meet those responsibilities. This unit applies to people working in roles with managerial responsibility for legal and ethical compliance in small to medium sized organisations. There may or may not be a team of workers involved. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - determined the scope of legal and ethical compliance requirements and responsibilities, and developed policies and procedures for at least 1 workplace or business, and; - developed a strategic response to at least 3 different situations where legal or ethical requirements have been breached. Students will also be expected to demonstrate the following knowledge: - legal responsibilities and liabilities of managers and others in different types of organisation; - legal and ethical frameworks (international, national state/territory, local), how these apply in the workplace, and the responsibilities of managers in the development and monitoring of policies and procedures; - sources of information and advice on compliance; - functions and operating procedures of regulatory authorities of particular relevance to the health and community service ; -

methods of receiving updated information on requirements; - use of policies and procedures in managing compliance and ethical practice in both internal work practice and external service delivery; - formats for policies and procedures and what they should include, and; - techniques for monitoring compliance. .

CHCMGT001 Develop, implement and review quality framework

Locations: Industry, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to develop, implement and monitor a framework for ongoing quality service delivery that supports the rights and interests of clients. The unit applies to a range of leadership roles in health and community services workplaces.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - developed and implemented a quality framework for the delivery of at least 1 service or program; - conducted at least 1 review of service delivery that identified barriers to quality and provided recommendations for improvement, and; - established a continuous improvement plan for at least 1 service or program. Students will also be expected to demonstrate the following knowledge: - legal and ethical considerations and how these are applied in organisations; - service and industry guidelines and standards; - principles of holistic and person-centred support, and where to access good practice information relevant to the industry sector; - benchmarking; - best practice and good practice; - quality assurance processes relevant to service type; - existing state and national quality frameworks relevant to service; - importance of principles and practices to enhance sustainability in the workplace, including environmental, economic, workforce and social sustainability; - vision statements, philosophical statements of organisation; - needs of clients, and; - impact of own attitudes to client groups on service delivery and strategies to improve own professional practice.

CHCMGT003 Lead the work team

Locations: Industry, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to undertake supervisory and coordinating activities in work groups in health and community service organisations. Workers at this level are team leaders or managers responsible for coordinating and monitoring the activities and performance of work teams and other service providers. This unit applies to a range of leadership roles in health and community services workplaces.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - developed at least 1 plan for a team or group of individuals; - facilitated at least 2 group meetings or discussions; -

identified at least 1 issue causing disruption to work team activities and: - reviewed the performance of and coached at least 1 individual. Students will also be expected to demonstrate the following knowledge: - organisation mission, philosophy; - organisation structure and communication protocols; - group facilitation processes, including technique for facilitating group discussions and meetings; - leadership styles and their application in supporting the organisation's mission, objectives and values; - coaching principles and techniques; - difference between coaching and mentoring; - performance management sources of information on best practice work techniques relevant to the industry sector; - rostering and timetabling; - sources of conflict and stress and techniques to address and manage them, and; - referral networks.

CHCMGT005 Facilitate workplace debriefing and support processes

Locations: Industry, Footscray Nicholson, Werrbee, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to monitor and support workers. This includes implementing support processes to manage stress and emotional wellbeing of self or colleagues working in varied health and community service contexts. It also involves facilitating structured debriefing sessions to colleagues following incidents with the potential to impact on health and wellbeing. This unit applies to leadership or management roles where the individual provides peer to peer support to colleagues and refers to specialised support services in line with organisation guidelines as required.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - provided ongoing support to least 2 different workers to address and monitor stress and emotional wellbeing, and; - facilitated at least 1 structured debriefing following an incident involving stress and identified colleagues requiring additional support and referred in accordance with organisation guidelines. Students will also be expected to demonstrate the following knowledge: - organisation policies, procedures and resources relating to debriefing and crisis procedures; - dispute resolution policies and procedures; - legal and ethical considerations; - debriefing techniques: - indicators of significant issues being experienced by the worker and ways to respond; - impact of: excessive stress; burn out; grief and loss; violent or threatening behaviour; - stress management; - internal and external support options and employee assistance programs; - specific limitations of work role, responsibility and professional abilities, and; - professional boundaries.

CHCMHS001 Work with people with mental health issues

Locations: Industry, Footscray Nicholson, St Albans, Werrbee, Sunshine, Altona Meadows Library and Learning Centre.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to establish relationships, clarify needs, and then work collaboratively with people who are living with mental health issues. This unit applies to support workers in contexts outside the mental health sector, but who come into contact with people with mental health issues. The services and support provided are not mental health specific.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - worked with at least 3 people with mental health issues in ways that support individual empowerment and recovery through: - use of communication techniques, and; - provision and adaptation of services to meet particular needs. Students will also be expected to demonstrate the following knowledge: - legal and ethical considerations (international, national, state/territory, local) when working with people with mental health issues, and how these are applied in organisations and individual practice; - values and principles of the mental health sector; - different contexts of mental health work; - impact of own attitudes on working with people with mental health issues; - key issues facing people with mental health illnesses, including impact of prejudice and discrimination; - myths and facts about mental illness; - types of mental illness; - existing services to address a person's needs and rights; - appropriate responses to changes in mental health, mental distress and crisis, and; - circumstances in which referral to a health or other professional is appropriate. .

CHCMHS002 Establish self-directed recovery relationships

Locations: Footscray Nicholson, Werribee, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to promote the principles of recovery oriented practice, and to establish and confirm self-directed recovery relationships with people with mental illness. This unit applies to work with people living with a mental illness in a range of community services work contexts.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - established and maintained self-directed recovery relationships with at least 3 people with mental illness, and; - performed the activities outlined in the performance criteria of this unit during a period of at least 80 hours of work. Students will also be expected to demonstrate the following knowledge: - legal and ethical considerations (international, national, state/territory and local) for mental health work, and how these are applied in organisations and individual practice; - values and principles of the mental health sector; - historical, current and emerging models of understanding mental illness in Australia and internationally; - evidence base for recovery including research and personal recovery experience; - programs, services and supports available to people with mental illness; - strength based approaches; - reflective practice and its role in underpinning ongoing learning, growth and good practice, and; - techniques for communication and motivational interviewing/counselling.

CHCMHS003 Provide recovery oriented mental health services

Locations: Footscray Nicholson, Werribee, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to work collaboratively in providing services to implement a range of strategies as part of recovery oriented service provision for people with mental illness. This unit applies to

work with people living with mental illness in a range of community services work contexts.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - collaborated with at least 3 different people with mental illness to develop, implement and review a plan for recovery using recovery orientated approaches, and; - performed the activities outlined in the performance criteria of this unit during a period of at least 80 hours of work. Students will also be expected to demonstrate the following knowledge: - legal and ethical considerations (international, national, state/territory and local) for mental health work, and how these are applied in organisations and individual practice; - values and principles of the mental health sector; - evidence base for recovery including research and personal recovery experience; - types of mental illness; - local and international best-practice frameworks for: planning; assessment; implementing plan and review; - strategies to support a person in distress or crises and de-escalate incidents of risk; - historical, current and emerging models of understanding mental illness in Australia and internationally; - techniques for communication and motivational interviewing/counselling; - normalising statements, and; - reflective practice and its role in underpinning ongoing learning, growth and good practice.

CHCMHS004 Work collaboratively with the care network and other services

Locations: Footscray Nicholson, Werribee, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills knowledge required to work collaboratively with the care network and other potential services for a person with mental illness. This work provides a recovery oriented practice approach, involving a variety of health and community service professionals working collaboratively with the person and their care network. This unit applies to work with people living with mental illness in a range of community services work contexts.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - worked collaboratively with at least 3 different people with mental illness to meet recovery goals, and; - performed the activities outlined in the performance criteria of this unit during a period of at least 80 hours of work. Students will also be expected to demonstrate the following knowledge: - legal and ethical considerations (international, national, state/territory and local) for mental health work, and how these are applied in organisations and individual practice; - values and principles of the mental health sector; - roles and importance of different components of the support network; - how historical, social and policy contexts of mental health services have changed and how it impacts on current service delivery; - models of care coordination; - basic negotiation and conflict resolution techniques; - local and state services, including:

availability; appropriateness and referral protocols, and; - reflective practice and its role in underpinning ongoing learning, growth and good practice.

CHCMHS005 Provide services to people with co-existing mental health and alcohol and other drugs issues

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to assess capacity to support people with co-existing mental health and alcohol and other drugs issues and to work collaboratively to provide support and facilitate links to other services. This unit applies to work with people with co-existing mental health and alcohol and other drugs (AOD) assessments in a range of community services work contexts.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - worked collaboratively to provide services to at least 3 people with co-existing mental illness and AOD issues. Students will also be expected to demonstrate the following knowledge: - values, philosophies and service delivery models of the AOD and mental health sectors, their similarities and differences; - legal and ethical considerations (international, national, state/territory and local) for dealing with people with co-existing issues, and how these are applied in organisations and individual practice; - safety and risk management considerations and strategies; - substances and AOD work; - interactions and risk factors between common types of mental health medications and other substances; - evidence-based mental health practice including National practice standards for the mental health workforce; - role and use of standard screening tools to identify co-existing mental health/AOD issues; - available services and support strategies appropriate to those with co-existing issues, including those beyond AOD and mental health; - techniques and processes for developing, documenting and implementing a plan of action to address co-existing issues, and; - models of change and basic principles of motivational interviewing.

CHCMHS006 Facilitate the recovery process with the person, family and carers

Locations: Industry, St Albans, Werribee.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to work collaboratively with a person with mental illness and/or AOD issues to establish a basis for participation of family and carers in their individual recovery process and to facilitate ongoing participation in line with the person's needs and wishes. This unit applies to work with people with mental illness and/or AOD issues. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Required Reading: Lecturer will provide teaching and learning materials as required in the form of VU produced workbooks.

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. Students will be expected to demonstrate the following required skills: - worked collaboratively to identify, plan, implement and monitor family and carer participation in the recovery processes for at least 3 different people; - used effective communication with both the person, their and family/carers; - reflective listening and responding; - development of empathy and rapport; - recognition of non-verbal triggers, and; - negotiation and conflict resolution techniques. Students will also be expected to demonstrate the following knowledge: - legal and ethical considerations (international, national, state/territory and local) regarding consumer and carer participation in planning and recovery, and how these are applied in organisations and individual practice: - codes of practice; - discrimination; - dignity of risk; - duty of care; - human rights; - informed consent; - mandatory reporting; - practice standards; - privacy, confidentiality and disclosure; - policy frameworks; - records management; - rights and responsibilities of workers, employers and individuals accessing the service; - specific mental health legislation and its impact on individual workers; - work role boundaries - responsibilities and limitations: - role of other workers; - roles of family and carers; - work health and safety; - values and principles of the mental health sector, including: - recovery; - recovery oriented practice; - health promotion and prevention; - holistic approach; - empowerment/disempowerment; - access and equity; - early intervention; - rights; - social justice and inclusion; - citizenship; - principles and practices underpinning consumer and carer participation in recovery and service provision, and; - available consumer and carer services and resources.

CHCMHS007 Work effectively in trauma informed care

Locations: Footscray Nicholson, Werribee, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to practice and contribute to the continuous improvement of trauma informed care within a service.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - worked from a trauma informed care perspective with at least 3 people with mental illness. Students will also be expected to demonstrate the following knowledge: - legal and ethical considerations (international, national, state/territory, local) for trauma related practice, and how these are applied in organisations and individual practice; - trauma; - gender differences in the application of trauma informed care; - common beliefs and attitudes towards people who experience interpersonal violence and how this impacts on their access to services; - values and core principles and features of trauma informed care and practice; - impacts of traumatic events that occur when accessing or receiving services (including the use of compulsory treatment, seclusion and restraint); - role of triggers and 'flashback' (re-experiencing), re-victimisation and re-traumatisation; - referral options and resources available to support self-advocacy; - links between suicidality, self-harm and interpersonal trauma, and; - self-care strategies for workers.

CHCMHS008 Promote and facilitate self advocacy

Locations: Footscray Nicholson, Werribee, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to encourage,

support and promote self-advocacy. The promotion and facilitation of self-advocacy contributes to a person's self-determination, empowerment and right to make informed choices in regard to all aspects of their life. This unit applies to work with people living with mental illness in a range of community services work contexts.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - encouraged, supported and promoted self-advocacy when working with at least 3 people with mental health issues. Students will also be expected to demonstrate the following knowledge: - legal and ethical considerations (international, national, state/territory, local) for advocacy, and how these are applied in organisations and individual practice; - history, values, central philosophies and context of advocacy and self-advocacy; - differences between negotiation, advocacy, mediation, facilitation and conciliation and the ways they are used; - self-advocacy approaches and options, including group and individual advocacy; - referral options and resources available to support self-advocacy; - barriers to self-advocacy and strategies for overcoming barriers; - social justice principles including human rights, self-determination, access and equity, and empowerment; - impacts of stigma, prejudice and discrimination, and; - organisation policy and procedures relevant to the facilitation and promotion of self-advocacy.

CHCMHS011 Assess and promote social, emotional and physical wellbeing

Locations:Footscray Nicholson, Werribee, City King St, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to work collaboratively with individuals to assess, promote and review all aspects of wellbeing. This unit applies to work with people living with mental illness in a range of community services work contexts.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - collaboratively delivered wellbeing support reflecting recovery oriented practice with at least 3 people. Students will also be expected to demonstrate the following knowledge: - legal and ethical considerations (international, national, state/territory, local) for client wellbeing, and how these are applied in organisations and individual practice; - principles and practices of holistic social emotional wellbeing; - impact of a lack of social and emotional wellbeing (SEWB) on mental health; - evidence based practice in relation to support for the individual domains; - iatrogenic effects of mental illness diagnosis and treatment on an individual's wellbeing; - requirements for physical wellbeing, including: nutrition; exercise; food security/insecurity; self-care style opportunities and information; oral health; comprehensive health checks; access to health services, and natural supports and resources and sexual health strategies including contraception, sexually transmitted infections (STIs) and strategies for sexual expression; - aspects of social wellbeing and types of social activity of that

contribute to wellbeing; - aspects of emotional wellbeing; - aspects of cultural/spiritual wellbeing; - cognitive aspects that affect wellbeing; - models of change, including stages of change model; - awareness of social exclusion/inclusion, disadvantage, systemic oppression and power dynamics, and; - approaches to practice motivational interviewing; solution focused approaches; strength based approaches; cognitive behavioural approaches; narrative approaches and acceptance and commitment therapy (ACT).

CHCPAL001 Deliver care services using a palliative approach

Locations:Industry, Footscray Nicholson, St Albans, Werribee, Sunshine, VU Learning Links at Altona Meadows.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to care for people with life-threatening or life-limiting illness and/or normal ageing process within a palliative approach. This unit applies to workers in a residential or community context. Work performed requires some discretion and judgement and is carried out under regular direct or indirect supervision. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - supported, reported and documented issues and needs of 3 people in palliative care. Students will also be expected to demonstrate the following knowledge: - philosophy, principles, benefits and scope of palliative care; - the needs of people dealing with a life-threatening or life-limiting illness and the emotional impact of diagnosis; - cultural, religious and spiritual differences in relation to death and dying; - the stages of grief and personal strategies for managing reactions to grief; - advance care directives and end-of-life care strategies; - pain relief and comfort promotion; - nutritional and hydration requirements during a palliative approach; - legal and ethical considerations for working in palliative care; - relevant policies, protocols and practices of the organisation in relation to the provision of both a palliative approach and palliative care; - responsibilities to self and colleagues; - various signs of imminent death and/or deterioration, and; - communication strategies to build trust, show empathy, demonstrate support and empowers the person, family, carers and/or significant others.

CHCPOL002 Develop and implement policy

Locations:Industry, Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to research, develop and implement new policy initiatives. This unit applies to workers who are directly responsible for driving new policy directives across a business unit, team or service.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting

of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - researched, drafted, developed and implemented at least 1 policy initiative for at least 1 business unit or organisation, and; - engaged in consultation with at least 3 different stakeholders, including: individuals, and groups or organisations. Students will also be expected to demonstrate the following knowledge: - researched, drafted, developed and implemented at least 1 policy initiative for at least 1 business unit or organisation; - engaged in consultation with at least 3 different stakeholders, including: individuals; groups or organisations; - legal and ethical context (international, national, state/territory, local) for policy development in the sector of work; - current industry developments and context for policy development, including funding body requirements; - policy trends at global, national, state/territory and local levels; - organisation strategic focus and philosophy within which policies are developed; - key stakeholders at local, state/territory and national level; - principles and practices of policy development and implementation; - methodologies and appropriateness for different audiences; - types and features of documentation/information used to support consultation; - stakeholder engagement and management; - approval processes; - structures and formats for policy documents; - implementation considerations and processes; - evaluation and review, and; - report writing techniques.

CHCPOL003 Research and apply evidence to practice

Locations: Footscray Nicholson, St Albans, Werribee, City King St, Sunshine, Online.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to establish the information need, gather information and critically analyse the information for relevance to own work. This unit applies to health and community service workers who need to research existing information to support and improve their work practice. It does not cover primary research. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - completed research activities and developed actions based on research outcomes for at least two (2) different issues within own field of practice. Students will also be expected to demonstrate the following knowledge: - different reasons for undertaking research; - sources of information, including established information sources and current research within own area of practice; - principles and models of evidence-based practice; - ways to evaluate the validity of information sources; - research processes and how to use them; - cultural and ethical considerations for research, and; - processes that support analysis of information and how to use them.

CHCPRP001 Develop and maintain networks and collaborative partnerships

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to identify networking and collaboration needs and develop formal and informal partnerships to

enhance service delivery and improve professional practice. This unit applies to work in all industry sectors, and to individuals who take pro-active responsibility for improving collaboration between workers and organisations.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - developed strategies for networking and collaboration for at least 1 organisation, and; - worked collaboratively with external individuals or groups in at least 3 different service delivery situations. Students will also be expected to demonstrate the following knowledge: - legal and ethical considerations for collaborative practice; - principles of networking and collaboration; - different types of networks and collaboration; - benefits of networking and collaboration; - values, limitations and dynamics of networks and collaborative partnerships; - industry structure and interrelationships between different organisations, both public and private, and; - established networks in relevant area of work.

CHCPRP003 Reflect on and improve own professional practice

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City King St, Sunshine, Hume Global Learning Centre, Broadmeadows; Altona Meadows and Sunbury..

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to evaluate and enhance own practice through a process of reflection and ongoing professional development. This unit applies to workers in all industry sectors who take pro-active responsibility for their own professional development. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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 work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - undertaken a structured process to reflect on and improve own practice and created 1 personal development plan that includes: goals; timeframes; ways of measuring progress. Students will also be expected to demonstrate the following knowledge: - legal and ethical considerations for reviewing and improving own practice; - models and processes of professional reflection; - professional development opportunities; - principles and techniques for: creating a personal development plan; personal goal setting; setting realistic timeframes; measuring progress and performance; - types of work methods and practices which can improve performance, and; - learning styles and how they relate to different individuals.

CHCPRP005 Engage with health professionals and the health system

Locations: Footscray Park, St Albans, Werribee, City King St, Sunshine, Online, Whitten Oval.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to work within the health care system and engage effectively with other health professionals, including writing referral reports. This unit applies to individuals working in health or community services who work autonomously with clients in the provision of services. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - researched and selected relevant information about the Australian health care system for use in own practice, and; - developed at least 3 referral reports for different clients using appropriate language and terminology. Students will also be expected to demonstrate the following knowledge: - structure, function and interrelationships of the Australian health care system; - health care professions and allied health services, how they interrelate and their relationship to specific area of practice; - scope of own practice and limitations of own role within the health system; - health system funding and financial structures, and implications for practice and clients; - current and emerging health industry issues; - other services to which the practitioner may refer clients, and; - referral reports.

CHCPRT001 Identify and respond to children and young people at risk

Locations: Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to support and protect children and young people who are at risk of harm. This work occurs within legislative and policy frameworks and carries a duty of care responsibility.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - implemented work practices which support the protection of children and young people, including: complying with regulations, legislations and duty of care responsibilities; employing child-focused work practices to uphold the rights of children and young people; maintaining confidentiality; providing appropriate responses in the protection of children and young people, and; - read and interpreted the procedures for reporting children at risk in line with organisational expectations and legislative requirements. Students will also be expected to demonstrate the following knowledge: - indicators of the different types and dynamics of abuse as they may apply to age, gender, disability, culture and sexuality; - child protection legislation in the relevant state or territory; - United Nations Convention on the Rights of the Child; - impact of risk of harm; - duty

of care responsibilities; - trauma-informed care; - ethical considerations, including: approaches that incorporate the conventions on the rights of the child, and human rights; obligations as defined by the job specification and employing organisation; obligations as stated in relevant codes of practice, licensing, accreditation registration to professional bodies, service agreements; principles of ethical decision-making; - overview of legal system and how it pertains to the job role, in particular: child protection system, including reporting protocols, responses to reporting and interagency policies; state/territory requirements and processes for notifying suspected abuse and reporting process; statutory and policy requirements relating to job role, and; - organisation standards, policies and procedures.

CHCPRT005 Work within a practice framework

Locations: Footscray Nicholson, Werribee, City King St.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to ensure that work is consistent with established practice frameworks. This unit applies to people working in child protection contexts. Their work will require them to follow established procedures and ensure compliance with legislation and professional frameworks. Typically the worker will not supervise the work of others. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - sourced and critiqued child protection frameworks / professional standards; - used frameworks/standards to review own professional practice and identify strengths and areas for improvement, and; - engaged in ongoing reflective practice, critical inquiry about own values and beliefs, and self-directed learning. Students will also be expected to demonstrate the following knowledge: - the purpose of child protection and the methods used to protect children; - authorities responsible for overseeing child protection; - child protection legislation; - a range of professional frameworks and standards, coming from national and state governments and peak bodies; - methods for self-development and ongoing professional education; - reflective practice principles, and; - the principles of critical enquiry and action research.

CHCPRT009 Provide primary residential care

Locations: Footscray Nicholson, Werribee, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to provide for the care and support of clients in residential care and assist their transition from primary/residential care.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

expected to demonstrate the following required skills: - outlined terms of placement with at least one client in care, including expectations, rules, consequences for behaviour and client rights and responsibilities; - resolved issues, reviewed placement progress and explained grievance procedures; - completed and maintained all relevant documentation accurately; - provided/mobilised domestic support; - provided clients with education, support and development; - assessed and addressed resettlement needs of clients and negotiated required resources, services and ongoing support, and; - identified appropriate levels of contact with client once out of care. Students will also be expected to demonstrate the following knowledge: - relevant statutory procedures, responsibilities and rights; - service protocols, philosophies and processes; - characteristics of appropriate client-worker relationships; - procedures to ensure the environment is clean, healthy and safe; - available resources and programs; - stages of grief; - the impact and signs of abuse; - cultural protocols, systems and taboos; - parenting models; - budgeting practices; - protocols for working with professional service providers, and; - models of child development.

CHCPR010 Work with children and young people with complex trauma and attachment issues and needs

Locations: Industry, Footscray Nicholson, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to recognise indicators of trauma in children and young people of different ages and at different stages, and to identify their needs and those of their parents and carers.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - worked with one or more children or young people, and their families to: review developmental progress; identify indicators of trauma and/or attachment disorder; ensure interventions do not exacerbate trauma; recover from trauma and prevent the likelihood of further occurrences. Students will also be expected to demonstrate the following knowledge: - stages of human development and indicators of trauma associated with the different stages of development; - different cultural values and child-rearing practices and their potential impact on children and young people; - risks to healthy child development, and; - factors that influence positive outcomes.

CHCSO001 Work with people experiencing or at risk of homelessness

Locations: Footscray Nicholson, Werribee, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to work with people who are experiencing homelessness or at risk of becoming homeless, including women and children experiencing family violence. This unit applies to work in a range of roles at any level within a community services and health context.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - worked collaboratively with 3 people (including women and children experiencing family violence) who are experiencing homelessness or are at risk of becoming homeless, to identify and address barriers and issues impacting on their ability to secure housing; - provided advice to 3 people in relation to options for key agencies and services that provide appropriate housing and accommodation services; - identified 1 child at risk of homelessness and followed organisation and legislative requirements for referral and reporting, and; - advocated on behalf of 1 person and supported the person to advocate on their own behalf to negotiate options, services and pathways to address barriers and issues impacting on their ability to secure or sustain housing. Students will also be expected to demonstrate the following knowledge: - context within which the system of housing has developed in Australia - different levels of government and their role in provision of housing - legal and ethical considerations, relevant to social housing and how these are applied in organisations and in individual practice; - underpinning values and philosophies relevant to working with people who are experiencing homelessness or risk of becoming homeless; - cultural issues which impact on housing system for minority groups; - changing social, political and economic context in which homelessness occurs - current and historical factors which impact on provision of housing - gender context of homelessness - range of consumers, consumer groups and stakeholders in relation to the Australian housing system; - structural causes which allow and maintain homelessness; - range of issues impacting on people who are experiencing homelessness or risk of becoming homeless; - specific issues facing individuals and existing services and outreach programs available to address their needs and rights; - risk and contributing factors of homelessness; - indicators of family violence, mental health issues, substance abuse and child protection issues; - the complexity surrounding family violence and legal requirements when dealing with people who are experiencing family violence; - housing options, range of tenures and the pathways of the homelessness service system; - private rental system; - own work role within the context of delivering services to homeless people; - organisation's role within the context of the sector; - access pathways for transient, marginalised individuals, and; - case management framework.

CHCV01004 Manage volunteer workforce development

Locations: Footscray Park.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to develop and support volunteer programs and volunteer workforce in an organisation or agency. Workers at this level will be responsible for coordinating and overseeing volunteer programs across a range of contexts. This unit applies to a range of sectors. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - developed 1 volunteer workforce development plan. Students will also be expected to demonstrate the following knowledge: - Universal declaration on volunteering and current national volunteering codes and standards; - organisation standards, codes, policies,

procedures and processes; - relevant state and national legislation, and public policies relating to the engagement of unpaid workers; - differentiation between paid and unpaid workers roles; - impact of cultural or community attitudes on appropriate roles, relationships and approaches of the volunteer worker; - implications of differences in attitudes and values towards volunteers from management and staff; - trends and characteristics impacting volunteer involvement; - volunteer motivations and how these will change through involvement with a volunteer role or organisation, e.g. 'honeymoon' period, 6-12 months, 12 months plus, and; - recognition strategies for volunteers, including events, certificates, training, reimbursements, badges, rewards and increased responsibilities.

CHCVOL201B Be an effective volunteer

Locations: Footscray Nicholson, St Albans.

Prerequisites: Nil.

Description: This unit describes the understanding, knowledge and skills required to be a volunteer.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - follow organisation policies and protocols; - liaise and report appropriately to supervisor; - adhere to own work role and responsibilities; - comply with a range of relevant legislative and procedural requirements; - demonstrate the application of interpersonal relationships of organisation social, ethical and operational standards and use of appropriate interpersonal styles and techniques; - communicate in a clear and concise manner in both written and verbal modes; - literacy skills to identify work requirements and process basic, relevant workplace documentation; - respond to routine problems related to the workplace, working under supervision - appropriate to the job role; - request advice, assistance, clarification and/or further information; - seek and receive feedback; - adhere to policies and procedures; - work as part of a team with paid and unpaid staff; - use information technology appropriate to specific tasks; - follow instructions/directions; - maintain confidentiality; - relate to people in a way which appropriately acknowledges diversity; - organise and manage one's own time, and; - demonstrate safe and effective use of workplace technology in line with work health and safety (WHS) guidelines. Students will also be expected to demonstrate the following knowledge: - understanding of own work role and responsibilities; - volunteering as a choice and as being based on reciprocity; - how personal values and attitudes may impact on work as a volunteer; - job role and accountability; - the need for relevant background checks to be undertaken by the organisation; - the need for undertaking relevant/mandatory training; - organisation expectations of volunteers; - valuing self as a volunteer; - personal motivations for volunteering; - personal expectations to be gained from volunteer work; - understanding of the volunteering sector including the nature of volunteer work and the importance of volunteer work to the community; - understanding of organisation information including: various roles, rights and responsibilities and organisation processes policies and procedures, and; - understanding of relevant legislative and procedural requirements, including requirements relating to mandatory notification where relevant.

CHCYTH001 Engage respectfully with young people

Locations: Industry, Footscray Nicholson, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to communicate effectively with young people (aged 12 to 25 years) in work roles with a specific focus on young people. This unit applies to work undertaken in work roles where the young person is the primary client.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - applied youth-centred practices when working with young people; - using interpersonal skills to engage with at least three young people; - applying engagement skills with young people with diverse range of presenting issues and experiences; - applying principles of ethical decision-making to ethical dilemmas when the young person is the primary client, and; - establishing and maintaining a professional relationship with at least one group of young people. Students will also be expected to demonstrate the following knowledge: - aspects of human behaviour and development related to young people, their personal and social development and relationships; - current issues facing young people and existing services to address their needs and rights; - different world views and the interrelationship of society, culture and the young person; - diversity in all forms - across cultural, sexuality, ability, socioeconomic and geographic spheres, and the experiences of migrants, refugees and asylum seekers; - own cultural values, cultural lens and ethnocentrism; - own work role within the context of the youth sector; - access and equity principles; - principles of ethical decision-making; - statutory frameworks in which the work role functions; - the impact of judgement-making skills in working with young people; - youth-centred practices with focus on the young person as the primary stakeholder, and; - youth cultures, social, political and economic and professional frameworks.

CHCYTH002 Work effectively with young people in the youth work context

Locations: Industry, Footscray Nicholson, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to work in the youth work context. The unit focuses on historical and contemporary youth sector practice and understanding of the current status of young people. This unit applies to work undertaken in all youth work roles where the young person is the primary client.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - followed effective processes for work with at least three young people; - checking and analysing information for assessment of risks, special needs, significant changes, and personal and social developmental levels for young people; - making decisions based on knowledge of

the impact of cultural and personal values on behaviour and expectations; - providing appropriate support and/or services; - provided supervision and care based on assessed risk and justifiable degree of care and concern; - responded to risks and incidents of varying degrees of severity, and; - used clear and reassuring communication relevant to the culture of young people. Students will also be expected to demonstrate the following knowledge: - cultural practices which will have an impact on decisions made about what allowances are made and what rights are given and responsibilities expected; - current status of young people in the context of: social and cultural context of youth; historical, economic, political and social contexts of young people; rights, needs and responsibilities of young people; risk-taking and social behaviour in young people; young people as primary client; changing contexts of young people; - processes for getting advice and assistance when there are ethical or professional issues; - relevance of the work role and functions to maintaining sustainability of the workplace, including environmental, economic, workforce and social sustainability; - impact of popular beliefs on values, attitudes and behaviour; - the organisation's codes of conduct or code of ethics/duty of care; - range of specialist support services and programs available to young people, and; - social, political, historical and economic contexts of the service response to the needs and interests of young people.

CHCYTH003 Support young people to create opportunities in their lives

Locations: Footscray Nicholson, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge 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. This unit applies to work undertaken in all youth work roles where the young person is the primary client.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - interacted, encouraged and supported at least two young people in both an individual and a group setting; - supporting the young people according to their circumstances and the objectives of each individual's desired goals, individual needs, risks and circumstances, including education and employment; - supporting vulnerable young people and those with special needs and risks to participate in the decision-making and planning of actions and opportunities, and; - creating future opportunities for the individuals using a range of youth work interventions and documented measures of change. Students will also be expected to demonstrate the following knowledge: - aspects of human behaviour and development related to young people, their personal and social development and relationships; - statutory requirements and application of the concept of duty of care and child protection; - organisation reporting procedures and practice; - case planning practices and principles; - principles of effective communication and cultural practices, and customs of the community and the young people in the service; - relevant organisation procedures and policies related to program, service and personal support for young people, referral, reporting of young people's issues and experiences, and; - support services and specialists and their guidelines for access and service provision.

CHCYTH004 Respond to critical situations

Locations: Footscray Nicholson, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to maintain safety through effective response to potential or actual critical situations. This unit applies to staff working in specialist services and in residential work sites or in the community.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - established a framework for dealing with potential crisis situations; - identifying and assessing risks to client safety and welfare; - understanding and anticipating possible causes of conflicts; - identifying and implementing risk-minimisation strategies; - providing information on possible responses to team members; - stating when to request assistance of others; - detailing types of assistance appropriate to various situations; - identifying equipment available to support response to potential crisis situations; - maintained a safe and healthy environment to minimise the risk of crisis situations; - used effective communication skills and techniques in all communications with client, appropriate to the situation, and; - documented actions taken according to organisational procedures and policies, clearly and accurately. Students will also be expected to demonstrate the following knowledge: - team roles and responsibilities and reporting requirements; - responsibilities of child protection reporting and duty of care; - understanding how critical incidents and risks arise both generally and in particular situations; - common mental health issues in young people; - principles of effective communication for counselling, risk-assessment, negotiation, mediation and information management; - code of conduct, and; - organisation's policies, guidelines and procedures and emergency protocols.

CHCYTH005 Develop and implement procedures to enable young people to address their needs

Locations: Industry, Footscray Nicholson, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to monitor and upgrade organisation approaches to young people with complex needs. This unit applies to community services work in a range of contexts.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - assessed specific needs of at least one young person and identified existing programs/services that addressed these needs, as well as consulted relevant personnel and organisations to identify further or alternative support programs that could assist developed and implemented procedures to keep young people safe; - developed and implemented procedures to keep young people safe; - developed and implemented procedures relating to

services offered by the organisation; - reviewed the relevance and effectiveness of information and service provision to clients, and assessment, support and referral systems; - holding regular debriefings with associated organisations and service providers; - debriefing and supporting other youth workers, including identifying training needs, and; - producing reports and recording relevant information about clients and programs according to organisation procedures and policies, ensuring accurate and complete information is included. Students will also be expected to demonstrate the following knowledge: - legal and organisational policies relating to advocacy, monitoring and dealing with abuse; - principles of empowerment and enabling processes in advocacy; - short-term counselling strategies; - different forms of abuse and their indicators and response processes; - a broad range of specialist and generic services and agencies; - family support and mediation; - youth-specific consultation and engagement principles for seeking feedback on service provision; - reflective and evaluative processes in youth work practice; - key aspects of human rights declarations and UN Convention on the Rights of the Child, and; - organisation's policies, guidelines and procedures.

HCYTH006 Work with young people to establish support networks

Locations: Industry, Footscray Nicholson, Werribee.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required by youth workers to empower young people to develop sustainable supports beyond intervention. This unit applies to a broad context of youth work where the young person is the primary client.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - supported at least one young person to develop and use personal resources; - facilitated purposeful discussions between parties to establish effective communications for relationship-building, and; - set goals and developed plan to meet the needs of at least one young person and their family. Students will also be expected to demonstrate the following knowledge: - rights and responsibilities of young people accessing the service; - youth worker duty of care requirements and any relevant legislation pertaining to the rights and safety of children and young people; - confidentiality policies and procedures; - range of specialist support services available to young people, families and other stakeholders as parties to the relationships with young people; - mediation processes; - relationship dynamics, including the identification of risk factors relating to abuse of power and power differentials; - principles of client self-determination; - strategies for engaging young people to explore relationships and relationship issues, and; - organisation's codes of ethics, standards, policies and procedures.

HCYTH008 Support young people to take collective action

Locations: Industry, Footscray Nicholson, Werribee.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to enable young people to participate in the decision-making that affects their lives. This unit applies to youth work where the primary concern is to support groups of young people in taking action to meet their needs or responding to community issues.

Required Reading: The qualified trainer and assessor will provide teaching and

learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - enabled youth participation through discussion and networking on at least three separate occasions; - actively engaged young people using communication skills appropriate to specific youth context and culture; - supported and enabled at least two young people to: arrange group meetings; publicise group objectives to broader youth audiences; plan strategies and actions, resources, timelines, responsibilities; access support; identify, contact, inform and negotiate alliances with stakeholders, and; - evaluated strategies and reported on outcomes to stakeholders internal and external to the organisation. Students will also be expected to demonstrate the following knowledge: - power imbalances in the professional relationship; - relevant policies and procedures of the organisation, including values and ideologies and how this impacts on the collective action; - ethical responsibilities when working with young people to take collective action; - models and tools of advocacy, community development, self-help, youth participation, and peer education; - theories of interpersonal communication, dispute resolution and principles of negotiation; - principles and theories of group work and structured and unstructured groups, and; - documentation processes and evaluation methods.

HCYTH009 Support youth programs

Locations: Industry, Footscray Nicholson, Werribee.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to devise, set up, coordinate, deliver and evaluate activities and programs for individuals and groups. This unit applies to community services work in a range of contexts.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - collected, analysed and reviewed relevant evidence and a range of programs to determine the need for a specific program; - prepared at least one program plan, including: outlining activities and actions; determining operational arrangements for calculating costs, space and resources; assessing feasibility; developing implementation and evaluation strategies, and; - supported the implementation of at least one program in a variety of contexts, adapting program to the changing needs of participants and evaluating outcomes, including: using evaluation techniques and reporting outcomes to clients and stakeholders in an accessible format. Students will also be expected to demonstrate the following knowledge: - target groups relevant to the worker and the program; - a range of relevant youth activities and programs; - legal and safety requirements as they relate to activities and programs; - techniques of evaluation; - relevant funding sources; - organisational standards, policies and procedures. and; - techniques for writing complete and accurate reports.

HCYTH010 Provide services for young people appropriate to their needs and circumstances

Locations: Footscray Nicholson, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge 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. This unit applies to community services work in a range of contexts.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identified and responded to the needs of at least two young people; - providing information to young person and families; - listening to young person's issues, concerns and feelings; - setting goals and planning actions to achieve goals with young person; - discussing, identifying and encouraging young person to access services; - referring young person to alternative services; - advocated for at least two young people; - negotiating goals, role and scope of advocacy work with young person; - accompanying young person during first stages of service access; - representing young person's interests and keeping young person informed of representation processes; - completed all relevant documentation and reports accurately and completely, and; - communicated with at young person clearly and accurately. Students will also be expected to demonstrate the following knowledge: - target groups relevant to the worker and the activity or program; - a range of youth activities and programs; - legal and safety requirements as they relate to activities and programs in youth work; - relevant funding sources; - communication strategies, including negotiation and conflict resolution, and; - organisational standards, policies and procedures.

HCYTH012 Manage service response to young people in crisis

Locations: Industry, Footscray Nicholson, Werribee.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to develop an agency approach to young people in crisis. This unit applies to community services work in a range of contexts.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - implemented a framework to prevent and respond to crisis situations; - defining circumstances contributing to a crisis situation; - analysing the legal and statutory requirements; - identifying and obtaining resources to respond to crisis situations; - providing information to clients and staff about the organisation's policies and procedures for dealing with crisis situation; - supporting staff in responding to crises by providing training and briefings;

- followed-up on crisis situations; - maintaining documentation as required, including effective use of relevant information technology in line with WHS guidelines; - effectively communicating with staff, including implementing mediation and negotiation, and conflict resolution/management, and; - providing feedback to staff members. Students will also be expected to demonstrate the following knowledge: - legal and organisational policies relating to safety within the work environment; - relevant specialist support services and resources; - possible factors which contribute to young people entering crisis situations; - methods of crisis intervention including mediation and negotiation; - characteristics of aggressive and abusive behavior; - methods of promoting less aggressive/abusive behavior; - other support agencies and the relevant specialist resources they offer; - possible factors which contribute to young people entering crisis situations, and; - potential repercussions of inappropriate intervention of worker behaviour.

CPCBC4001A Apply building codes and standards to the construction process for low rise building projects

Locations: Industry, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to access, interpret and apply relevant building codes and standards applicable to the construction processes of residential and low rise commercial buildings (low rise' licensing classification with reference to Class 1 and 10 construction and Classes 2 to 9 with a gross floor area not exceeding 2000 square metres, not including Type A or Type B construction).

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - analysis and interpretation skills relating to documentation from a wide range of sources, including BCA and referenced documents; - application of design concepts and principles in accordance with BCA, namely: Class 1 and 10; Classes 2 to 9 with a gross floor area not exceeding 2000 square metres, not including Type A or Type B construction; - attention to detail in applying building codes and standards; - discuss and propose alternative solutions; - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; - read and interpret: documentation from a variety of sources, including BCA and referenced documents; drawings and specifications; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication; - written skills to complete documentation in accordance with BCA requirements, and; - numeracy skills to interpret and apply mathematical information included in building codes and standards. Students will also be expected to demonstrate the following knowledge: - basic design principles and the behaviour of structures under stress, strain, compression, bending or combined actions; - BCA performance hierarchy; - definitions and common technical terms or usage specified under general provisions of BCA; - general nature of materials and the effects of performance; - relevant Australian standards; - relevant legislative and OHS requirements, codes and practices; - types of working drawings and specifications, and; - understanding of the BCA relating to: Class 1 and 10; Classes 2 to 9 with a gross floor area not exceeding 2000 square metres, not including Type A or Type B construction.

CPCBC4002A Manage occupational health and safety in the building and construction workplace

Locations:Sunshine, Learning Links Geelong.

Prerequisites:Nil.

Description:This unit of competency specifies the outcomes required to conduct an OHS risk analysis, including the inspection of workplaces for hazards. The development and implementation of appropriate responses, including responses required by state or territory legislation and regulations, to mitigate the risks are also addressed. The unit requires candidates to have a comprehensive and appropriate understanding of the complex range of legislative and workplace requirements to manage risk in building and construction workplaces.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - application of regulatory requirements, including safe work method statements and plans such as site safety plans; - appropriate literacy and numeracy skills; - attention to detail in applying building codes and standards; - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; - seek expert advice and consult with relevant parties and workplace personnel on a variety of issues; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication; - written communication skills to complete inspection reports and maintain records; - conducting OHS legislation and documentation research; - construction site inspection techniques for OHS compliance; - interpretation and application of construction documentation; - interviewing skills; - knowledge of the technical and trade skills in building and construction processes; - maintaining records and documents; - negotiation and conflict resolution skills; - OHS auditing skills, and; - OHS compliance investigation skills. Students will also be expected to demonstrate the following knowledge: - building and construction industry contracts; - current workplace and OHS legislation and advisory standards applicable to each State and Territory, and; - other relevant state or territory building and construction codes, standards and government regulations.

CPCBC4003A Select and prepare a construction contract

Locations:Industry, Sunshine, Learning Links Geelong.

Prerequisites:Nil.

Description:This unit of competency specifies the outcomes required to select and prepare appropriate construction contracts, including the sections, clauses and conditions for low rise construction projects. The ability to interpret complex documents, communicate clearly and succinctly and negotiate are essential skills.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

expected to demonstrate the following required skills: - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; - facilitate effective communication by phone, facsimile, email or in writing, with members of the organisation and external parties, including clients and subcontractors; - facilitate drafting detailed responses to queries relating to the finer points of contracts; - read and interpret: complex legal text; construction schedules; contracts; reports; specifications; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication; - written skills to prepare a construction contract, including completing memos, schedules and evaluative reports and communicating complex ideas and alternatives; - contractual arrangement problem solving; - negotiation with construction clients, and; - numeracy skills to apply calculations, including rise and fall amounts applicable to changed contract circumstances. Students will also be expected to demonstrate the following knowledge: - definitions and interpretations commonly applied to contracts; - legal meanings of terms and clauses in building and construction contracts; - relationships between the organisation and its clients, and; - various contract types and the circumstances they cover.

CPCBC4004A Identify and produce estimated costs for building and construction projects

Locations:Industry, Sunshine, Learning Links Geelong.

Prerequisites:Nil.

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

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; - read and interpret drawings and specifications; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication; - contractual arrangement problem solving; - estimate labour and materials costs from written information; - numeracy skills to calculate labour hours and costs, material quantities and costs, and; - use appropriate costing software programs. Students will also be expected to demonstrate the following knowledge: - national codes, including Building Code of Australia (BCA) and the Plumbing Code of Australia; - Australian standards relevant to the industry sector; - state or territory and local government building and construction codes, standards and government regulations relevant to the form of building or construction being undertaken (e.g. WorkCover and EPA); - types of building and construction drawings and specifications; - types, scope and usage of labour through the employee and subcontractor systems, and; - operation and structure of the organisation's costing and contracting system. .

CPCBC4005A Produce labour and material schedules for ordering

Locations:Industry, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

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

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; - communicate information effectively within the organisation and to external agencies and the client; - read and interpret: contracts; drawings and specifications; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication; - prepare and maintain site files; - produce schedules and orders; - identify and analyse relevant information, and; - numeracy skills to apply calculations. Students will also be expected to demonstrate the following knowledge: - operation and structure of the organisation's costing and contracting system; - state or territory building and construction codes, standards and regulations relevant to the form of building or construction being undertaken; - types of building or construction drawings and specifications commonly used in the industry, and; - types, scope and usage of labour through the employee and contractor systems. .

CPCBC4006B Select, procure and store construction materials for low rise projects

Locations: Industry, Werribee, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to supervise the systems through which materials are typically selected, acquired and stored on site for projects described by the Building Code of Australia (BCA) as low rise building or construction work (low rise' licensing classification with reference to Class 1 and 10 construction and Class 2 to 9 with a gross floor area not exceeding 2000 square metres, not including Type A or Type B construction).

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - analysis and report preparation; - application of safe work practices and materials handling; - apply numeracy skills to workplace requirements; - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; - communicate with manufacturers and suppliers of materials; - provide advice and information to regulatory authorities; - read and interpret: contracts;

drawings and specifications; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication; - development and management of standardised processes, and; - supervision of small teams. Students will also be expected to demonstrate the following knowledge: - alternative materials that can be specified in construction projects; - building and construction materials and technologies; - Building Code of Australia (Class 1 and 10 and Class 2 to 9 with a gross floor area not exceeding 2000 square metres, but not including Type A or Type B construction); - construction supply processes; - construction and contracting equipment and its use; - environmental effects on various building and construction materials; - relevant state or territory building and construction codes, standards and regulations; - testing procedures for construction materials, and; - workplace safety requirements.

CPCBC4007A Plan building or construction work

Locations: Sunshine, Learning Links Geelong.

Prerequisites: Nil.

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

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; - communicate by telephone, facsimile, email and in writing; - identify availability of subcontractors; - liaise with suppliers; - contract documentation; - organisational policies; - other relevant workplace documentation; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication; - document required resources; - prepare documentation for authorities; - prepare reports; - record site deliveries, and; - numeracy skills to apply calculations. Students will also be expected to demonstrate the following knowledge: - application of project management and critical path techniques to the organisation of materials, plant and people; - building and construction industry subcontractor system; - building, construction or civil construction practices in on-site project management; - internal documentation systems; - processes and timeframes for regulatory approvals; - relevant state or territory building and construction codes, standards and government regulations; - types of building and construction industry contracts, and; - types of plant and equipment employed in the undertaking of the organisation's projects.

CPCBC4008B Conduct on-site supervision of building and construction projects

Locations: Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to supervise implementation of administration processes relating to residential and commercial construction projects. The ability to administer payments, supervise on-site

communications, ensure compliance with quality control and complete record keeping processes is essential.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - application of contract terms and conditions; - application of quality processes; - communicate request and requirements; - communicate with the client and regulatory authorities; - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; - facilitate on-site meetings and dispute resolution; - quality control procedures; - regulatory and organisational requirements; - other relevant workplace documentation - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication; - complete site reports; - develop and maintain site records; - interpersonal skills relevant to the supervision and monitoring of work processes, and; - numeracy skills to apply calculations. Students will also be expected to demonstrate the following knowledge: - building and construction industry contract payment system and obligations; - building and construction industry standards; - certification requirements arising from work performed under regulations or local authority requirements; - contract variation procedures and associated documentation requirements, and; - contracts employed in the building and construction industry.

CPCBC4009B Apply legal requirements to building and construction projects

Locations: Industry, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description:This unit of competency specifies the outcomes required to apply legal requirements to building and construction projects of residential and low rise commercial buildings. ('low rise' licensing classification with reference to Class 1 and 10 construction and Classes 2 to 9 with a gross floor area not exceeding 2000 square metres, not including Type A or Type B construction).

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - ability to research, access and interpret complex documents; - communicate with local or regulatory authorities on matters relating to site conditions or approvals and to negotiate on matters concerning industrial relations by telephone, or face to face; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication; - written skills to communicate by memo, letter, facsimile or email with subcontractors, staff, clients and regulatory authorities; - interpersonal skills relevant to the supervision and monitoring of work processes, and; - numeracy skills to apply calculations. Students will also be expected to demonstrate the following knowledge: - building and construction industry contracts; - OHS frameworks and obligations under federal, state and territory legislation and regulation; - organisational policies and procedures related to discrimination and harassment; -

reasonable understanding of federal, state or territory anti-discrimination and equal employment opportunity legislation; - risk management processes and practices and the planning required to develop plans; - state or territory building and construction codes, standards and government regulations, and; - workplace safety requirements.

CPCBC4010B Apply structural principles to residential low rise constructions

Locations: Industry, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description:This unit of competency specifies the outcomes required to apply structural principles to the erection or demolition of low rise residential structures using conventional methods. The unit addresses those structures classified by the Building Code of Australia (BCA) as Class 1 and Class 10. Knowledge of the application of structural principles in accordance with Australian standards is essential.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - apply manufacturer specifications and Australian standards and codes; - apply structural principles to a variety of structures within BCA Classes 1 and 10; - consult with industry professionals; - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; - read and interpret project documentation; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication; - identify and analyse relevant information; - select structural members based on project or specification requirements, and; - work safely to OHS regulations and site requirements. Students will also be expected to demonstrate the following knowledge: - building and construction industry contracts; - relevant state or territory building and construction codes, standards and government regulations; - underlying mathematics related to structural analysis, and; - workplace safety requirements.

CPCBC4011B Apply structural principles to commercial low rise constructions

Locations: Industry, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description:This unit of competency specifies the outcomes required to apply structural principles to the erection or demolition of low rise projects of a more complex nature than single residential dwellings, which are typically commercial structures classified in the Building Code of Australia (BCA) as Classes 2 to 9 with a gross floor area not exceeding 2000 square metres but not including Type A or Type B construction. Knowledge of the application of structural principles in accordance with Australian standards is essential.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

foresee potential problems; - apply Australian standards, codes and manufacturer specifications; - apply structural principles to a variety of low rise structures; - construction management and planning techniques; - coordination of the work and advice of internal and external professionals; - consult with industry professionals; - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; - read and interpret project documentation; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication; - identify and analyse relevant information; - low rise construction building problem solving; - numeracy skills to apply calculations; - select structural members based on project or specification requirements, and; - work safely to OHS regulations and site requirements. Students will also be expected to demonstrate the following knowledge: - building and construction industry contracts; - new and emerging building technologies, techniques and materials; - relevant state or territory building and construction codes, standards and government regulations; - underlying principles related to structural analysis, and; - workplace safety requirements.

CPCBC4012B Read and interpret plans and specifications

Locations: Industry, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to read and interpret plans and specifications applicable to low rise residential and commercial projects in order to inform estimation, planning and supervisory activities.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following skills: - consult with industry professionals; - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand - interact effectively by telephone, facsimile, email and in writing with clients, organisational personnel and appropriate local authorities - read and interpret: tender documentation; other relevant workplace documentation; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication; - written communication skills to produce required documentation; - identify and analyse relevant information; - numeracy skills to calculate labour hours and costs and material quantities and costs, and; - translation of documented requirements into on-site activities and site and structural features from two-dimensional to three-dimensional formats. Students will also be expected to demonstrate the following knowledge: - building and construction practices; - internal documentation systems; - regulatory approvals processes and timeframes; - relevant state or territory building and construction codes, standards and regulations; - types of building and construction drawings and drawing perspectives, and; - types of building and construction industry contracts.

CPCBC4013A Prepare and evaluate tender documentation

Locations: Industry, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to evaluate contract specifications and information and to prepare tender documents associated with projects in the building and construction industries. Knowledge of tender

preparation and interpretation of project demands and requirements and the capability to bring together a body of diverse information are essential. How to find the information and present it in a manner that meets organisational needs in short timeframes is important, as is the ability to manage time effectively.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - calculate material quantities and costs; - calculate labour hours and costs; - consult with industry professionals; - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; - read and interpret: tender documentation; other relevant workplace documentation; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication; - written skills to produce required documentation to company standards; - estimate labour and materials costs from written information; - numeracy skills to calculate labour hours and costs and material quantities and costs, and; - use appropriate costing software programs. Students will also be expected to demonstrate the following knowledge: - operations and structure of the organisation's costing and contracting system; - state or territory building and construction codes, standards and government regulations relevant to the form of building or construction being undertaken; - types of building, construction or civil contracting drawings and specifications, and; - types, scope and usage of labour through the employee and subcontractor systems.

CPCBC4018A Apply site surveys and set-out procedures to building and construction projects

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to conduct basic measuring and levelling techniques as part of the set-out procedures performed on building projects. It includes the use of technical instruments, application of standard procedures and performance of calculations necessary in the set-out of construction projects.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following skills: - application of design concepts and principles relating to structural systems; - application of measurements and calculations; - attention to detail when transferring levels; - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; - read and interpret plans; - use and interpret non-verbal communication; - use language and concepts appropriate to cultural differences; - numeracy skills to apply measurements and calculations, and; - use of levelling devices for survey and site set outs. Students will also be expected to

demonstrate the following knowledge: - applications of structure in building systems and application to survey and site set-out; - BCA and Australian standards; - design principles; - level and grade checking used to perform survey control to accuracy criteria; - nature of survey and levelling devices and effect of performance on site, and; - work drawings and specifications.

CPCBC4020A Build thermally efficient and sustainable structures

Locations:Sunshine, Learning Links Geelong.

Prerequisites:Nil.

Description:This unit of competency specifies the outcomes required to apply sound principles of thermal efficiency as part of the implementation of sustainable building and construction processes. The range of legislative and council planning requirements are addressed in this unit, in addition to the need to respond to growing consumer demand for sustainable buildings and environmentally friendly developments.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - application of Australian standards and manufacturer specifications; - application of BCA Part 3.12; - communication skills to: communicate information to client; consult designers; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; identify and negotiate client requirements; read and interpret legislative and planning requirements; seek advice; use and interpret non-verbal communication; use language and concepts appropriate to cultural differences; - evaluation of the thermal efficiency of building design solutions, and; - apply numeracy skills to workplace requirements. Students will also be expected to demonstrate the following knowledge: - building and construction industry processes for building sustainability; - relevant state or territory building and construction codes, standards and government regulations; - underlying mathematics related to the calculation of thermal efficiency, and; - workplace safety requirements.

CPCBC4021A Minimise waste on the building and construction site

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit of competency specifies the outcomes required to support sustainable building practices by minimising waste on the building and construction site. The range of legislative and council planning requirements are addressed in addition to industry best practice in relation to the management of by-products generated and removed from demolition, renovation and construction sites.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - application of Australian standards and manufacturer specifications; - application of the Building Code of

Australia (BCA); - communication skills to: communicate information to client; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; identify and negotiate client requirements; seek advice; - read and interpret: legislative and planning requirements, and relevant Australian standards; - use and interpret non-verbal communication; - use language and concepts appropriate to cultural differences; - written skills to produce a waste management strategy; - numeracy skills to apply calculations, and; - problem solving to determine optimum waste minimisation practices. Students will also be expected to demonstrate the following knowledge: - building and construction industry processes for building sustainability; - relevant state or territory building and construction codes, standards and government regulations, and; - workplace safety requirements.

CPCBC5001B Apply building codes and standards to the construction process for medium rise building projects

Locations:Industry, Sunshine.

Prerequisites:Nil.

Description:This unit of competency specifies the outcomes required to access, interpret and apply relevant building codes and standards applicable to the construction processes of medium rise commercial and wide span buildings (medium rise licensing classification with reference to Classes 1 and 10 construction, Classes 2 and 3 to a maximum of 3 storeys, and Classes 4 to 9 to a maximum of 3 storeys, not including Type A construction).

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - analysis and interpretation skills relating to documentation from a wide range of sources, including BCA and referenced documents; - application of design concepts and principles in accordance with BCA, namely medium rise: - Classes 1 and 10; - Classes 2 and 3 to a maximum of 3 storeys; - Classes 4 to 9 to a maximum of 3 storeys, not including Type A construction; - accurate application of building codes and standards; - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; - discuss and propose alternative solutions; read and interpret: documentation from a variety of sources, including BCA and referenced documents; specifications and drawings; - use and interpret non-verbal communication; - use language and concepts appropriate to cultural differences; - written skills to complete documentation in accordance with BCA requirements; - numeracy skills to apply mathematical information included in building codes and standards, and; - technological skills to facilitate use of the organisation's software and office equipment. Students will also be expected to demonstrate the following knowledge: - BCA performance hierarchy; - interpretation and analysis of working drawings and specifications; - relevance of Australian standards; - relevant legislative and OHS requirements, codes and practices; - relevant licensing arrangements, and; - thorough understanding of the BCA, namely medium rise: Classes 1 and 10; Classes 2 and 3 to a maximum of 3 storeys; Classes 4 to 9 to a maximum of 3 storeys, not including Type A construction.

CPCBC5002A Monitor casting systems on medium rise building and construction projects

Locations: Industry, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to monitor building or construction costing systems. The processes and practices involved in supervising and monitoring costing systems result in the ongoing maintenance of cost control and the production of expenditure schedules and other arrangements, which ensure contracts or projects remain on budget.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - account keeping skills to identify cost centres and monitor cash flows; - analysis and interpretation skills to undertake financial risk assessments; - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; - read and interpret documentation from a variety of sources; - supervise staff members; - use and interpret non-verbal communication; - use language and concepts appropriate to cultural differences; - written skills to prepare draft schedules of project expenditure and final cost reports; - management skills, including the ability to supervise staff; - numeracy skills to perform complex financial calculations, and; - preparation of schedules of expenditure and expenditure projections. Students will also be expected to demonstrate the following knowledge: - advanced estimating and costing systems used in the building and construction industry; - expenditure evaluation methods; - financial principles and cash flows; - project financial processes and timelines; - relevant licensing arrangements; - relevant standards, codes of practice and legislation for medium rise construction projects, and; - variations in rates occurring through rise and fall clauses and their effects.

CPCBC5003A Supervise the planning of on-site medium rise building or construction work

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to supervise the planning process and organisation of on-site building or construction work projects up to and including medium rise commercial and wide span buildings (medium rise licensing classification with reference to Class 1 and 10 construction, Class 2 and 3 to a maximum of 3 storeys, Class 4 to 9 to a maximum of 3 storeys, not including Type A construction).

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - evaluation skills to review and evaluate documentation and processes and recommend changes or improvements; - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; - discuss

problems with consultants; - manage staff; - read and interpret: contracts, project schedule and reports; documentation from a variety of sources; - use and interpret non-verbal communication; - use language and concepts appropriate to cultural differences; - document project schedule and resource requirements; - maintain records; - record relevant information; - management skills, including the ability to delegate tasks and supervise staff to achieve planning outcomes, and; - planning skills to enable the effective planning of projects, processes and strategies which maximise the efficiency and cost-effectiveness of building or construction contracts and which effectively organise and use available resources on construction sites. Students will also be expected to demonstrate the following knowledge: - building and construction industry contracts; - building and construction industry subcontracting system; - building or construction practices in on and off-site management; - construction planning process; - contract documentation, quantities establishment, rates and costs related to payments and claims; - human resource principles and practices; - relevant licensing arrangements; - relevant state or territory building and construction codes, standards and government regulations for medium rise building projects, and; - workplace safety requirements.

CPCBC5004A Supervise and apply quality standards to the selection of building and construction materials

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to supervise the systems through which materials are selected, acquired and stored on site for building or construction work up to and including medium rise projects. It ensures the delivery to the site of materials that meet contract specifications and service requirements for commercial projects.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - apply numeracy skills to workplace requirements; - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; - communicate organisational procedures and other information to relevant personnel; - read and interpret: documentation from a variety of sources; plans, specifications and drawings; - report on difficulties with either supply or standards of materials; - use and interpret non-verbal communication; - use language and concepts appropriate to cultural differences; - establish and maintain records of tests and testing procedures; - record relevant information; - materials testing skills to enable materials to be tested according to relevant Australian standards or the ability to arrange for testing to be carried out independently; - reporting skills to report on difficulties with either supply or standards of materials; - supervisory skills to ensure the correct selection and installation of materials on site and secure storage of materials on site, and; - systems development skills to ensure systems are developed to ensure correct materials that meet appropriate standards are delivered and used on site. Students will also be expected to demonstrate the following knowledge: - alternative materials; - building and construction materials and technologies; - construction and contracting equipment and its use; - construction supply processes; - environmental

effects on various building and construction materials; - relevant licensing arrangements; - testing procedures, and; - workplace safety requirements.

CPCBC5006B Apply site surveys and set-out procedures to medium rise building projects

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to apply site surveys and set-out procedures to medium rise building and construction projects. It addresses the skills and practices required to measure, record and interpret data using measuring and levelling equipment and to set out building projects. The ability to operate specific surveying equipment and apply calculations and knowledge of the Building Code of Australia (BCA) and Australian standards are essential.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: application of design concepts and principles to survey and site set-out; - application of measurements and calculations to survey and site set-out; - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; - perform survey and levelling procedures with others; - read and interpret: drawings and specifications; state regulatory authority requirement; other relevant documentation; - use and interpret non-verbal communication; - use language and concepts appropriate to cultural differences; - interpretation skills to understand documentation from a wide range of sources, including state regulatory authority requirements, and; - numeracy skills to apply measurements and calculations. Students will also be expected to demonstrate the following knowledge: - application of design principles; - BCA and Australian standards and manufacturer specifications; - building systems and application to survey and site set-out; - level and grade checking used to perform survey control to accuracy criteria; - OHS measures as identified by equipment manufacturers and Australian standards; - relevant legislative requirements, codes and practices; - survey and levelling devices and effect of performance on site, and; - work drawings and specifications.

CPCBC5007B Administer the legal obligations of a building or construction contractor

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency supports the needs of builders, senior managers within building and construction firms and other construction industry personnel responsible for administering the legal obligations of a building or construction contractor for medium rise projects.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - complete legal documents and records; - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; - liaise with government agencies; - provide information to employees. - read and interpret: contracts and regulations; industrial awards; legislation; - use and interpret non-verbal communication; - use language and concepts appropriate to cultural differences; - manage compliance with a variety of legal obligations and administer various awards and agreements; - management skills to effectively manage personnel, and; - numeracy skills to apply measurements and calculations. Students will also be expected to demonstrate the following knowledge: - awards and agreements applying to employees and subcontractors; - legislative requirements; - environmental legislation; - fair trading legislation; - taxation and insurance requirements; - licensing and builders' registration requirements; - local authority regulations; - OHS and rehabilitation requirements, and; - relevant licensing arrangements.

CPCBC5010B Manage construction work

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to manage construction work and/or projects, which may involve fulfilling single or multi-site commercial contractual obligations. To successfully manage construction projects requires knowledge of relevant industry legislation, codes, standards, methods, procedures and practices as well as the ability to communicate effectively with others.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; - liaise with subcontractors, staff and clients, as well as with local or regulatory authorities on matters relating to site conditions or approvals; - notify personnel of meetings; - read and interpret: documentation from a variety of sources; plans, specifications and drawings; - use and interpret non-verbal communication; - use language and concepts appropriate to cultural differences; - complete site communication requirements; - record and report relevant information; - establishing, implementing and maintaining a safe working environment; - financial management skills to ensure that progress payments are made on time and on the basis of work successfully completed; - management skills in order to manage personnel and resources to effectively achieve contract or project objectives; - negotiation skills to enable effective negotiation on industrial relations issues; - numeracy skills to apply calculations, and; - problem solving skills to effectively resolve problems relating to construction methodologies or practices. Students will also be expected to demonstrate the following knowledge: - environmental management procedures to ensure compliance with regulatory requirements; - hazard management processes; - nature and style of building and construction industry contracts; - OHS frameworks and obligations under federal, state or territory legislation and regulations; - quality management processes and procedures as they apply to the building and construction industry; - relevant licensing arrangements; -

relevant state or territory building and construction codes, standards and regulations;
- risk management processes and practices, and; - workplace safety requirements.

CPCBC5011A Manage environmental management practices and processes in building and construction

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to manage environmental management practices and processes in building and construction, as part of the organisation's overall management system. To successfully manage practices and processes requires knowledge of current trends in environmental practices and methodologies, statistical analysis and legislative requirements.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - analytical skills, including the ability to assess variations in environmental management performance and identify reasons for those variations; - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; - liaise with subcontractors, staff and clients, as well as with local or regulatory authorities on matters relating to site conditions or approvals; - notify personnel of meetings; - read and interpret documentation from a variety of sources; plans, specifications and drawings; - use and interpret non-verbal communication; - use language and concepts appropriate to cultural differences; - complete site communication requirements; - record and report relevant information; - numeracy skills to apply calculations; - evaluation skills to evaluate previous environmental management performance and identify strengths and weaknesses of the process; - management skills, including the ability to develop and implement environmental management plans that improve organisational compliance with environmental obligations and responsibilities; - problem solving skills, including the ability to identify environmental management issues and address these before they become contentious or dangerous, and; - staff management skills to effectively manage personnel in the administration of organisational environmental management systems. Students will also be expected to demonstrate the following knowledge: - benchmarking and the establishment of environmental goals; - current trends in environmental management and controls; - environmental management practices and methodologies; - legal and regulatory obligations implicit in environmental requirements; - penalties for various breaches of environmental obligations and conformance requirements; - relevant licensing arrangements, and; - statistical analysis methodologies.

CPCBC5018A Apply structural principles to the construction of medium rise buildings

Locations: Industry, Sunshine.

Prerequisites: CPCBC5001B - Apply building codes and standards to the construction process for medium rise building projects

Description: This unit of competency specifies the outcomes required to apply structural principles to the building of medium rise buildings. The design and construction of medium rise buildings require the input of a range of skilled

professionals, including architects and engineers. The building and construction professional plays a significant role within this project team and requires the ability to communicate effectively with building design professionals, and develop sound and safe practices in relation to structural procedures on site.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - application of design concepts and principles; - consult with industry professionals; - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; - read and interpret: codes and standards; legislative and planning requirements; plans, specifications and drawings; other relevant documentation from a wide range of sources; - use and interpret non-verbal communication; - use language and concepts appropriate to cultural differences, and; - numeracy skills to apply measurements and calculations. Students will also be expected to demonstrate the following knowledge: - applications of structural principles in buildings; - Building Code of Australia (BCA) and Australian standards; - design principles and behaviour of structural members undergoing stress, strain, compression, bending or combined actions; - interpretation and analysis of work drawings and specifications; - nature of materials and the effect on performance, and; - OHS and organisational quality procedures and processes.

CPCBL2001A Handle and prepare bricklaying and blocklaying materials

Locations: Industry, Werribee, Sunshine.

Prerequisites: CPCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit of competency specifies the outcomes required to safely handle bricklaying and blocklaying materials manually and mechanically, including their storage requirements. It also includes preparatory mixing requirements and environmental requirements for the disposal of waste.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; - read and interpret: documentation from a variety of sources; drawings and specifications; - report faults; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - numeracy skills to apply measurements and make calculations; - organisational skills, including the ability to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - technological skills to: use a range of mobile technology, such as two-way radio and mobile phones; voice and hand signals to access and understand site-specific instructions. Students will also be

expected to demonstrate the following knowledge: - bricklaying and blocklaying materials; - calculation of and techniques for preparing mixes; - construction terminology; - hazards associated with the use of bricklaying and blocklaying tools, plant and equipment; - job safety analysis (JSA) and safe work method statements; - manual handling techniques; - materials storage and environmentally friendly waste management; - MSDS; - plans, specifications and drawings; - processes for the calculation of material requirements; - quality requirements; - techniques for bricklaying and blocklaying tasks; - types, characteristics, uses and limitations of plant, tools and equipment, and; - workplace and equipment safety requirements.

CPCCB2002A Use bricklaying and blocklaying tools and equipment

Locations: Industry, Werribee, Sunshine.

Prerequisites: CPCCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit of competency specifies the outcomes required to use tools and equipment used in bricklaying and blocklaying safely and effectively. It includes the identification, selection and use of hand and power tools, plant and equipment used in masonry work.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; - read and interpret: drawings and specifications; manufacturers' instructions; other relevant documentation; - report faults; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - numeracy skills to apply measurements and make calculations; - organisational skills, including the ability to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - use a range of mobile technology, such as two-way radio and mobile phones; voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - applications, limitations and method of operation and maintenance of hand and power tools, plant and equipment applicable to bricklaying and blocklaying tasks; - construction terminology; - hazards associated with the use of bricklaying and blocklaying tools, plant and equipment; - job safety analysis (JSA) and safe work method statements; - material safety data sheets (MSDS); - materials storage and environmentally friendly waste management; - plans, specifications and drawings; - processes for the calculation of material requirements; - quality requirements, and; - workplace and equipment safety requirements.

CPCCB3001A Lay paving

Locations: Industry, Werribee, Sunshine.

Prerequisites: CPCCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit of competency specifies the outcomes required to lay pavers on level and inclined surfaces. It includes preparing, setting out and laying of the paving.

Required Reading: The qualified trainer and assessor will provide teaching and

learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements; share information; listen and understand; follow instructions; - read and interpret: documentation from a variety of sources and drawings and specifications; - report faults; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - numeracy skills to apply measurements and make calculations; - organisational skills, including the ability to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - use a range of mobile technology, such as two-way radio and mobile phones; voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - characteristics and applications of materials for laying pavers; - construction terminology; - corner geometry; - job safety analysis (JSA) and safe work method statements; - material safety data sheets (MSDS); - materials storage and environmentally friendly waste management; - paving bonds and patterns, joints and finishing; - plans, specifications and drawings; - processes for the calculation of material requirements; - quality requirements; - techniques for laying pavers; - types, characteristics, uses and limitations of plant, tools and equipment, and; - workplace and equipment safety requirements.

CPCCB3002A Carry out masonry veneer construction

Locations: Industry, Werribee, Sunshine.

Prerequisites: CPCCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit of competency specifies the outcomes required to construct masonry veneer buildings and structures. It includes planning, preparation, set out and installation of the masonry.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; - read and interpret: documentation from a variety of sources; plans, specifications and drawings; - report faults; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - numeracy skills to apply measurements and make calculations; - organisational skills, including the ability to plan and set out work, and; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities. Students will also be expected to demonstrate the following knowledge: - brick and

block expansion and growth, control and articulation joints; - brick bond patterns; - characteristics and applications of materials for masonry veneer construction, including fire control and separation required by the Building Code of Australia (BCA) and other legislation; - construction terminology; - job safety analysis (JSA) and safe work method statements; - material safety data sheets (MSDS); - materials storage and environmentally friendly waste management; - plans, specifications and drawings; - processes for the calculation of material requirements; - quality requirements; - techniques of masonry veneer construction, including gable and eaves construction, damp proofing, flashings and ventilation, vermin control, anti-termite measures, floor, wall and roof members, tying components, timber shrinkage, sub-floor construction, lintels and load bearing components; - types, characteristics, uses and limitations of plant, tools and equipment, and; - workplace and equipment safety requirements.

CPCCB3003A Carry out cavity brick construction

Locations: Industry, Werribee, Sunshine.

Prerequisites: CPCCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit of competency specifies the outcomes required to construct cavity brick/block buildings and structures. It includes planning, preparation, set out and installation of the masonry.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; - read and interpret: documentation from a variety of sources; plans, specifications and drawings; - report faults; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - numeracy skills to apply measurements and make calculations; - organisational skills, including the ability to plan and set out work, and; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities. Students will also be expected to demonstrate the following knowledge: - brick and block expansion and growth, control and articulation joints; - brick bond patterns; - characteristics and applications of materials for cavity brick construction, including fire control and separation required by the Building Code of Australia (BCA) and other legislation; - construction terminology; - job safety analysis (JSA) and safe work method statements; - material safety data sheets (MSDS); - materials storage and environmentally friendly waste management; - plans, specifications and drawings; - processes for the calculation of material requirements; - quality requirements; - techniques of cavity brick construction, including: anti-termite measures; closing of cavities and capping systems; damp proofing; floor, wall and roof members; gable and eaves construction; lintels and load bearing components; stepped and level flashing for parapets and gables; sub-floor construction; tying components; ventilation; vermin control; - types, characteristics, uses and limitations of plant, tools and equipment, and; - workplace and equipment safety requirements.

CPCCB3004A Construct masonry steps and stairs

Locations: Industry, Werribee, Sunshine.

Prerequisites: CPCCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit of competency specifies the outcomes required to construct masonry steps, stairs and wing walls for different types and styles of buildings. It includes planning, preparation, set out and installation of the masonry.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; - read and interpret: documentation from a variety of sources; plans, specifications and drawings; - report faults; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - numeracy skills to apply measurements and make calculations; - organisational skills, including the ability to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - use a range of mobile technology, such as two-way radio and mobile phones; voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - brick and block expansion and growth, control and articulation joints; - brick bond patterns; - characteristics and applications of materials for masonry steps and stairs construction; - construction terminology; - job safety analysis (JSA) and safe work method statements; - material safety data sheets (MSDS); - materials storage and environmentally friendly waste management; - plans, specifications and drawings; - processes for the calculation of material requirements; - quality requirements; - techniques of masonry steps and stairs construction; - types, characteristics, uses and limitations of plant, tools and equipment, and; - workplace and equipment safety requirements.

CPCCB3005A Lay masonry walls and corners

Locations: Industry, Werribee, Sunshine.

Prerequisites: CPCCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit of competency specifies the outcomes required to construct masonry walls and corners to different types and styles of buildings. It includes planning, preparation, set out and installation of the masonry.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: determine requirements; enable clear and direct communication, using questioning to

identify and confirm requirements, share information, listen and understand; follow instructions; - read and interpret: documentation from a variety of sources; plans, specifications and drawings; - report faults; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - numeracy skills to apply measurements and make calculations; - organisational skills, including the ability to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - use a range of mobile technology, such as two-way radio and mobile phones; voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - brick and block expansion and growth, control and articulation joints; - brick bond patterns, types of joints and finishing; - characteristics and applications of materials for brick/block wall and corner construction; - construction terminology; - corner geometry; - job safety analysis (JSA) and safe work method statements; - material safety data sheets (MSDS); - materials storage and environmentally friendly waste management; - plans, specifications and drawings; - processes for the calculation of material requirements; - quality requirements; - techniques of brick/block wall and corner construction; - types, characteristics, uses and limitations of plant, tools and equipment, and; - workplace and equipment safety requirements.

CPCCB3006A Lay multi-thickness walls and piers

Locations: Industry, Werribee, Sunshine.

Prerequisites: CPCCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit of competency specifies the outcomes required to construct multi-thickness walls and piers for different types and styles of buildings. It includes planning, preparation, set out and construction of walls and piers.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; - read and interpret: documentation from a variety of sources; plans, specifications and drawings; - report faults; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - numeracy skills to apply measurements and make calculations; - organisational skills, including the ability to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - use a range of mobile technology, such as two-way radio and mobile phones; voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - brick and block expansion and growth, control and articulation joints; - brick bond patterns (including corners, piers and junctions), types of joints and finishing; - characteristics and applications of materials for multi-thickness walls and piers construction; - construction terminology; - corner geometry; - job safety analysis (JSA) and safe work method statements; - material safety data sheets (MSDS); - materials storage and environmentally friendly waste management; - plans, specifications and drawings; - processes for the

calculation of material requirements; - quality requirements; - techniques of multi-thickness walls and piers construction; - types, characteristics, uses and limitations of plant, tools and equipment, and; - workplace and equipment safety requirements.

CPCCB3007A Install glass blockwork

Locations: Industry, Werribee, Sunshine.

Prerequisites: CPCCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit of competency specifies the outcomes required to install glass blockwork to buildings. It includes preparation, set out and installation of the blocks.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements; share information; listen and understand; follow instructions; - read and interpret: documentation from a variety of sources; plans and specifications; - report faults; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - numeracy skills to apply measurements and make calculations; - organisational skills, including the ability to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - use a range of mobile technology, such as two-way radio and mobile phones; voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - characteristics, applications and limitations of materials for the installation of glass blockwork; - construction terminology; - hazards associated with the installation of glass blockwork; - job safety analysis (JSA) and safe work method statements; - material safety data sheets (MSDS); - materials storage and environmentally friendly waste management; - plans, specifications and drawings; - processes for the calculation of material requirements; - quality requirements; - techniques for installing glass blockwork; - types, characteristics, uses and limitations of plant, tools and equipment, and; - workplace and equipment safety requirements.

CPCCB3009A Install flashings and damp proof course

Locations: Industry, Werribee, Sunshine.

Prerequisites: CPCCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit of competency specifies the outcomes required to install flashings and damp proofing products to different types and styles of buildings. It includes planning, preparation, set out, installation and application requirements of the work.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; - read and interpret: documentation from a variety of sources; plans, specifications and drawings; - report faults; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - numeracy skills to apply measurements and make calculations; - organisational skills, including the ability to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - use a range of mobile technology, such as two-way radio and mobile phones; voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - characteristics and applications of materials for the installation of flashings and DPC; - construction terminology; - job safety analysis (JSA) and safe work method statements; - material safety data sheets (MSDS); - materials storage and environmentally friendly waste management; - plans, specifications and drawings; - processes for the calculation of material requirements; - quality requirements; - techniques for installing flashings and DPC; - waterproofing methods; - types, characteristics, uses and limitations of plant, tools and equipment, and; - workplace and equipment safety requirements.

CPCCL3010A Construct masonry arches

Locations: Industry, Werribee, Sunshine.

Prerequisites: CPCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit of competency specifies the outcomes required to construct masonry arches within walls and above columns or attached piers. It includes the preparation, set out and construction of masonry walls and arches.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; - read and interpret: documentation from a variety of sources; plans, specifications and drawings; - report faults; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - numeracy skills to apply measurements and make calculations; - organisational skills, including the ability to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - technological skills to: use a range of mobile technology, such as two-way radio and mobile phones; voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - brick and block expansion and growth, control and articulation joints; - brick bond patterns, types of joints and finishing; - characteristics and applications of materials for masonry arch construction; - construction and arch terminology; - geometric calculations and drawing; - job safety analysis (JSA) and safe work method statements; - material safety data sheets (MSDS); - materials storage and

environmentally friendly waste management; - plans, specifications and drawings; - processes for the calculation of material requirements; - quality requirements; - types of masonry arches and techniques of construction; - types, characteristics, uses and limitations of plant, tools and equipment, and; - workplace and equipment safety requirements.

CPCCL3011A Construct curved walls

Locations: Industry, Werribee, Sunshine.

Prerequisites: CPCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit of competency specifies the outcomes required to construct a specified masonry curved wall. It includes the preparation, set out and construction of curved walls.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - determine requirements; - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; - follow instructions; - read and interpret: documentation from a variety of sources; plans, specifications and drawings; - report faults; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - numeracy skills to apply measurements and make calculations; - organisational skills, including the ability to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - use a range of mobile technology, such as two-way radio and mobile phones, and; - voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - brick and block expansion and growth, control and articulation joints; - brick bond patterns, applications to arcs and finishing; - characteristics and applications of materials for masonry curved wall construction; - circle geometric calculations - tangents, normal and arcs; - construction terminology; - job safety analysis (JSA) and safe work method statements; - material safety data sheets (MSDS); - materials storage and environmentally friendly waste management; - plans, specifications and drawings; - processes for the calculation of material requirements; - quality requirements; - techniques of masonry curved wall construction, including radius set out; - types, characteristics, uses and limitations of plant, tools and equipment, and; - workplace and equipment safety requirements.

CPCCL3012A Construct fireplaces and chimneys

Locations: Industry, Werribee, Sunshine.

Prerequisites: CPCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit of competency specifies the outcomes required to construct brick fireplaces and chimneys in various types and styles of buildings. It includes planning, preparation, set out and construction requirements of the work.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge

and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements; share information; listen and understand; follow instructions; - read and interpret: documentation from a variety of sources; plans, specifications and drawings; - report faults; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - numeracy skills to apply measurements and make calculations; - organisational skills, including the ability to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - use a range of mobile technology, such as two-way radio and mobile phones; voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - brick expansion and growth, control and articulation joints; - characteristics and applications of materials for constructing fireplaces and chimneys; - construction terminology; - flashing; - job safety analysis (JSA) and safe work method statements; - material safety data sheets (MSDS); - materials storage and environmentally friendly waste management; - plans, specifications and drawings; - principles of heat, fire and drawing of smoke; - processes for the calculation of material requirements; - quality requirements; - techniques for constructing fireplaces and chimneys; - types, characteristics, uses and limitations of plant, tools and equipment, and; - workplace and equipment safety requirements.

CPCCB13013A Construct masonry structural systems

Locations: Industry, Werribee, Sunshine.

Prerequisites: CPCCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit of competency specifies the outcomes required to construct masonry load bearing walls and engaged and isolated piers. It includes planning, preparation set out and construction requirements of the work.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements; share information; listen and understand; follow instructions; - read and interpret: documentation from a variety of sources; drawings and specifications; - report faults; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - numeracy skills to apply measurements and make calculations; - organisational skills, including the ability to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - use a range of mobile technology, such as two-way radio and mobile phones; voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - articulated and pier construction; - bonding

patterns and block bonding techniques; - brick expansion and growth; - characteristics and applications of materials for constructing masonry structural systems; - construction terminology; - control joints; - job safety analysis (JSA) and safe work method statements; - material safety data sheets (MSDS); - materials storage and environmentally friendly waste management; - plans, specifications and drawings; - processes for the calculation of material requirements; - quality requirements for masonry structural systems; - reinforcing of structures and core filling of blockwork; - techniques for constructing masonry structural systems; - types, characteristics, uses and limitations of plant, tools and equipment, and; - workplace and equipment safety requirements.

CPCCB13014A Install fire-rated masonry construction

Locations: Industry, Werribee, Sunshine.

Prerequisites: CPCCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit of competency specifies the outcomes required to construct fire-rated masonry construction systems for fire-resistant construction. It includes planning, set out and installation requirements of the work.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements; share information; listen and understand; follow instructions; - read and interpret: documentation from a variety of sources; drawings and specifications; - report faults; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - numeracy skills to apply measurements and make calculations; - organisational skills, including the ability to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - use a range of mobile technology, such as two-way radio and mobile phones; voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - brick expansion and growth, control and articulation joints; - characteristics and applications of materials for installing fire-rated masonry; - construction terminology; - fire rating of buildings; - job safety analysis (JSA) and safe work method statements; - material safety data sheets (MSDS); - materials storage and environmentally friendly waste management; - plans, specifications and drawings; - principles of heat and effects on materials; - processes for the calculation of material requirements; - quality requirements for fire-rated masonry construction; - techniques for installing fire-rated masonry; - types, characteristics, uses and limitations of plant, tools and equipment, and; - workplace and equipment safety requirements.

CPCCB13015A Construct decorative brickwork

Locations: Industry, Werribee, Sunshine.

Prerequisites: CPCCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit of competency specifies the outcomes required to construct decorative brickwork to buildings. It includes planning, set out and laying of bricks to

form a decorative finish.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements; share information; listen and understand; follow instructions; - read and interpret: documentation from a variety of sources; drawings and specifications; - report faults; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - numeracy skills to apply measurements and make calculations; - organisational skills, including the ability to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - use a range of mobile technology, such as two-way radio and mobile phones; voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - construction terminology; - decorative brickwork materials; - job safety analysis (JSA) and safe work method statements; - material safety data sheets (MSDS); - materials storage and environmentally friendly waste management; - plans, specifications and drawings; - processes for the calculation of material requirements; - quality requirements for decorative brickwork; - techniques for constructing decorative brickwork; - types, characteristics, uses and limitations of plant, tools and equipment, and; - workplace and equipment safety requirements.

CPCBL3016A Construct battered masonry walls and piers

Locations:Industry, Werribee, Sunshine.

Prerequisites:CPCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description:This unit of competency specifies the outcomes required to construct battered and pired masonry walls. It includes the preparation of the base and the laying of masonry or stone to form the wall.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements; share information; listen and understand; follow instructions; - read and interpret: documentation from a variety of sources; drawings and specifications; - report faults; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - numeracy skills to apply measurements and make calculations; - organisational skills, including the ability to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - use a range of mobile

technology, such as two-way radio and mobile phones; voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - characteristics and applications of materials for constructing battered walls and piers; - construction terminology; - control and articulation joints; - job safety analysis (JSA) and safe work method statements; - material safety data sheets (MSDS); - materials storage and environmentally friendly waste management; - plans, specifications and drawings; - processes for the calculation of material requirements; - quality requirements for battered masonry walls and piers; - techniques for constructing battered walls; - types, characteristics, uses and limitations of plant, tools and equipment, and; - workplace and equipment safety requirements.

CPCBS6001 Research and evaluate construction methods and materials for residential buildings to three storeys

Locations:Sunshine, Geelong Learning Links.

Prerequisites:Nil.

Description:This unit of competency specifies the outcomes required to develop an understanding of traditional, new and emerging construction methods and materials, including systems and components for services, for class 1 and 10 buildings as defined in the Building Code of Australia (BCA) and up to three storeys and not more than 2000 square metres in floor area. It involves researching and analysing construction industry information, including research papers, engineering reports, material specifications and performance data; and following information management procedures to ensure that construction methods and materials are evaluated using current and accurate information. This unit supports the work of building surveyors who provide advisory code-consulting services or authorised statutory services relating to planning or building permit application assessment or building audit and inspection services for class 1 and 10 residential buildings. Licensing, legislative, regulatory or certification requirements apply to this unit in some States. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. The person must develop and maintain current research findings to support building surveying services for three different buildings or structures not more than 2000 square metres in floor area in classes 1 and 10 as defined in the Building Code of Australia (BCA), where: - two of the buildings must be in class 1 and three storeys; - one building must be in class 1 and less than three storeys, or in class 10, and; - each building must be in a different climatic, geographic or planning zone. In doing the above, the person must also produce a research report containing research findings, recommendations and supporting evidence for each of the above building projects, based on an evaluation of: - characteristics and applications of a range of materials suitable for the structural elements and building envelope; - different construction methods and systems applicable to the structural elements and building envelope, and; - components and systems for services that consider: relevant compliance requirements; installation methods. The person must also be able to demonstrate a process for: - seeking

feedback on and distributing findings from each of the three research reports, and; - maintaining the currency of research findings in each report. Students will also be expected to demonstrate the following knowledge: - characteristics and applications of materials suitable for structural elements and building envelope; - compliance requirements relating to construction materials and methods for class 1 and 10 buildings and structures; - Australian standards; - National Construction Code (NCC) requirements; - construction methods and systems; - site preparation; - structural elements; - building envelope; - components and systems for services; - compliance requirements; - installation methods; - sources of reliable information on traditional, new and emerging uses of construction materials and methods, and; - structural engineering principles sufficient to interpret and apply the requirements of the BCA.

CPCCBS6002 Research and evaluate construction methods and materials for commercial buildings to three storeys

Locations:Sunshine, Geelong Learning Links.

Prerequisites:Nil.

Description:This unit of competency specifies the outcomes required to develop an understanding of traditional, new and emerging construction methods and materials, including systems and components for services, for those buildings included in classes 2 to 9 as defined in the Building Code of Australia (BCA) and up to three storeys. It applies to researching and analysing construction industry information, including research papers, engineering reports, material specifications and performance data, including fire performance of construction materials; and following information management procedures to ensure that construction methods and materials are evaluated using current and accurate information. This unit supports the work of building surveyors who provide advisory code-consulting services or authorised statutory services relating to planning or building permit application assessment or building audit and inspection services for class 2 to 9 commercial buildings. Licensing, legislative, regulatory or certification requirements apply to this unit in some States. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. The person must develop and maintain current research findings to support building surveying services for three different projects, each involving a different class of commercial building (classes 2 to 9 as defined in the Building Code of Australia [BCA]), where: - one project must incorporate classes 2, 5, 6 and 7a; - one project must incorporate classes 3 and 9c, and; - one project must incorporate classes 7b and 8. In doing the above, the person must produce a research report containing research findings, recommendations and supporting evidence for each of the above building projects, based on an evaluation of: - characteristics and applications of a range of materials suitable for the structural elements and building envelope, including the fire resistance of materials appropriate to the class of building; - different construction methods and systems applicable to structural elements and building envelope, and; - components and systems for services that consider: relevant compliance requirements; installation methods. The person must also be able to demonstrate a process for: - seeking feedback on and

distributing findings from each of the three research reports, and; - maintaining the currency of research findings in each report. Students will also be expected to demonstrate the following knowledge: - characteristics, including fire resistance and applications of materials suitable for structural elements and building envelope; - compliance requirements relating to construction materials and methods for buildings included in classes 2 to 9 of the BCA; - Australian standards; - National Construction Code (NCC) requirements; - construction methods and systems; - site preparation; - structural elements; - building envelope; - components and systems for services, including: compliance requirements; installation methods; - sources of reliable information on traditional, new and emerging uses of construction materials and methods, and; - structural engineering principles sufficient to interpret and apply the requirements of the BCA.

CPCCBS6003 Apply legal and ethical requirements to building surveying functions

Locations:Sunshine, Geelong Learning Links.

Prerequisites:Nil.

Description:This unit of competency specifies the outcomes required to access, interpret and apply building control legislation, as well as industry and organisational codes of practice, to building surveying activities and communications. The unit supports identifying and applying the requirements of particular geographic and climatic areas, local planning schemes and codes. It also involves carrying out the building surveying function with consideration for the legal and ethical responsibilities of the role. The unit supports the work of municipal and private building surveyors who operate in a highly regulated environment. Licensing, legislative, regulatory or certification requirements apply to this unit in some States. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. The person must perform building surveying tasks according to relevant legal requirements and ethical standards on three different building surveying projects. Projects must involve buildings up to three storeys and include the following class buildings as defined in the Building Code of Australia (BCA): - one building must be from class 1, and; - two buildings must be from classes 2 to 9. For each building surveying project, the person must: - identify and access relevant codes, regulations and legislation applicable to each building project, documenting the applicable sections of each and providing written evidence of how the principles of the organisational or industry code of practice were applied to each project; - research and document the administrative procedures required to ensure completion of each project, and; - provide evidence of having handled a minimum of three disputes or complaints from different clients, using relevant dispute-handling procedures and according to organisational or industry code of conduct. Students will also be expected to demonstrate the following knowledge: - dispute-resolution procedures available to property owners and community members in relevant jurisdictions; - nature of admissible evidence that may be presented in arbitration hearings or court proceedings relating to building disputes; - principles of contract law that apply to building surveying contractual agreements with clients or

applicants; - principles of negotiation and conflict resolution applicable to professional relationships; - processes for representing clients in arbitration hearings and court proceedings relating to building disputes; - relevant compliance requirements for buildings in different climatic, geographic and planning zones; - building control legislation and regulations; - National Construction Code (NCC); - Australian standards referenced by building control legislation and regulations and the NCC; - state, territory or local authority planning policies; - scope and limitations of the statutory enforcement authority regulating building surveyors in relevant states or territories, and; - legislative and regulatory requirements for professional conduct in communications with building contractors.

CPCBS6004 Assess and advise on compliance of design documentation for residential buildings to three storeys

Locations:Sunshine, Geelong Learning Links.

Prerequisites:Nil.

Description:This unit of competency specifies the outcomes required to review proposed building design documentation during the design process for buildings and structures included in Building Code of Australia (BCA) definitions for class 1 and 10 up to three storeys and not more than 2000 square metres in floor area. It applies to providing advice on the preparation of planning and building approval applications and on the compliance of proposed design documentation with the requirements of building and planning legislation, regulations, codes and standards that apply to the nature and location of each project. The unit supports the work of building surveyors providing advisory code-consulting services to building and construction professionals involved in developing building design documentation up to the building approval application stage. The building surveyor may provide advice concurrently on a range of building design projects in different locations. Building surveyors must operate within the regulatory constraints that govern the relationship between their advisory and statutory roles and ensure that no conflict of interest arises. Licensing, legislative, regulatory or certification requirements apply to this unit in some States. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - determine and confirm service level agreements with clients for four different projects involving the following class 1 and 10 buildings and structures as defined in the Building Code of Australia (BCA): - two types of class 1a buildings in different locations; - one class 1b building; - one class 10 building or structure: one bushfire shelter, swimming pool or retaining wall; - liaise with specialist experts to ensure timely provision of advice within terms of service level agreement; - determine compliance requirements for the four different projects and provide advice to clients on how compliance requirements apply to each project; - advise clients of the documentation required for planning and building permit applications for the four projects; - analyse complete sets of building design documentation for two planning and two building approval applications relating to the four projects and: - provide advice on two cost-effective and efficient design alternatives that meet compliance requirements; - provide written advice on the compliance of design documentation with the requirements of building and

planning legislation, regulations, codes and standards applicable to the project location, including possible solutions to compliance issues; - invite questions from clients regarding compliance advice and explain requirements in detail, and; - provide responses to six different requests from clients for specific information regarding different types of compliance issues. Students will also be expected to demonstrate the following knowledge: - BCA classification and definitions for class 1 and 10 buildings and structures; - construction methods and materials suitable for class 1 and 10 buildings and structures; - regulatory constraints that govern the relationship between the advisory and statutory roles of building surveyors; - drawing symbols, notations, acronyms and construction terminology used in the National Construction Code (NCC), Australian standards, working drawings, building design specifications, and building permit documentation; - project management strategies that ensure thorough and timely advice is delivered according to service level agreement; - range of, and variations in, compliance requirements for class 1 and 10 buildings and structures in different climatic, geographic and planning zones, including: - building control legislation and regulations; - NCC; - Australian standards referenced by building control legislation and regulations and the NCC, and; - state, territory or local authority planning policies.

CPCBS6005 Assess and advise on compliance of design documentation for commercial buildings to three storeys

Locations:Sunshine, Geelong Learning Links.

Prerequisites:Nil.

Description:This unit of competency specifies the outcomes required to review proposed building design documentation for buildings included in Building Code of Australia (BCA) definitions for classes 2 to 9 (up to three storeys), during the design process. It applies to providing advice on the preparation of planning and building approval applications and on the compliance of proposed design documentation with the requirements of the building and planning legislation, regulations, codes and standards that apply to the nature and location of each project. The unit supports the work of building surveyors providing advisory code-consulting services to building and construction professionals involved in developing building design documentation up to the building approval application stage. The building surveyor may provide advice concurrently on a range of building design projects in different locations. Building surveyors must operate within the regulatory constraints that govern the relationship between their advisory and statutory roles and ensure that no conflict of interest arises. Licensing, legislative, regulatory or certification requirements apply to this unit in some States. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - determine and confirm service level agreements with clients for three different projects involving the following class buildings as defined in the Building Code of Australia (BCA) where: one project must incorporate classes 2, 5, 6 and 7a; one project must incorporate classes 3 and 9c; one project must incorporate classes 7b and 8; - liaise with specialist experts to ensure timely provision of advice within terms of service level agreement; - determine compliance requirements for the three different projects and

provide advice to clients on how compliance requirements apply to each project; - advise clients of the documentation required for planning and building permit applications for each project; - analyse complete sets of building design documentation for two planning applications and one building approval application relating to the projects listed above; - provide advice on two cost-effective and efficient design alternatives that meet compliance requirements; - provide written advice on the compliance of design documentation with the requirements of building and planning legislation, regulations, codes and standards applicable to the project location, including possible solutions to compliance issues; - invite questions from clients regarding compliance advice and explain requirements in detail, and; - provide responses to six different requests from clients for specific information regarding different types of compliance issues. Students will also be expected to demonstrate the following knowledge: - BCA classification and definitions for buildings included in classes 2 to 9; - construction methods and materials suitable for buildings included in classes 2 to 9; - regulatory constraints that govern the relationship between the advisory and statutory roles of building surveyors; - drawing symbols, notations, acronyms and construction terminology used in the National Construction Code (NCC), Australian standards, working drawings, building design specifications, and building permit documentation; - project management strategies that ensure thorough and timely advice is delivered according to service level agreement, and; - range of, and variations in, compliance requirements for buildings included in classes 2 to 9 in different climatic, geographic and planning zones.

CPCCBS6006 Process planning applications for residential buildings up to three storeys

Locations:Sunshine, Geelong Learning Links.

Prerequisites:Nil.

Description:This unit of competency specifies the outcomes required to process planning applications for residential buildings in classes 1 and 10 as defined in the Building Code of Australia (BCA) and up to three storeys and not more than 2000 square metres in floor area. The unit covers gathering and assessing documentation that supports the planning application process required to obtain planning permission. The unit supports the work of private and municipal building surveyors carrying out the statutory role of ensuring that proposed residential building projects meet relevant compliance requirements prior to issuing planning permits. Licensing, legislative, regulatory or certification requirements apply to this unit in some States. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. The person must process planning applications for four different projects, involving the following class 1 and 10 buildings or structures as defined in the Building Code of Australia (BCA), where: - two projects must be for class 1a buildings in different locations; - one project must be for a class 1b building, and; - one project must be for a class 10 building or structure: bushfire shelter, swimming pool or retaining wall. At least two of the buildings must be three storeys. In doing the above, the person must also provide

evidence of the ability to: - identify relevant approving authority requirements for assessing and issuing planning permissions and ensure adherence to relevant administrative processes; - gather relevant planning application documentation, including drawings, for each building project and assess each application for compliance with relevant legislation, codes, regulations and local planning authority requirements; - analyse documentation supplied by at least one external consultant for each planning application, to ensure information is accurate and complete and to determine compliance of the planning application; - identify and note areas of non-compliance and produce a range of alternative solutions for client consideration; - document final planning permission for each building project, noting specific conditions and validity of each permit, and; - lodge final planning approval. Students will also be expected to demonstrate the following knowledge: - BCA classification and definitions for buildings included in classes 1 and 10; - construction methods and materials suitable for buildings in classes 1 and 10; - drawing symbols, notations, acronyms and construction terminology used in the National Construction Code (NCC), Australian standards, working drawings, and building design specifications; - legislative and local planning and building requirements governing the issuing of planning approval permits in the jurisdictions relevant to each building specified in the performance evidence, and; - legislative roles and responsibilities of those issuing planning permits in the relevant jurisdiction.

CPCCBS6008 Process building applications for residential buildings up to three storeys

Locations:Sunshine, Geelong Learning Links.

Prerequisites:Nil.

Description:This unit of competency specifies the outcomes required to process building applications for residential buildings in classes 1 and 10 as defined in the Building Code of Australia (BCA) and up to three storeys and not more than 2000 square metres in floor area. The unit covers gathering and assessing documentation that supports the building application process which, if successful, results in the issuing of a building permit. It supports the work of private and municipal building surveyors carrying out the statutory role of ensuring that proposed residential building projects meet relevant compliance requirements prior to commencement of construction. Licensing, legislative, regulatory or certification requirements apply to this unit in some States. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. The person must process building applications for four different projects involving the following class 1 and 10 buildings or structures as defined in the Building Code of Australia (BCA): - two types of class 1a buildings in different locations; - one class 1b building, and; - one class 10 building or structure: bushfire shelter, swimming pool or retaining wall. In doing the above, the person must: - identify relevant approving authority requirements for assessing and issuing building permissions and ensure adherence to relevant administrative processes; - identify all codes, legislation and planning provisions applicable to the building application; - gather relevant building application

documentation, including drawings, for each building project and assess each application for compliance with relevant legislation, codes, regulations and local building authority requirements; - analyse documentation supplied by at least one external consultant for each building application to ensure information is accurate and complete and to determine compliance of the building application; - seek and obtain approval or consent from at least one service authority for each building approval application; - identify and note areas of non-compliance and produce a range of alternative solutions for client consideration; - document final building permission for each building approval, and; - lodge final building approval. Students will also be expected to demonstrate the following knowledge: - BCA classification and definitions for buildings included in classes 1 and 10; - construction methods and materials suitable for buildings in classes 1 and 10; - drawing symbols, notations, acronyms and construction terminology used in the National Construction Code (NCC), Australian standards, working drawings, and building design specifications; - legislative and local planning and building requirements governing the issuing of building approval permits in the jurisdictions relevant to each building specified in the performance evidence, and; - legislative roles and responsibilities of those issuing building permits in the relevant jurisdiction.

CPCCBS6009 Process building applications for commercial buildings up to three storeys

Locations:Sunshine, Geelong Learning Links.

Prerequisites:Nil.

Description:This unit of competency specifies the outcomes required to process building applications for buildings included in Building Code of Australia (BCA) definitions for: - classes 2 to 9 (up to three storeys), and - three-storey class 1 buildings. The unit covers gathering and assessing documentation that supports the building application process, which if successful, results in the issuing of a building permit. The unit supports the work of private and municipal building surveyors carrying out the statutory role of ensuring that proposed commercial building projects meet relevant compliance requirements prior to commencement of construction. Licensing, legislative, regulatory or certification requirements apply to this unit in some States. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. The person must process building applications for three different projects involving the following class buildings as defined in the Building Code of Australia (BCA), where: - one project must incorporate classes 2, 5, 6 and 7a; - one project must incorporate classes 3 and 9c, and; - one project must incorporate classes 7b and 8. Each of the above buildings must be no more than three storeys. In doing the above, the person must: - identify relevant approving authority administrative requirements for assessing and issuing building permissions and ensure adherence to relevant administrative processes; - identify all codes, legislation and planning provisions applicable to the proposed building application; - gather relevant building application documentation, including drawings, for each building project and assess each application for compliance with

relevant legislation, codes, regulations and local building authority requirements; - analyse documentation supplied by at least one external consultant for each building application to ensure information is accurate and complete and to determine compliance of the building application; - seek and obtain approval or consent from at least one service authority; - identify and note areas of non-compliance and produce a range of alternative solutions for client consideration; - document final building permission, and; - lodge final building approval. Students will also be expected to demonstrate the following knowledge: - BCA classification and definitions for buildings included in classes 2 to 9; - construction methods and materials suitable for buildings in classes 2 to 9; - drawing symbols, notations, acronyms and construction terminology used in the National Construction Code (NCC), Australian standards, working drawings, and building design specifications; - legislative and local planning and building requirements governing the issuing of building approval permits in the jurisdictions relevant to each building specified in the performance evidence, and; - legislative roles and responsibilities of those issuing building permits in the relevant jurisdiction.

CPCCBS6010 Conduct and report on building surveying audits of residential buildings up to three storeys

Locations:Sunshine, Geelong Learning Links.

Prerequisites:Nil.

Description:This unit of competency specifies the outcomes required to audit residential class 1 and 10 buildings and structures against current requirements of the Building Code of Australia (BCA) and local planning policies. These class 1 and 10 buildings and structures are as defined in the BCA and up to three storeys and not more than 2000 square metres in floor area. The unit supports the work of private and municipal building surveyors providing advisory code-consulting services, who carry out building surveying audits and advise on building compliance. The unit supports the conduct of residential building surveying audits required as part of a sales process to inform planned works, including demolishing existing structures, or to inform planned upgrades to existing buildings. Licensing, legislative, regulatory or certification requirements apply to this unit in some States. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. The person must plan for, conduct and report on building surveying audits for four different projects involving the following class 1 and 10 buildings or structures as defined in the Building Code of Australia (BCA): - two types of class 1a buildings in different locations; - one class 1b building, and; - one class 10 building or structure: bushfire shelter, swimming pool or retaining wall. Each of the building surveying audits must include: - a documented plan outlining the schedule of the building surveying audit, its scope and limitations, and the compliance criteria to be audited; - evidence of research undertaken to identify the relevant compliance requirements of the building to be audited, including additional local planning policies that are to be included in the audit; - liaison with relevant specialist consultants to obtain expert advice and recommendations on aspects of the building systems and materials, construction materials or methods or

other relevant components of the building; - a written report on the completed building surveying audit specifying: - inclusions and exclusions of the building surveying audit conducted; - items of the building which were compliant or which met deemed-to-satisfy provisions of the BCA; - items of the building that did not meet compliance requirements; - findings and recommendations of specialist consultants, and; - strategies for achieving compliance. Students will also be expected to demonstrate the following knowledge: - audit methodology; - audit report inclusions; - BCA classification and definitions for class 1 and 10 buildings and structures; - construction methods and materials suitable for class 1 and 10 buildings and structures; - drawing symbols, notations, acronyms and construction terminology used in the National Construction Code (NCC), Australian standards, working drawings, building design specifications, and building permit documentation; - roles and responsibilities of specialist consultants, and; - processes for writing building surveying audit reports, including use of assumptions.

CPCCBS6011 Conduct and report on building surveying audits of commercial buildings up to three storeys

Locations:Sunshine, Geelong Learning Links.

Prerequisites:Nil.

Description:This unit of competency specifies the outcomes required to audit commercial buildings in classes 2 to 9, up to three storeys, as defined in the Building Code of Australia (BCA), against current requirements of the BCA and local planning policies. The unit supports the work of private and municipal building surveyors providing advisory code-consulting services, who carry out building surveying audits and advise on building compliance. The unit supports the conduct of commercial building surveying audits required as part of a sales process to inform planned works or upgrades to existing commercial buildings, where advice on compliance requirements related to the proposed change of use of a commercial building or as part of an insurance assessment is required. The audit is primarily concerned with the compliance implications of the building. Licensing, legislative, regulatory or certification requirements apply to this unit in some States. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. The person must plan for, conduct and report on building surveying audits for three different projects involving the following class buildings as defined in the Building Code of Australia (BCA), each building up to three storeys, where: - one project must incorporate classes 2, 5, 6 and 7a; - one project must incorporate classes 3 and 9c, and; - one project must incorporate classes 7b and 8. Each of the building surveying audits must include: - a documented plan outlining the schedule of the building surveying audit, its scope and limitations, and the compliance criteria to be audited; - evidence of research undertaken to identify the relevant compliance requirements of the building to be audited, including additional local planning policies that are to be included in the audit; - liaison with relevant specialist consultants to obtain expert advice and recommendations on aspects of the building systems and materials, construction materials or methods or other relevant components of the building; - a written report on the completed

building surveying audit specifying: - inclusions and exclusions of the building surveying audit conducted; - items of the building which were compliant or which met deemed-to-satisfy provisions of the BCA; - items of the building that did not meet compliance requirements; - findings and recommendations of specialist consultants, and; - strategies for achieving compliance. Students will also be expected to demonstrate the following knowledge: - audit methodology; - audit report inclusions; - BCA classification and definitions for buildings included in classes 2 to 9; - construction methods and materials suitable for buildings in classes 2 to 9; - drawing symbols, notations, acronyms and construction terminology used in the National Construction Code (NCC), Australian standards, working drawings, building design specifications and building permit documentation; - roles and responsibilities of specialist consultants, and; - processes for writing building surveying audit reports, including use of assumptions.

CPCCBS6012 Conduct and report on initial construction inspections of residential buildings up to three storeys

Locations:Sunshine, Geelong Learning Links.

Prerequisites:Nil.

Description:This unit of competency specifies the outcomes required to inspect for compliance the site preparation, foundations, footings and framing of class 1 and 10 buildings and structures, as defined in the Building Code of Australia (BCA) and up to three storeys and not more than 2000 square metres in floor area. The unit supports the work of private or municipal building surveyors or certifiers who conduct mandated inspections of class 1 and 10 buildings and structures at the following initial stages of construction: - site preparation, foundations and footings; - framing. It applies to planning and conducting inspections, reporting on issues of non-compliance, and preparing certificates of compliance according to legislative and regulatory requirements. The certificate of compliance for each stage must be completed and processed before the next stage of construction may commence. The building surveyor or certifier must be satisfied that remedial work required in cases of non-compliance is understood by the building contractor and completed within required timeframes. This involves developing and maintaining professional and cooperative relationships with building contractors throughout a highly regulated process. Licensing, legislative, regulatory or certification requirements apply to this unit in some States. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - foundations and footings for the following class 1 and 10 buildings or structures as defined in the Building Code of Australia (BCA): - two types of class 1a buildings in different climatic, geographic or planning zones; - one class 1b building; - one swimming pool or other class 10 structure, and; - framing and wet areas for: two types of class 1a buildings in different climatic, geographic or planning zones; two types of class 1b buildings in different climatic, geographic or planning zones. In doing the above, the person must: - identify and interpret relevant compliance requirements, including differences in requirements for: - types of building or structure; - particular geographic, climatic or planning zones; - interpret working drawings, specifications and building permit

conditions for each inspection; - identify and apply work health and safety (WHS) requirements for site visits; - develop and maintain professional and cooperative relationships with building contractors throughout a highly regulated process; - observe and document all non-compliant features of: site preparation, foundations and footings; framing; wet areas, and; - prepare and process compliance documentation according to scope of personal responsibilities and legislative and regulatory requirements. Students will also be expected to demonstrate the following knowledge: - BCA classification and definitions for class 1 and 10 buildings and structures; - legislative and regulatory requirements for inspecting class 1 and 10 buildings and structures at initial construction stages; - foundations and footings; - framing; - wet areas; - legislative and regulatory requirements for professional conduct in communications with building contractors in highly regulated building inspection and reporting processes; - principles and purpose of report in the context of conducting and reporting on initial construction inspections; - principles of negotiation and conflict resolution applicable to professional relationships in highly regulated building inspection and reporting processes; - drawing symbols, notations, acronyms and construction terminology used in the National Construction Code (NCC), Australian standards, working drawings, building design specifications, and building permit documentation; - construction methods and materials used in class 1 and 10 buildings and structures, and; - range of, and variations in, compliance requirements for class 1 and 10 buildings and structures in different climatic, geographic and planning zones.

CPCCBS6013 Conduct and report on initial construction inspections of commercial buildings up to three storeys

Locations:Sunshine, Geelong Learning Links.

Prerequisites:Nil.

Description:This unit of competency specifies the outcomes required to inspect for compliance the site preparation, foundations, footings and structural provisions of buildings included in classes 2 to 9, as defined in the Building Code of Australia (BCA), up to three storeys. The unit supports the work of private or municipal building surveyors or certifiers who conduct mandated inspections of commercial buildings up to three storeys at the initial stages of construction. It applies to planning and conducting inspections, reporting on issues of non-compliance, and preparing certificates of compliance according to legislative and regulatory requirements. The certificate of compliance for each stage must be completed and processed before the next stage of construction may commence. The building surveyor or certifier must be satisfied that remedial work required in cases of non-compliance is understood by the building contractor and completed within required timeframes. This involves developing and maintaining professional and cooperative relationships with building contractors throughout a highly regulated process. Licensing, legislative, regulatory or certification requirements apply to this unit in some States. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. The person must prepare for, conduct and

complete relevant documentation for inspections of 1) site preparation, foundations and footings, 2) structural provisions, and 3) wet areas for the following class buildings as defined in the Building Code of Australia (BCA): - one project incorporating classes 2, 5, 6 and 7a; - one project incorporating classes 3 and 9c, and; - one project incorporating classes 7b and 8. In doing the above, the person must: - interpret working drawings, specifications and building permit conditions for each inspection; - identify and interpret relevant compliance requirements; - inspect site preparation, foundations and footings and structural provisions for the projects outlined above; - observe and document all non-compliant features of site preparation, foundations and footings, structural provisions and wet areas; - discuss non-compliance with relevant contractors and negotiate remedial work required; - reschedule inspections as required; - prepare and process required documentation; - details of non-compliance and remedial work recommended; - contractor's failure to comply with recommended remedial work, if required; - missed inspection, if required, and; - certificate of compliance, as authorised. Students will also be expected to demonstrate the following knowledge: - BCA classification and definitions for buildings included in classes 2 to 9; - construction methods and materials suitable for buildings included in classes 2 to 9 at the following stages: site preparation; foundations and footings; structural provisions; wet areas; - drawing symbols, notations, acronyms and construction terminology used in the National Construction Code (NCC), Australian standards, working drawings, building design specifications, and building permit documentation; - principles and purpose of report in the context of conducting and reporting on initial construction inspections; - range of, and variations in, compliance requirements for buildings included in classes 2 to 9 in different climatic, geographic and planning zones, including: building control legislation and regulations; NCC; - Australian standards referenced by building control legislation and regulations and the NCC; - state, territory or local authority development policies, and; - legislative and regulatory requirements for critical stage inspections relating to buildings included in classes 2 to 9 at the following stages of construction: bounding construction of class 2 and 3 buildings; site preparation; foundations and footings; structural provisions.

CPCCBS6014 Conduct and report on advanced and final inspections of residential buildings up to three storeys

Locations:Sunshine, Geelong Learning Links.

Prerequisites:Nil.

Description:This unit of competency specifies the outcomes required to conduct advanced and final inspections that occur after constructing the structural elements of class 1 and 10 buildings and structures. These class 1 and 10 buildings and structures are as defined in the Building Code of Australia (BCA) and are up to three storeys and not more than 2000 square metres in floor area. The unit supports the work of private or municipal building surveyors or certifiers who conduct mandated inspections of class 1 and 10 buildings and structures at the advanced and final stages of construction. Inspections include those specified in the building approval documentation for the project, including the final inspection required prior to the issuing of occupancy permission. It applies to planning and conducting inspections, reporting on issues of non-compliance, preparing certificates of compliance, and issuing occupancy permissions according to legislative and regulatory requirements. The building surveyor or certifier must be satisfied that remedial work required in cases of non-compliance is understood by the building contractor and is completed within required timeframes. This involves developing and maintaining professional and cooperative relationships with building contractors throughout a highly regulated process. Licensing, legislative, regulatory or certification requirements apply to this unit in some States. Relevant state and territory regulatory authorities should be

consulted to confirm those requirements.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. The person must conduct advanced and final inspections of the following class 1 and 10 buildings or structures as defined in the Building Code of Australia (BCA): - two types of class 1a buildings in different climatic, geographic or planning zones; - one class 1b building, and; - one class 10 building or structure: bushfire shelter, swimming pool or retaining wall. In doing the above, the person must: - identify and interpret relevant compliance requirements; - types of building or structure; - particular geographic, climatic or planning zones; - interpret working drawings, specifications and building permit conditions for each inspection; - identify and apply WHS requirements for site visits; - develop and maintain professional and cooperative relationships with building contractors throughout a highly regulated process; - observe and document non-compliant features of: roof and wall cladding; glazing; fire safety; health and amenity; safe movement and access; energy efficiency, and; - prepare and process compliance documentation according to scope of personal responsibilities and legislative and regulatory requirements. Students will also be expected to demonstrate the following knowledge: - BCA classification and definitions for class 1 and 10 buildings and structures; - legislative and regulatory requirements for inspecting class 1 and 10 buildings and structures at the advanced and final stages of construction; - legislative and regulatory requirements for professional conduct in communications with building contractors in highly regulated building inspection and reporting processes; - principles of negotiation and conflict resolution applicable to professional relationships in highly regulated building inspection and reporting processes; - drawing symbols, notations, acronyms and construction terminology used in the National Construction Code (NCC), Australian standards, working drawings, building design specifications, and building permit documentation; - construction methods and materials used in class 1 and 10 buildings and structures, and; - range of, and variations in, compliance requirements for class 1 and 10 buildings and structures in different climatic, geographic and planning zones.

CPCBS6015 Conduct and report on advanced and final inspections of commercial buildings up to three storeys

Locations:Sunshine, Geelong Learning Links.

Prerequisites:Nil.

Description:This unit of competency specifies the outcomes required to conduct inspections that occur after constructing the structural elements of buildings included in classes 2 to 9, as defined in the Building Code of Australia (BCA), limited to buildings up to three storeys. The unit supports the work of private or municipal building surveyors or certifiers who conduct mandated inspections of buildings included in classes 2 to 9 at the advanced and final stages of construction. Inspections include those specified in the building approval documentation for the project, including the final inspection required prior to the issuing of occupancy permission. It applies to planning and conducting inspections, reporting on issues of non-compliance, preparing certificates of compliance, and issuing occupancy

permissions according to legislative and regulatory requirements. The building surveyor or certifier must be satisfied that remedial work required in cases of non-compliance is understood by the building contractor and is completed within required timeframes. This involves developing and maintaining professional and cooperative relationships with building contractors throughout a highly regulated process.

Licensing, legislative, regulatory or certification requirements apply to this unit in some States. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. The person must prepare for, conduct and complete relevant documentation for inspections for the following three different projects at the later stages of construction, including those specified in the building approval documentation for the project and the final inspection required prior to the issuing of occupancy permission. The projects must involve the following class buildings as defined in the Building Code of Australia (BCA), where: - one project must incorporate classes 2, 5, 6 and 7a; - one project must incorporate classes 3 and 9c, and; - one project must incorporate classes 7b and 8. In doing the above, the person must: - identify and interpret relevant compliance requirements; - conduct at least two interim inspections and three final inspections for each of the projects outlined above; - observe and document non-compliant features of site preparation, foundations and footings, and structural elements; - discuss non-compliance with relevant contractors and negotiate remedial work required; - reschedule inspections as required; - prepare and process required documentation; - details of non-compliance and remedial work recommended; - contractor's failure to comply with recommended remedial work, if required; - missed inspection, if required, and; - certificate of compliance, as authorised. Students will also be expected to demonstrate the following knowledge: - BCA classification and definitions for buildings included in classes 2 to 9; - construction methods and materials suitable for buildings included in classes 2 to 9; - drawing symbols, notations, acronyms and construction terminology used in the National Construction Code (NCC), Australian standards, working drawings, building design specifications, and building permit documentation; - range of, and variations in, compliance requirements for buildings included in classes 2 to 9 in different climatic, geographic and planning zones, including: building control legislation and regulations; NCC; - Australian standards referenced by building control legislation and regulations and the NCC; - state, territory or local authority development policies, and; - legislative and regulatory requirements for critical stage inspections relating to buildings included in classes 2 to 9.

CPCBS6016 Assess and advise on performance-based solutions for buildings up to three storeys

Locations:Sunshine, Geelong Learning Links.

Prerequisites:Nil.

Description:This unit of competency specifies the outcomes required to advise on the application of National Construction Code (NCC) performance requirements for performance-based solutions for buildings up to three storeys, and to apply approved

assessment methods to determine whether a proposed solution is compliant. The unit applies to assessing architectural drawings and specifications for performance-based solutions and analysing them in relation to the relevant sections of the Building Code of Australia (BCA) and the Plumbing Code of Australia (PCA). The unit supports the work of building surveyors who: - provide advice to architects and building designers on compliance requirements and options for performance-based solutions, or - act in the statutory role with responsibility for assessing the compliance of performance-based solutions and certifying those that are compliant. Under legislation the building surveyor is responsible for ensuring that there is no conflict of interest between the two roles. The building surveyor cannot advise on, and then certify, the same performance-based solution. Licensing, legislative, regulatory or certification requirements apply to this unit in some States. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - one performance-based fire safety solution, and; - two performance-based solutions for structural safety, health, amenity and sustainability. In doing the above, the person must: - determine service levels required by the client or clarify assessment processes with the applicant; - determine the performance requirements applicable to the solutions; - analyse performance-based solutions against performance requirements; - advise on compliance of performance-based solutions, including optional solutions; - advise clients on the documentation required to verify solutions, and; - assess performance-based solutions and certify those that are compliant. Students will also be expected to demonstrate the following knowledge: - construction methods and materials applicable to performance-based solutions; - drawing symbols, notations, acronyms and construction terminology used in the National Construction Code (NCC), Australian standards, working drawings, building design specifications, and building permit documentation; - international standards and guidelines relevant to performance-based solutions; - performance requirements for performance-based solutions specified in the NCC; - principles of fire safety engineering: - International Fire Engineering Guidelines, Part 1; - characteristics of building materials in relation to fire; - fire-modelling; - fire science: - fire behaviour and dynamics; - impact of fire on structures and materials; - products of combustion; - fire control strategies; - fire retardants; - fire detection technologies; - fire suppression technologies; - fire containment; - human response to fire; - interconnection of fire systems, including cause and effect matrix; - interaction with other services; - project management strategies that ensure thorough and timely advice is delivered according to service level agreement, and; - regulatory intent of performance-based solutions.

CPCBS8004 Advise on compliance of building design documentation

Locations:Sunshine, Geelong Learning Links.

Prerequisites:Nil.

Description:This unit of competency specifies the outcomes required by senior building surveyors to review building design documentation during the design process for all Building Code of Australia (BCA) defined classes and types of buildings, including all Type A buildings in classes 2, 3, 5, 6, 7, 8 and 9. The unit includes the preparation of planning and building approval applications, and providing advice on

compliance with the requirements of building and planning legislation, regulations, codes and standards that apply to the nature and location of each project. The unit supports the work of private building surveyors providing advisory code-consulting services to building and construction professionals involved in developing building design documentation up to the building approval application stage. The building surveyor may provide advice concurrently on a range of building design projects in different locations. Building surveyors must operate within the regulatory constraints that govern the relationship between their advisory and statutory roles and ensure that no conflict of interest arises. Licensing, legislative, regulatory or certification requirements apply to this unit in some States. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. The person must analyse complete sets of building design documentation for two planning and two building approval applications relating to four different classes of buildings, including at least one Type A building as defined in the Building Code of Australia (BCA). In doing the above, the person must: - determine and confirm service level agreements with clients; - manage staff and liaise with specialist experts to ensure timely provision of advice with terms of service level agreement; - determine compliance requirements; - advise clients of the documentation required for planning and building permit applications for different classes and types of buildings; regulatory jurisdictions; climatic and geographic conditions at specific project locations; - provide advice on cost-effective and efficient design alternatives that meet compliance requirements; - determine the limits of personal and in-house expertise, and assess authenticity of specialist experts and their expertise and engage their services to provide specific types of advice outside the scope of the organisation; - provide written advice on the compliance of all aspects of the designs and documentation with the requirements of building and planning legislation; - invite questions from clients regarding compliance, and; - provide responses to six different requests from clients for specific information regarding compliance issues. Students will also be expected to demonstrate the following knowledge: - architectural drawing conventions and symbols and notations; - building surveyors' duty of care and code of conduct requirements; - BCA definitions of classes and types of buildings; - compliance requirements of building control legislation and regulations; National Construction Code (NCC); Australian standards referenced by building control legislation and regulations and the NCC; state, territory or local authority planning policies; - construction methods and materials suitable for different classifications of buildings; - regulatory constraints that govern the relationship between the advisory and statutory roles of building surveyors, and; - project management strategies that ensure thorough and timely advice is delivered according to service level agreement.

CPCBS8009 Lead a building surveying team

Locations:Sunshine, Geelong Learning Links.

Prerequisites:Nil.

Description:This unit of competency specifies the outcomes required by senior building surveyors to lead a team of building surveyors in the performance of a range

of advisory and statutory responsibilities. The unit supports taking steps to ensure adequate resources are available to complete specified work, developing and implementing operational and performance objectives, providing strategies that assist staff to carry out their duties professionally and ethically, and developing a culture that services clients in a regulated environment. The unit supports the work of senior private and municipal building surveyors who oversee and manage the performance of others, whilst ensuring the work of the team complies with regulatory constraints. Licensing, legislative, regulatory or certification requirements apply to this unit in some States. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identifying the staff resourcing needs for three building surveying projects of varying complexity: - range of skills and expertise required to complete the projects; - approximate number of staff required to complete the projects; - report that identifies and explains two strategies that could be employed to address any identified gaps in skill and knowledge requirements and the expected timeframe to implement one preferred strategy in order to meet staffing requirements; - developing the following professional standards and related policies and processes that address building surveying practice requirements and are consistent with relevant legislative and regulatory requirements set out in building control legislation: - privacy and confidentiality policy and procedure for managing project-related documentation; - minimum service standards for assessing and issuing planning or building approval permits, as appropriate to the scope of work undertaken by the building surveying team; - complaints-handling procedure for receiving, investigating and responding to complaints; - code of conduct that covers the ethical and professional standards to be demonstrated by the team of building surveyors, and; - participating in the implementation of performance reviews for at least three building surveyors with a mix of licensing authorities, including: establishing and implementing a methodology for monitoring and recording feedback on staff performance; - formulating individual development plans that respond to the professional development needs of the staff and which outline: - a method for identifying their skill and knowledge needs; - a range of measures that may be used to redress skill and knowledge gaps, and; - a plan for monitoring the effectiveness of the identified performance improvement measures over an agreed timeframe. Students will also be expected to demonstrate the following knowledge: - building control legislation, codes and regulations relevant to the scope of work undertaken by the building surveying practice or team; - leadership styles and practices appropriate to leading a team of building surveyors; - methods for providing feedback to individuals and managing team performance; - methods used to identify and address skill and knowledge gaps across individuals and teams; - policy formulation required for the effective operation of a team of building surveyors; - methods of performance review practices applicable to leading a team of building surveyors, and; - communication techniques that facilitate the provision of evidence-based feedback to individuals in a professional services context.

CPCCCA2002B Use carpentry tools and equipment

Locations:Industry, Werribee, Sunshine, Learning Links Geelong.

Prerequisites:CPCCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description:This unit of competency specifies the outcomes required to safely select and use carpentry tools and equipment. It includes hand tools, power tools, pneumatic tools, plant and equipment.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; - read and interpret: documentation from a variety of sources; plans, specifications and drawings; - report faults; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - numeracy skills to apply measurements and make calculations; - organisational skills, including the ability to plan and set out work; - planning and organising skills to prepare for work tasks; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - use a range of mobile technology, such as two-way radio and mobile phones; voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - carpentry materials; - carpentry tool use techniques; - construction terminology; - job safety analysis (JSA) and safe work method statements; - material safety data sheets (MSDS); - materials storage and environmentally friendly waste management; - plans, specifications and drawings; - processes for the calculation of material requirements; - quality requirements of carpentry tools and equipment; - relevant Acts, regulations and codes of practice; - tools and equipment safety manuals and instructions; - types, characteristics, uses and limitations of plant, tools and equipment, and; - workplace and equipment safety requirements.

CPCCCA2003A Erect and dismantle formwork for footings and slabs on ground

Locations:Industry, Werribee, Sunshine, Learning Links Geelong.

Prerequisites:CPCCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description:This unit of competency specifies the outcomes required to erect and dismantle formwork to footings and slabs on ground, to establish levels and contain finished concrete. It includes forming basic slabs and forming rebates to slabs on ground and steps to strip footings.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; - read and interpret: documentation from a variety of sources; plans, specifications and drawings; - report faults; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - numeracy skills to apply measurements and make calculations; - organisational skills, including the ability to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - use a range of mobile technology, such as two-way radio and mobile phones; voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - construction terminology; - formwork materials; - formwork techniques; - job safety analysis (JSA) and safe work method statements; - material safety data sheets (MSDS); - materials storage and environmentally friendly waste management; - plans, specifications and drawings; - plant, tools and equipment types, characteristics, uses and limitation; - processes for setting out and measuring; - processes for calculating material requirements; - quality requirements for formwork; - requirements of application and requirements for line, level and plumb in construction projects; - termite barriers, and; - workplace and equipment safety requirements.

CPCCCA2011A Handle carpentry materials

Locations: Industry, Werribee, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to safely manually handle, store and apply environmental management principles associated with carpentry materials and components. It includes preparing material for mechanical handling.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; - read and interpret: documentation from a variety of sources; plans, specifications and drawings; - report faults; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - numeracy skills to apply measurements and make calculations; - organisational skills, including the ability to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - use a range of mobile technology, such as two-way radio and mobile phones; voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - asbestos characteristics and reporting requirements; - carpentry material handling techniques; - construction terminology; - hazardous materials found in construction work sites; - job safety analysis (JSA) and safe work method statements; - material safety data sheets (MSDS); - material sizes; - materials storage and environmentally friendly waste management; - plans, specifications and drawings; - processes for the calculation of material requirements; - quality requirements and types of carpentry materials; -

types, characteristics, uses and limitations of tools and equipment, and; - workplace and equipment safety requirements.

CPCCCA3001A Carry out general demolition of minor building structures

Locations: Industry, Werribee, Sunshine, Learning Links Geelong.

Prerequisites: CPCCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit of competency specifies the outcomes required to carry out general demolition work of minor building structures to facilitate alterations, extensions and additions to a building. It includes work being completed to a work schedule, plans and specifications.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; - read and interpret: documentation from a variety of sources; plans, specifications and drawings; - report faults; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - numeracy skills to apply measurements and make calculations; - organisational skills, including the ability to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - use a range of mobile technology, such as two-way radio and mobile phones; voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - construction terminology; - demolition and building materials; - demolition operations and techniques; - framing and roofing; - hazardous substances, including lead, fibreglass and asbestos; - job safety analysis (JSA) and safe work method statements; - material safety data sheets (MSDS); - materials storage and environmentally friendly waste management; - plans, specifications and drawings; - plant, tools and equipment types, characteristics, uses and limitation; - processes for the calculation of material removal; - safe use of scaffolding, and; - workplace and equipment safety requirements.

CPCCCA3002A Carry out setting out

Locations: Industry, Werribee, Sunshine, Learning Links Geelong.

Prerequisites: CPCCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit of competency specifies the outcomes required to identify site boundaries and survey indicators, and establishing, measuring and setting up profiled set outs for buildings and structural components of building work.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: communication skills to: determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; - read and interpret: documentation from a variety of sources; plans, specifications and drawings; - report faults; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - numeracy skills to apply measurements and make calculations; - organisational skills, including the ability to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - use a range of mobile technology, such as two-way radio and mobile phones; voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - application and requirements for line, level and plumb in construction projects; - basic construction processes; - basic mathematical techniques associated with setting out; - construction plan, symbols and construction terminology; - construction terminology; - job safety analysis (JSA) and safe work method statements; - processes for interpreting engineering drawings and sketches; - processes for setting out; - project quality requirements; - setting out techniques; - site and equipment safety (OHS) requirements; - site isolation and traffic control responsibilities and authorities, and; - types, characteristics, technical capabilities and limitations of setting out devices.

CPCCA3003A Install flooring systems

Locations: Industry, Werribee, Sunshine, Learning Links Geelong.

Prerequisites: CPCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit of competency specifies the outcomes required to plan, prepare, set out and install timber flooring systems to support imposed loads. It includes application in brick veneer, full masonry and timber frame construction.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; - read and interpret: documentation from a variety of sources; plans, specifications and drawings; - report faults; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - numeracy skills to apply measurements and make calculations; - organisational skills, including the ability to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - use a range of mobile technology, such as two-way radio and mobile phones; voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - construction terminology; - damp proof systems; - floor construction techniques; - flooring system installation techniques; - flooring system materials, including fire control and separation materials required by the Building Code of Australia (BCA) and other legislation; - flooring system types, characteristics, materials, uses and limitations; - imposed loads;

insulation products; - job safety analysis (JSA) and safe work method statements; - material safety data sheets (MSDS); - materials storage and environmentally friendly waste management; - plans, specifications and drawings; - plant, tools and equipment types, characteristics, uses and limitation; - processes for the calculation of material requirements; - quality requirements; - regulations applicable to floor framing and flooring; - setting out and levelling techniques; - termite barriers, and; - workplace and equipment safety requirements.

CPCCA3004A Construct wall frames

Locations: Industry, Werribee, Sunshine, Learning Links Geelong.

Prerequisites: CPCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit of competency specifies the outcomes required to plan, prepare, set out, construct and erect load bearing and non-load bearing wall frames for the different types of loadings determined by the roof top and bracing configuration. It includes set out, cutting and fabrication of both timber and metal wall frames, and the erection, connection and bracing of wall frames to specifications.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; - read and interpret: documentation from a variety of sources; plans, specifications and drawings; - report faults; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - numeracy skills to apply measurements and make calculations; - organisational skills, including the ability to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - use a range of mobile technology, such as two-way radio and mobile phones; voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - construction terminology; - job safety analysis (JSA) and safe work method statements; - material safety data sheets (MSDS); - materials storage and environmentally friendly waste management; - plans, specifications and drawings; - plant, tools and equipment types, characteristics, uses and limitation; - processes for setting out and measuring; - processes for calculating material requirements; - quality requirements for wall frames; - timber types, structural properties and uses including engineered timber products; - wall frame construction techniques; - wall framing materials, including fire control and separation materials required by the Building Code of Australia (BCA) and other legislation, and; - workplace and equipment safety requirements.

CPCCA3005B Construct ceiling frames

Locations: Industry, Werribee, Sunshine, Learning Links Geelong.

Prerequisites: CPCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit of competency specifies the outcomes required to plan, prepare, set out, construct and erect ceiling frames to accommodate ceiling joists, hanging beams, strutting beams and composite beams. It includes selection of members and

setting out of the ceiling frame in conjunction with the roof members.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; - read and interpret: documentation from a variety of sources and plans, specifications and drawings; - report faults; - use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - numeracy skills to apply measurements and make calculations; - organisational skills, including the ability to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - use a range of mobile technology, such as two-way radio and mobile phones; voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - ceiling frame construction techniques; - ceiling framing materials, including steel and their rated fire resistance; - wall framing and roof construction, ceiling lining materials, including fire control and separation required by the National Construction Code (NCC) and other legislation; - construction terminology; - job safety analysis (JSA) and safe work method statements; - material safety data sheets (MSDS); - materials storage and environmentally friendly waste management; - plans, specifications and drawings; - plant, tools and equipment types, characteristics, uses and limitation; - processes for the calculation of material requirements; - quality requirements for ceiling frames; - roofing set out; - timber types, structural properties and uses, including engineered timber products, and; - workplace and equipment safety requirements.

CPCCCA3006B Erect roof trusses

Locations:Industry, Werribee, Sunshine, Learning Links Geelong.

Prerequisites:CPCCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description:This unit of competency specifies the outcomes required to select, set out, erect and brace roof trusses to accommodate roof coverings for waterproofing purposes. It includes gable, hip and valley, and hip roofing types.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; - read and interpret: documentation from a variety of sources, and plans, specifications and drawings; - report faults; - use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - numeracy skills to apply measurements and make calculations; -

organisational skills, including the ability to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - use a range of mobile technology, such as two-way radio and mobile phones; voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - construction terminology; - job safety analysis (JSA) and safe work method statements; - material safety data sheets (MSDS); - materials storage and environmentally friendly waste management; - plans, specifications and drawings; - plant, tools and equipment types, characteristics, uses and limitation; - processes for the calculation of material requirements; - quality requirements for roof trusses; - roof bevels; - roof calculations for lengths, quantities and pitch; - roof load transfer; - roof shape and geometry; - roof truss erection and construction technique; - roof truss materials and installation, including fire control and separation materials required by the National Construction Code (NCC) and other legislation; - roof types and truss components; - roofing regulations; - techniques for lifting and positioning of trusses; - temporary and permanent bracing; - timber types, structural properties and uses, including engineered timber products; - truss set out, and; - workplace and equipment safety requirements.

CPCCCA3007C Construct pitched roofs

Locations:Industry, Werribee, Sunshine, Learning Links Geelong.

Prerequisites:CPCCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description:This unit of competency specifies the outcomes required to select, set out, construct and erect pitched roofs to accommodate roof coverings for waterproofing purposes. It includes scotch valley gable, hip and valley, broken hip and valley and combinations thereof.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; - follow instructions; - read and interpret: documentation from a variety of sources; plans, specifications and drawings; - report faults; - use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - numeracy skills to apply measurements and make calculations; - organisational skills, including the ability to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - use a range of mobile technology, such as two-way radio and mobile phones; voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - ceiling framing; - construction terminology; - job safety analysis (JSA) and safe work method statements; - material safety data sheets (MSDS); - materials storage and environmentally friendly waste management; - pitched roof construction techniques; - plans, specifications and drawings; - plant, tools and equipment types, characteristics, uses and limitation; - processes for the calculation of material requirements; - quality requirements for pitched roofs; - roof calculations for lengths, quantities and pitch; - roof construction

and ceiling lining materials, including fire control and separation material required by the Building Code of Australia (BCA) and other legislation; - roof geometry; - roof set out; - roof types; - roofing materials; - roofing regulations; - timber types, structural properties and uses including engineered timber products, and; - workplace and equipment safety requirements.

CPCCCA3008B Construct eaves

Locations: Industry, Werribee, Sunshine, Learning Links Geelong.

Prerequisites: CPCCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit of competency specifies the outcomes required to prepare, set out and construct eaves, including the cutting and fixing of fascias and barge to provide a finish between the wall and the roof. It includes boxed eaves and the finish to gable ends.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; - read and interpret: documentation from a variety of sources; plans, specifications and drawings; - report faults; - use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - numeracy skills to apply measurements and make calculations; - organisational skills, including the ability to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - use a range of mobile technology, such as two-way radio and mobile phones; voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - construction terminology; - eaves construction techniques, including fire control and separation required by the National Construction Code (NCC) and other legislation; - eaves materials, including their rated fire resistance; - job safety analysis (JSA) and safe work method statements; - levelling techniques; - material safety data sheets (MSDS); - materials storage and environmentally friendly waste management; - plans, specifications and drawings; - plant, tools and equipment types, characteristics, uses and limitation; - processes for the calculation of material requirements; - quality requirements for eaves construction; - roof geometry and construction; - safe use of scaffolding; - timber types, structural properties and uses, including engineered timber products; - wall framing construction, and; - workplace and equipment safety requirements.

CPCCCA3009B Construct advanced roofs

Locations: Industry, Werribee, Sunshine, Learning Links Geelong.

Prerequisites: CPCCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry CPCCCA3007C - Construct pitched roofs

Description: This unit of competency specifies the outcomes required to plan, prepare, set out and construct pitched roofs on irregular plan building shapes which may have skewed, splayed or hexagonal ends. It includes such roofs that include dormer windows and may be of gable, hip, hip and valley, or combinations of these that are applied to different types and styles of buildings.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; - read and interpret: documentation from a variety of sources; plans, specifications and drawings; - report faults; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - numeracy skills to apply measurements and make calculations; - organisational skills, including the ability to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - use a range of mobile technology, such as two-way radio and mobile phones, and; - voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - ceiling framing; - construction terminology; - job safety analysis (JSA) and safe work method statements; - material safety data sheets (MSDS); - materials storage and environmentally friendly waste management; - pitched roof construction techniques, including fire control and separation required by the Building Code of Australia (BCA) and other legislation; - plans, specifications and drawings; - plant, tools and equipment types, characteristics, uses and limitation; - processes for the calculation of material requirements; - quality requirements for advanced roofs; - roof calculations for lengths, quantities and pitch; - roof geometry; - roof set out; - roof types and design; - roofing materials, including their rated fire resistance; - roofing regulations; - timber types, structural properties and uses, including engineered timber products, and; - workplace and equipment safety requirements.

CPCCCA3010A Install and replace windows and doors

Locations: Industry, Werribee, Sunshine, Learning Links Geelong.

Prerequisites: CPCCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit of competency specifies the outcomes required to plan, prepare, set out and install window and door units, and to replace window and door units to different types and styles of buildings for access, security, weather proofing and replacement of defective windows and doors. It includes timber and metal window and door units.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; - read and interpret: documentation from a variety of sources; plans, specifications and drawings; - report faults; - use language and concepts appropriate

to cultural differences; - use and interpret non-verbal communication, such as hand signals; - numeracy skills to apply measurements and make calculations; - organisational skills, including the ability to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - use a range of mobile technology, such as two-way radio and mobile phones; voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - construction terminology; - flashing requirements and installation techniques; - job safety analysis (JSA) and safe work method statements; - material safety data sheets (MSDS); - materials storage and environmentally friendly waste management; - plans, specifications and drawings; - plant, tools and equipment types, characteristics, uses and limitation; - processes for setting out; - processes for the calculation of material requirements; - quality requirements for windows and doors; - window and door installation and replacement techniques; - window and door materials, and; - workplace and equipment safety requirements.

CPCCA301 1A Refurbish timber sashes to window frames

Locations: Industry, Werribee, Sunshine, Learning Links Geelong.

Prerequisites: CPCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit of competency specifies the outcomes required to refurbish timber sashes to window frames to rectify operation of external windows for ongoing use. It includes timber casement windows and double hung windows, and the refitting of timber sashes.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; - read and interpret: documentation from a variety of sources; plans, specifications and drawings; - report faults; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - numeracy skills to apply measurements and make calculations; - organisational skills, including the ability to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - use a range of mobile technology, such as two-way radio and mobile phones; voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - construction terminology; - job safety analysis (JSA) and safe work method statements; - material safety data sheets (MSDS); - materials storage and environmentally friendly waste management; - plans, specifications and drawings; - processes for the calculation of material requirements; - quality requirements for timber sashes and window frames; - timber sash refurbishment techniques; - tools and equipment types, characteristics, uses and limitation; - window frame and sash construction; - window materials; - window measurements and calculations; - window set outs, and; - workplace and equipment safety requirements.

CPCCA301 2A Frame and fit wet area fixtures

Locations: Industry, Werribee, Sunshine, Learning Links Geelong.

Prerequisites: CPCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit of competency specifies the outcomes required to install supporting framework for fixtures and flashings associated with the wet area construction for a bath, shower base and sink or basin unit, and preparation for wet area linings. It includes bathroom, laundry, shower, toilet and en suite wet areas.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; - read and interpret: documentation from a variety of sources; plans, specifications and drawings; - report faults; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - numeracy skills to apply measurements and make calculations; - organisational skills, including the ability to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - use a range of mobile technology, such as two-way radio and mobile phones; voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - capillary action; - construction terminology; - electrolysis and corrosion of dissimilar metals; - framing and fitting wet area fixture techniques; - material safety data sheets (MSDS); - materials storage and environmentally friendly waste management; - plans, specifications and drawings; - plant, tools and equipment types, characteristics, uses and limitation; - processes for setting out and measuring; - processes for the calculation of material requirements; - wall framing; - waterproofing and flashing; - wet area preparation materials; - workplace and equipment safety requirements, and; - job safety analysis (JSA) and safe work method statements.

CPCCA301 3A Install lining, panelling and moulding

Locations: Industry, Werribee, Sunshine, Learning Links Geelong.

Prerequisites: CPCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit of competency specifies the outcomes required to prepare, set out and install lining and panelling to either masonry or timber/metal framed walls. It includes the installation of mouldings to provide decorative finishes.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; - read and interpret: documentation from a variety of sources; plans, specifications and drawings; - report faults; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - numeracy skills to apply measurements and make calculations; - organisational skills, including the ability to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - use a range of mobile technology, such as two-way radio and mobile phones; voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - commonly used timber profiles; - construction terminology; - geometry for raking mouldings, stairs and roofing; - job safety analysis (JSA) and safe work method statements; - lining, panelling and moulding materials; - lining, panelling and moulding techniques; - material safety data sheets (MSDS); - materials storage and environmentally friendly waste management; - plans, specifications and drawings; - plant, tools and equipment types, characteristics, uses and limitation; - processes for the calculation of material requirements; - quality requirements of lining, panelling and moulding, and; - workplace and equipment safety requirements.

CPCCA3014A Construct bulkheads

Locations: Industry, Werribee, Sunshine, Learning Links Geelong.

Prerequisites: CPCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit of competency specifies the outcomes required to construct bulkheads to conceal services or for decorative purposes. It includes straight, curved and geometric shaped bulkheads, generally constructed in situ and includes prefabricated fitments.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; - read and interpret: documentation from a variety of sources; plans, specifications and drawings; - report faults; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - numeracy skills to apply measurements and make calculations; - organisational skills, including the ability to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - use a range of mobile technology, such as two-way radio and mobile phones; voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - bulkhead construction techniques; - bulkhead materials; - construction terminology; - curved geometry; - framing techniques; - job safety analysis (JSA) and safe work method statements; - load and anchor capacities for bulkheads; - material safety data sheets (MSDS); - materials storage and environmentally friendly waste management; - plans, specifications and drawings; - plant, tools and equipment types, characteristics, uses

and limitation; - processes for setting out and measuring; - processes for the calculation of material requirements; - quality requirements for bulkheads, and; - workplace and equipment safety requirements.

CPCCA3015A Assemble partitions

Locations: Industry, Werribee, Sunshine, Learning Links Geelong.

Prerequisites: CPCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit of competency specifies the outcomes required to set out and assemble partitions for the purpose of dividing areas into useable spaces. It includes prefabricated and demountable partitions constructed of timber or metal.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; - read and interpret: documentation from a variety of sources; plans, specifications and drawings; - report faults; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - numeracy skills to apply measurements and make calculations; - organisational skills, including the ability to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - use a range of mobile technology, such as two-way radio and mobile phones; voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - application and requirements for line, level and plumb in construction projects; - construction terminology; - fixing and fasteners; - job safety analysis (JSA) and safe work method statements; - material safety data sheets (MSDS); - materials storage and environmentally friendly waste management; - partition assembly techniques; - partitioning materials; - plans, specifications and drawings; - processes for setting out; - processes for the calculation of material requirements; - quality requirements of partitions; - types, characteristics, uses and limitations of plant, tools and equipment, and; - workplace and equipment safety requirements.

CPCCA3016A Construct timber external stairs

Locations: Industry, Werribee, Sunshine, Learning Links Geelong.

Prerequisites: CPCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit of competency specifies the outcomes required to construct and install timber external stairs, that may involve one or more flights, to provide access into a structure. It includes timber treads and stringers.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; - read and interpret: documentation from a variety of sources; plans, specifications and drawings; - report faults; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - numeracy skills to apply measurements and make calculations; - organisational skills, including the ability to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - use a range of mobile technology, such as two-way radio and mobile phones; voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - application and requirements for line, level and plumb in construction projects; - construction terminology; - job safety analysis (JSA) and safe work method statements; - material safety data sheets (MSDS); - materials storage and environmentally friendly waste management; - plans, specifications and drawings; - plant, tools and equipment types, characteristics, uses and limitation; - processes for setting out and measuring; - processes for calculating material requirements; - quality requirements of timber stairs; - stair building materials; - stair construction techniques; - stair types; - stair regulations, and; - workplace and equipment safety requirements.

CPCCA3017B Install exterior cladding

Locations: Industry, Werribee, Sunshine, Learning Links Geelong.

Prerequisites: CPCCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit of competency specifies the outcomes required to install material finishes applied to an external framed wall surface for the purpose of weatherproofing and securing the building. It includes sheet material, weatherboarding of timber, plastic, metal and fibre cement sheet.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; - read and interpret: documentation from a variety of sources; plans, specifications and drawings; - report faults; - use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - numeracy skills to apply measurements and make calculations; - organisational skills, including the ability to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - use a range of mobile technology, such as two-way radio and mobile phones; voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - construction terminology; - exterior cladding materials and techniques; - flashing and sarking; - job safety analysis (JSA) and safe work method statements; - material safety data sheets (MSDS); - materials storage and environmentally friendly waste management; -

plans, specifications and drawings; - plant, tools and equipment types, characteristics, uses and limitation; - processes for the calculation of material requirements; - quality requirements of exterior cladding; - safe use of scaffolding; - wall frame construction, and; - workplace and equipment safety requirements.

CPCCA3018A Construct, erect and dismantle formwork for stairs and ramps

Locations: Industry, Werribee, Sunshine, Learning Links Geelong.

Prerequisites: CPCCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit of competency specifies the outcomes required to construct, erect and dismantle formwork for stairs and ramps to form up the concrete that may involve one or more flights in order to provide access between floors and/or landings. It includes timber, metal or prefabricated formwork.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; - read and interpret: documentation from a variety of sources; plans, specifications and drawings; - report faults; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - numeracy skills to apply measurements and make calculations; - organisational skills, including the ability to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - use a range of mobile technology, such as two-way radio and mobile phones; voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - application and requirements for line, level and plumb in construction projects; - construction terminology; - formwork materials and techniques; - job safety analysis (JSA) and safe work method statements; - material safety data sheets (MSDS); - materials storage and environmentally friendly waste management; - plans, specifications and drawings; - plant, tools and equipment types, characteristics, uses and limitation; - processes for setting out and measuring; - processes for calculating material requirements; - quality requirements for formwork for stairs and ramps; - regulations on stair construction for safe use, including disability access; - stair and ramp construction, and; - workplace and equipment safety requirements.

CPCCA3019A Erect and dismantle formwork to suspended slabs, columns, beams and walls

Locations: Industry, Werribee, Sunshine, Learning Links Geelong.

Prerequisites: CPCCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit of competency specifies the outcomes required to erect and dismantle formwork to suspended slabs, columns, beams and walls to contain concrete in above ground construction. It includes timber, metal or prefabricated formwork of modular or in situ design.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic

and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; - read and interpret: documentation from a variety of sources; plans, specifications and drawings; - report faults; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - numeracy skills to apply measurements and make calculations; - organisational skills, including the ability to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - use a range of mobile technology, such as two-way radio and mobile phones; voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - application and requirements for line, level and plumb in construction projects; - concrete properties; - construction terminology; - formwork materials and techniques; - hydraulic pressures applied to formwork; - job safety analysis (JSA) and safe work method statements; - material safety data sheets (MSDS); - materials storage and environmentally friendly waste management; - plans, specifications and drawings; - plant, tools and equipment types, characteristics, uses and limitation; - processes for setting out and measuring; - processes for calculating material requirements; - purpose, application and properties of commonly used release agents; - quality requirements of formwork to suspended slabs, columns, beams and walls, and; - workplace and equipment safety requirements.

CPCCA3020A Erect and dismantle jump form formwork

Locations: Industry, Werribee, Sunshine, Learning Links Geelong.

Prerequisites: CPCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit of competency specifies the outcomes required to erect and dismantle jump form formwork to form wall structures where the formwork process is continuous. It includes curved or straight jump form formwork.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; - read and interpret: documentation from a variety of sources; plans, specifications and drawings; - report faults; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - numeracy skills to apply measurements and make calculations; - organisational skills, including the ability to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - use a range

of mobile technology, such as two-way radio and mobile phones; voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - common formwork faults, problems and suitable rectifications; - concrete characteristics and properties in formwork; - construction terminology; - electrical/hydraulic jacking systems; - formwork materials and techniques; - hydraulic pressures applied to formwork; - job safety analysis (JSA) and safe work method statements; - material safety data sheets (MSDS); - materials storage and environmentally friendly waste management; - plans, specifications and drawings; - plant, tools and equipment types, characteristics, uses and limitation; - processes for the calculation of material requirements; - quality requirements for jump form formwork, and; - workplace and equipment safety requirements. .

CPCCA3021A Erect and dismantle slip form formwork

Locations: Industry, Werribee, Sunshine, Learning Links Geelong.

Prerequisites: CPCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit of competency specifies the outcomes required to erect and dismantle slip form formwork to form wall structures where the formwork process is continuous. It includes curved or straight slip form formwork.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; - read and interpret: documentation from a variety of sources; plans, specifications and drawings; - report faults; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - numeracy skills to apply measurements and make calculations; - organisational skills, including the ability to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - use a range of mobile technology, such as two-way radio and mobile phones; voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - common formwork faults, problems and suitable rectifications; - concrete properties; - construction terminology; - electrical/hydraulic jacking systems; - formwork materials and techniques; - hydraulic pressures applied to formwork; - job safety analysis (JSA) and safe work method statements; - material safety data sheets (MSDS); - materials storage and environmentally friendly waste management; - plans, specifications and drawings; - plant, tools and equipment types, characteristics, uses and limitation; - processes for the calculation of material requirements; - quality requirements for slip form formwork, and; - workplace and equipment safety requirements.

CPCCA3022A Install curtain walling

Locations: Industry, Werribee, Sunshine, Learning Links Geelong.

Prerequisites: CPCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit of competency specifies the outcomes required to fit and fix

curtain walling facades to multi-storey structures to provide external cladding of structural steel or reinforced concrete. It includes fabricated frameworks with metal cladding, fabricated framework with glass panels, pre-cast concrete panels, and manufactured and natural stone products in or on the structure.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; - read and interpret: documentation from a variety of sources; plans, specifications and drawings; - report faults; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - numeracy skills to apply measurements and make calculations; - organisational skills, including the ability to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - use a range of mobile technology, such as two-way radio and mobile phones; voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - construction terminology; - curtain walling materials, systems and techniques; - fall arrest system; - job safety analysis (JSA) and safe work method statements; - material safety data sheets (MSDS); - materials storage and environmentally friendly waste management; - plans, specifications and drawings; - processes for the calculation of material requirements; - purpose and safe use of swing scaffolding; - quality requirements for curtain walling; - slings, clutches and other applicable lifting equipment; - tools and equipment types, characteristics, uses and limitation, and; - workplace and equipment safety requirements.

CPCCA3023A Carry out levelling operations

Locations:Industry, Werribee, Sunshine, Learning Links Geelong.

Prerequisites:CPCCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description:This unit of competency specifies the outcomes required to conduct levelling procedures using the rise and fall method and the height of instrument method for the purpose of establishing correct and accurate set out of buildings, their components and preparation. It includes the set up, testing and use of levelling devices and undertaking closed traverses using a range of levelling equipment.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; - read and interpret: documentation from a variety of sources; plans, specifications and drawings; - report faults; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - numeracy skills to apply measurements and make calculations; - organisational skills, including the ability to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - use a range of mobile technology, such as two-way radio and mobile phones; voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - construction terminology; - curtain walling materials, systems and techniques; - fall arrest system; - job safety analysis (JSA) and safe work method statements; - material safety data sheets (MSDS); - materials storage and environmentally friendly waste management; - plans, specifications and drawings; - processes for the calculation of material requirements; - purpose and safe use of swing scaffolding; - quality requirements for curtain walling; - slings, clutches and other applicable lifting equipment; - tools and equipment types, characteristics, uses and limitation, and; - workplace and equipment safety requirements.

specifications and drawings; - report faults; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - numeracy skills to apply measurements and make calculations; - organisational skills, including the ability to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - use a range of mobile technology, such as two-way radio and mobile phones; voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - application and requirements for line, level and plumb in construction projects; - basic construction and levelling processes; - construction plan, symbols and construction terminology; - construction terminology; - job safety analysis (JSA) and safe work method statements; - levelling device types, characteristics, technical capabilities and limitations; - levelling techniques commonly used in construction work; - processes for interpreting engineering drawings and sketches; - processes for setting out; - project quality requirements; - site and equipment safety (OHS) requirements, and; - site isolation and traffic control responsibilities and authorities.

CPCCCM1012A Work effectively and sustainably in the construction industry

Locations:Industry, Werribee, Sunshine, Learning Links Geelong.

Prerequisites:Nil.

Description:This unit of competency specifies the outcomes required to prepare for and sustain effective work within the construction industry. It covers the identification and clarification of the construction industry work context, scope and employment conditions, responsibility required to be accepted by the individual, working in a team, individual career path improvement activities and sustainable work practices and techniques. This unit of competency supports the attainment of basic understanding of the structure, culture and role expectations of workers within the construction industry and sustainable use of materials and resources.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills; - identifying and accurately reporting to appropriate personnel any faults in tools, equipment or materials; - numeracy skills to apply measurements and make calculations; - organisational skills, including the ability to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - technological skills. Students will also be expected to demonstrate the following knowledge: - basic understanding of sustainability on a construction work site; - common construction industry terminology and interpersonal communication requirements; - construction industry quality requirements; - construction industry size, scope of work and national economic importance; - environmental and resource hazards/risks, including compliance with relevant legislation associated with the environment, job specifications and procedures; - federal, state, and territory environmental or sustainability legislation, regulations and codes of practice relevant to this sector and applicable to own work role, e.g. Building Code of Australia (BCA); - job safety analysis (JSA) and safe work method statements; - relevant environmental and resource efficiency systems and practices; - relevant industrial awards and enterprise agreements; - relevant legislation,

regulations and workplace requirements relating to provisions covering discrimination and equal employment opportunity; - site meeting procedures, and; - typical site/team work structure, methods and communication processes.

CPCCCM1013A Plan and organise work

Locations: Industry, Werribee, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to plan and organise individual and group work activities on a construction site. The unit includes identifying task requirements, planning steps and organising work.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: determine or confirm and clarify task requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; - plan steps and organise work activities with others; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - written skills to complete workplace documentation; - evaluating own actions and make judgements about performance and necessary improvements; - identifying and accurately reporting to appropriate personnel any faults in tools, equipment or materials; - interpret information relevant to the work activity including plans, specifications and drawings and documentation from a variety of sources; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - use a range of mobile technology, such as two-way radio and mobile phones; voice and hand signals to access and understand site-specific instructions; - using time management techniques to organise and prioritise work. Students will also be expected to demonstrate the following knowledge: - work activity that needs to be planned and organised; - work safety, environmental and quality requirements; - workplace personnel that are to be involved in planning and organising tasks, and; - workplace reporting requirements.

CPCCCM1014A Conduct workplace communication

Locations: Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to communicate effectively with other workers in a construction workplace environment. It includes gathering, conveying and receiving information through verbal and written forms of communication. This unit of competency supports achievement of communication skills carried out as an integral part of routine work.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

expected to demonstrate the following required skills: - communication skills to communicate with others; - identifying and accurately reporting to appropriate personnel any faults in tools, equipment or materials; - numeracy skills to apply measurements and make calculations; - organisational skills, including the ability to plan and set out work; - participating in meetings; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - technological skills. Students will also be expected to demonstrate the following knowledge: - bulletins; - checklists; - communication devices; - company procedures; - construction terminology; - emergency procedures; - job safety analysis (JSA) and safe work method statements; - material safety data sheets (MSDS) and materials handling methods; - memos; - OHS requirements; - project quality requirements; - signage; - work instructions, and; - workplace policies.

CPCCCM1015A Carry out measurements and calculations

Locations: Industry, Werribee, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to carry out measurements and perform simple calculations to determine task and material requirements for a job in a construction work environment. This unit of competency supports achievement of skills to take measurements and use these to calculate material quantities and calculations for related tasks commonly used and applied in construction work.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills; - identifying and accurately reporting to appropriate personnel any faults in tools, equipment or materials; - numeracy skills to apply measurements, calculations and geometry; - organisational skills, including the ability to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - technological skills. Students will also be expected to demonstrate the following knowledge: - basic calculators; - communication devices; - company procedures; - construction terminology; - job safety analysis (JSA) and safe work method statements; - measuring, calculating, geometry and determination of quantities; - processes for care of measuring equipment; - project quality requirements; - site and equipment safety (OHS) requirements, and; - tolerances.

CPCCCM2001A Read and interpret plans and specifications

Locations: Industry, Werribee, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to read and interpret plans and specifications relevant to construction operations. It includes the identification of types of plans and drawings and their functions, the recognition of commonly used symbols and abbreviations, the identification of key features and specifications on a site plan, the comprehension of written job specifications and the recognition of document status and amendment detail.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic

and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: communication skills to: enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; - read and interpret: documentation from a variety of sources; drawings and specifications; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - identifying and accurately reporting to appropriate personnel any faults in tools, equipment or materials; - numeracy skills to apply measurements and make calculations, including heights, areas, volumes and grades; - organisational skills, including the ability to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - use a range of mobile technology, such as two-way radio and mobile phones, and; - voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - basic calculations of heights, areas, volumes and grades; - commonly used construction symbols and abbreviations; - construction terminology; - drawing conventions; - features of plans and elevations, including direction, scale, key, contours, symbols and abbreviations; - job safety analysis (JSA) and safe work method statements; - key features of formal job specifications; - processes for application of scales in plan preparation and interpretation; - project quality requirements; - site and equipment safety (OHS) requirements, and; - techniques for orienting/confirming the orientation of a plan.

CPCCCM2002A Carry out excavation

Locations: Industry, Werribee, Sunshine, Learning Links Geelong.

Prerequisites: CPCCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit of competency specifies the outcomes required to undertake hand excavation tasks and excavations requiring the assistance of plant machinery to form excavations for footings, and the provision of services. It includes excavation to new and existing sites, and new services or the diversion of existing services.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: assist machine operator; determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; - read and interpret: documentation from a variety of sources; drawings and specifications; - report faults; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - identifying and accurately reporting to appropriate personnel any faults in tools, equipment or materials; - numeracy skills to apply measurements and make calculations; - organisational skills, including the ability to plan and set out work; - teamwork skills to work with others

to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - use a range of mobile technology, such as two-way radio and mobile phones; voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - commonly used in-ground services and identification by relevant markers; - construction terminology; - excavation materials; - excavation techniques; - job safety analysis (JSA) and safe work method statements; - material safety data sheets (MSDS); - materials storage and environmentally friendly waste management; - plans, specifications and drawings; - processes for the calculation of material requirements; - quality requirements; - regulatory requirements for excavation support for safe access; - safe work with common plant used on construction industry sites; - types, characteristics, uses and limitations of tools and equipment, and; - workplace and equipment safety requirements.

CPCCCM2006 Apply basic levelling procedures

Locations: Industry, Footscray Nicholson, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to carry out levelling in a single plane for the purpose of establishing correct and accurate set-out of building components. It includes the set-up, testing and use of levelling devices, and establishing and transferring heights using a range of levelling equipment. The unit supports workers in the construction industry who use a variety of common methods and equipment when working with others and as a member of a team. It applies to levelling work on residential and commercial work sites.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - transfer levels and record differences in height for three different projects as required by job specifications, using at least three of the following levelling devices: a spirit level and straight edge; automatic/optical levelling device; levelling with water technique, and; laser levelling device. In doing the above work, the person must: - conduct a two peg test with an automatic/optical level to confirm that the instrument meets manufacturer tolerances; - locate, interpret and apply relevant information in job specifications to the levelling task; - comply with site safety plan, and health and safety regulations applicable to workplace operations; - comply with organisational policies and procedures, including quality requirements; - safely and effectively use tools and equipment; - communicate and work effectively and safely with others, including using agreed communication signals; - confirm accuracy of the readings taken, including set-up and movement of device in two locations, and; - accurately record results of each levelling procedure according to organisational requirements. Students will also be expected to demonstrate the following knowledge: - characteristics, technical capabilities and limitations of different types of levelling devices; - methods of performing calculations associated with levelling; - processes for setting out levelling tasks; - requirements for line, level and plumb in construction projects; - site and equipment safety requirements relevant to basic levelling procedures; - symbols and construction terminology used when interpreting construction plans; - techniques used when applying basic levelling procedures, and; - contents of and terms used in

job safety analyses (JSA) and safe work method statements (SWMS) and the use of this documentation when levelling.

CPCCCM2006B Apply basic levelling procedures

Locations: Industry, Werribee, Sunshine.

Prerequisites: CPCCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit of competency specifies the outcomes required to carry out levelling in a single plane for the purpose of establishing correct and accurate set-out of building components. It includes the set-up, testing and use of levelling devices, and establishing and transferring heights using a range of levelling equipment.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand, and; follow instructions; - read and interpret: documentation from a variety of sources, and; drawings and specifications; - report faults; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - identifying and accurately reporting to appropriate personnel any faults in tools, equipment or materials; - numeracy skills to apply measurements and make calculations; - organisational skills, including the ability to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - technological skills to: use a range of mobile technology, such as two-way radio and mobile phones; voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - application and requirements for line, level and plumb in construction projects; - basic construction processes; - basic mathematical techniques associated with levelling; - construction terminology; - job safety analysis (JSA) and safe work method statements; - levelling device types, characteristics, technical capabilities and limitations; - levelling techniques related to essential tasks; - processes for interpreting engineering drawings and sketches; - processes for setting out; - project quality requirements; - site and equipment safety (OHS) requirements; - site isolation and traffic control responsibilities and authorities, and; - symbols and construction terminology of construction plans.

CPCCCM2007B Use explosive power tools

Locations: Industry, Werribee, Sunshine, Learning Links Geelong.

Prerequisites: CPCCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit of competency specifies the outcomes required to apply safe and effective operation of explosive power tools (EPT), used to fasten materials or fix fasteners to bases. It includes both direct action and indirect action explosive powered fastening tools.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge

and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; read and interpret: documentation from a variety of sources, and drawings and specifications; report faults; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; written skills to record maintenance in logbook; - identifying and accurately reporting to appropriate personnel any faults in tools, equipment or materials; - numeracy skills to apply measurements and make calculations; - organisational skills, including the ability to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - technological skills to: use a range of mobile technology, such as two-way radio and mobile phones; voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - construction terminology; - EPT materials; - EPT charges and fasteners; - equipment safety manuals and instructions; - job safety analysis (JSA) and safe work method statements; - material safety data sheets (MSDS); - materials storage and environmentally friendly waste management; - plans, specifications and drawings; - processes for the calculation of material requirements; - quality requirements; - relevant Acts, regulations and codes of practice; - security and storage procedures for equipment and charges; - types, characteristics, uses and limitations of plant, tools and equipment, and; - workplace and equipment safety requirements.

CPCCCM2008B Erect and dismantle restricted height scaffolding

Locations: Industry, Werribee, Sunshine, Learning Links Geelong.

Prerequisites: CPCCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit of competency specifies the outcomes required to erect and dismantle restricted height scaffolding to provide work platforms for various occupational applications. It includes placement of safety barriers and only involves modular scaffolding restricted to a height of 4 metres.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; read and interpret: documentation from a variety of sources and drawings and specifications; report faults; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; written skills to record maintenance in logbook; - identifying and accurately reporting to appropriate personnel any faults in tools, equipment or materials; - numeracy skills to apply measurements and make calculations; - organisational skills, including the ability to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds

and with varying physical and mental abilities, and; - technological skills to: use a range of mobile technology, such as two-way radio and mobile phones; voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - general construction terminology; - job safety analysis (JSA) and safe work method statements; - material safety data sheets (MSDS); - materials storage and environmentally friendly waste management; - plans, specifications and drawings; - processes for the calculation of material requirements; - quality requirements; - relevant Acts, regulations and codes of practice; - scaffolding equipment; - scaffolding techniques; - shifting devices; - types, characteristics, uses and limitations of plant, tools and equipment, and; - workplace and equipment safety requirements.

CPCCCM2009A Carry out basic demolition

Locations: Industry, Werribee, Sunshine.

Prerequisites: CPCCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit of competency specifies the outcomes required to remove components from single storey buildings and structures using basic demolition techniques. It includes the preparation of the site for the demolition process and the removal of components.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; - read and interpret: documentation from a variety of sources; drawings and specifications; - report faults; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - identifying and accurately reporting to appropriate personnel any faults in tools, equipment or materials; - numeracy skills to apply measurements and make calculations; - organisational skills, including the ability to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - use a range of mobile technology, such as two-way radio and mobile phones; voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - basic demolition processes and techniques; - construction terminology; - hazards associated with the conduct of manual demolition tasks; - job safety analysis (JSA) and safe work method statements; - material safety data sheets (MSDS); - materials storage and environmentally friendly waste management; - plans, specifications and drawings; - quality requirements; - types, characteristics, uses and limitations of tools and equipment involved in the conduct of manual demolition processes, and; - workplace and equipment safety requirements.

CPCCCM2010B Work safely at heights

Locations: Industry, Werribee, Sunshine, Learning Links Geelong.

Prerequisites: CPCCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit of competency specifies the outcomes required to work safely

on construction sites where the work activity involves working above 1.5 metres from ground level and where fall protection measures are required.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; - use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - organisational skills, including the ability to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - use a range of mobile technology; voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - construction terminology; - job safety analysis (JSA) and safe work method statements; - material safety data sheets (MSDS); - quality requirements; - types, characteristics, uses and limitation of plant, tools and equipment, and; - workplace and equipment safety requirements.

CPCCCM3001 Operate elevated work platforms up to 11 metres

Locations: Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to operate specific types of elevated work platforms (EWPs) safely and effectively in different locations, including on uneven terrain. The unit includes locating, setting up, operating and shutting down scissor lifts and self-propelled boom lifts with a boom length under 11 metres. The unit supports construction workers in the safe and effective operation of electrical, hydraulic and mechanical EWPs. The unit does not cover truck-mounted EWPs, powered telescoping devices, hinged devices or articulated devices, or any combination of these used to support a platform on which personnel, equipment and materials may be elevated to perform work and which has a boom length of 11 metres or more. It applies to construction work on residential and commercial work sites in new construction, renovation or refurbishment, and maintenance projects. Licensing, legislative, regulatory or certification requirements apply to this unit in some States. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate they can set up and operate a self-propelled boom lift (BL) and a scissor lift (SL), both elevated work platforms (EWPs), at two different locations on the site, including moving the plant around the work site safely: The following functions and controls must be performed while operating both BL and SL: - boom up/down; - operate attachments, and; - operate outriggers, where fitted. The following functions and controls must be performed while operating the BL: - slew

left/right, and; - telescope in/out. At least one EWP must be set up and operated on uneven terrain, using outriggers as required. In doing so, when working above six metres, the person must fit harnesses and attach lanyards. In doing the above, the person must also: - establish and apply a rescue plan; - apply safe operating procedures, including conducting operational risk assessment and treatments; - locate, interpret and apply information relating to job requirements; - comply with site safety plan and health and safety legislation, regulations and codes of practice applicable to workplace operations; - safely and effectively use tools, plant and equipment relevant to EWP work; - ensure safe working load of EWP is not exceeded; - communicate with others on the work site using verbal and non-verbal communication and communication technology, and; - work effectively and safely with others on the work site. Students will also be expected to demonstrate the following knowledge: - functions and operational limitations of EWP equipment; - types of EWP equipment and health and safety authority certification of competency requirements; - controls and techniques for using EWP; - health and safety requirements for construction work sites; - processes for identifying equipment faults; - general construction terminology relevant to operating EWPs; - safe operating procedures for operating EWPs, including contents of and terms used in job safety analyses (JSA), safe work method statements (SWMS), and safety data sheets (SDS); - processes for calculating load mass requirements; - quality requirements relevant to operating EWPs; - regulatory and legislative requirements relevant to operating EWPs; - AS 2550 Set: Cranes, hoists and winches - Safe use; - relevant Acts, regulations and codes of practice relevant to working safely at heights on construction sites; - procedures for working safely at heights; - signalling methods and communications relevant to operating EWPs; - types, characteristics, use and limitations of plant, tools and equipment relevant to operating EWPs, and; - use and limitations of fall rescue systems.

CPCCCM3001C Operate elevated work platforms

Locations: Industry, Werribee, Sunshine, Learning Links Geelong.

Prerequisites: CPCCCM201 0B - Work safely at heights CPCCOHS200 1A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit of competency specifies the outcomes required to safely and effectively operate some types of elevated work platforms (EWPs) in a variety of different terrains and situations to access isolated work areas. The unit includes locating, setting up, operating and shutting down EWPs. In addition to achievement of this competency, an EWP operator may need to obtain additional certification of training and experience before being allowed to operate the equipment.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; - read and interpret: documentation from a variety of sources and drawings and specifications; - report faults; - use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - written skills to complete inspection log and handover; - identifying and accurately reporting to appropriate personnel any faults in tools, equipment or materials; - numeracy skills to apply measurements and make calculations; -

organisational skills, including the ability to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - use a range of mobile technology, such as two-way radio and mobile phones; voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - designs, functions and operational limitations of EWP equipment; - EWP equipment types and OHS authority certification of competency requirements; - EWP techniques; - fault finding and identification; - general construction terminology; - job safety analysis (JSA) and safe work method statements; - material safety data sheets (MSDS); - materials storage and environmentally friendly waste management; - plans, specifications and drawings; - processes for the calculation of load mass requirements; - quality requirements; - relevant Acts, regulations and codes of practice; - safe working at heights; - signalling methods and communications; - types, characteristics, uses and limitations of plant, tools and equipment, and; - workplace and equipment safety requirements.

CPCCCM3003 Work safely around electrical sources, services and assets

Locations: Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to ensure the safety of personnel and equipment when working with or operating plant while in close proximity to electrical sources, underground and overhead services, and assets. The unit supports construction workers working on powered construction sites who must check and confirm the location of electrical sources, underground and overhead services, and assets before commencing work. It applies to residential and commercial work sites.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills on two different sites: - locate electrical sources, underground and overhead services, and assets; - undertake work according to the safe work method statement (SWMS), and; - retreat from powered area on completion of work. The above work must involve: - locating, interpreting and applying information, standards and specifications relating to working safely around electrical sources, services and assets; - complying with site safety plan and work health and safety (WHS) legislation, regulations and codes of practice applicable to workplace operations; - locating on-site electrical sources, underground and overhead services, and assets and identifying associated required safe work practices; - installing safety signage and barricades before commencing work, and; - safely positioning plant and equipment on site, giving consideration to location of electrical sources, underground and overhead services, and assets. Students will also be expected to demonstrate the following knowledge: - environmental requirements relevant to the work site and job task; - equipment safety requirements, including procedures for accessing and interpreting; - procedures for materials storage and environmentally friendly waste management; - techniques to read and interpret plans, specifications and drawings; - safe work practices required on construction sites, and; - types, characteristics, uses and limitations of plant, tools and equipment used in the work specified in performance evidence.

CPCCCO2013A Carry out concreting to simple forms

Locations: Industry, Werribee, Sunshine, Learning Links Geelong.

Prerequisites: CPCCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit of competency specifies the outcomes required to safely install formwork, reinforcement and place and finish concrete for the construction of minor slabs, pathways and other minor works to a specified design finish. The unit includes positioning the truck, placing concrete from truck to work area, spreading concrete and cleaning up site.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; - read and interpret: documentation from a variety of sources; drawings and specifications; - report faults; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - evaluating own actions and making judgments about performance and necessary improvements; - identifying and accurately reporting to appropriate personnel any faults in tools, equipment or materials; - organisational skills, including the ability to plan and set out work; - recognising procedures, following instructions, responding to change and contributing to workplace responsibilities, such as current work site environmental and sustainability frameworks or management systems; - teamwork skills to coordinate own work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - use a range of mobile technology, such as two-way radio and mobile phones; voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - concrete materials; - concreting techniques; - general construction terminology; - job safety analysis (JSA) and safe work method statements; - levelling techniques; - material safety data sheets (MSDS); - materials storage and environmentally friendly waste management; - plans, drawings and specifications; - processes for the calculation of material requirements; - quality requirements; - simple formwork and reinforcing componentry; - types, characteristics, uses and limitations of plant, tools and equipment, and; - workplace and equipment safety requirements.

CPCCJN2001A Assemble components

Locations: Industry, Sunshine.

Prerequisites: CPCCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit specifies the outcomes required to assemble manufactured components to form a completed constructed unit.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting

of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - ability to recognise procedures, respond to change and contribute to workplace responsibilities, such as current work site environmental or sustainability frameworks or management systems; - communication skills to: enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; read and interpret drawings and specifications; use and interpret non-verbal communication, and; use language and concepts appropriate to cultural differences; - innovation skills to select appropriate tools and equipment, respond to workplace challenges and put ideas into action; - numeracy skills to apply measurements; - planning and organisational skills to identify requirements, apply relevant resources and sequence tasks; - problem solving skills to recognise and take action to rectify minor faults and problems, and; - teamwork skills to be able to work with others to action tasks and relate to people from a range of cultural, social, ethnic backgrounds and with varying physical and mental abilities. Students will also be expected to demonstrate the following knowledge: - interpretation of drawings and specifications; - job safety analysis (JSA) and safe work method statements; - manufacturing and assembly processes in constructing componentry units; - measuring and marking processes and techniques related to assembling units; - temporary bracing techniques, and; - workplace and equipment safety requirements.

CPCCJN2002B Prepare for off-site manufacturing process

Locations: Industry, Sunshine.

Prerequisites: CPCCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit specifies the outcomes required to prepare material for the manufacturing process and assemble components to form manufactured units.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - ability to recognise procedures, respond to change and contribute to workplace responsibilities, such as current work site environmental or sustainability frameworks or management systems; - communication skills to: enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; read and interpret drawings; use and interpret non-verbal communication, and; use language and concepts appropriate to cultural differences; - innovation skills to select appropriate tools and equipment, respond to workplace challenges and put ideas into action; - numeracy skills to apply measurements; - planning and organisational skills to identify requirements, apply relevant resources and sequence tasks; - problem solving skills to recognise and take action to rectify minor faults and problems, and; - teamwork skills to be able to work with others to action tasks and relate to people from a range of cultural, social, ethnic backgrounds and with varying physical and mental abilities. Students will also be expected to demonstrate the following knowledge: - National Construction Code (NCC) and relevant Australian standards; - construction materials and their characteristics; - fasteners and fixings relevant to unit assembly processes; - interpretation of workshop drawings and specifications; - job safety analysis (JSA) and safe work method statements; - measurement and calculation processes relevant

to manufacturing work; - types and uses of static machines; - types of adhesives relevant to unit assembly processes; - types of construction material and component manufacturing processes, and; - workplace and safety requirements.

CPCCN2003A Package manufactured products for transport

Locations: Industry, Sunshine.

Prerequisites: CPCCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit specifies the outcomes required to use appropriate types of packaging systems to protect finished products from damage during transportation.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - ability to recognise procedures, respond to change and contribute to workplace responsibilities, such as current work site environmental or sustainability frameworks or management systems; - communication skills to: enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; use and interpret non-verbal communication, and; use language and concepts appropriate to cultural differences; - innovation skills to select appropriate tools and equipment, respond to workplace challenges and put ideas into action; - numeracy skills to apply measurements and calculations; - planning and organisational skills to identify requirements, apply relevant resources and sequence tasks; - problem solving skills to recognise and take action to rectify minor faults and problems, and; - teamwork skills to be able to work with others to action tasks and relate to people from a range of cultural, social, ethnic backgrounds and with varying physical and mental abilities. Students will also be expected to demonstrate the following knowledge: - basic packaging techniques; - construction products and their protection requirements; - materials handling related to work orientation; - measurement and calculations related to packaging products; - organisation's quality assurance requirements; - transporting techniques; - types of packaging materials and packaging systems, and; - workplace safety requirements.

CPCCN3001A Use static machines

Locations: Industry, Sunshine.

Prerequisites: CPCCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit specifies the outcomes required to use static machines, which are those fixed to a set location for their operation, as applies with off-site manufacturing processes.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - ability to recognise procedures, respond to change and contribute to workplace responsibilities, such as

current work site environmental or sustainability frameworks or management systems; - communication skills to: enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; - use and interpret non-verbal communication; - use language and concepts appropriate to cultural differences; - innovation skills to select appropriate tools and equipment, respond to workplace challenges and put ideas into action; - numeracy skills to workplace requirements; - problem solving skills to recognise and take action to rectify minor faults and problems, and; - teamwork skills to be able to work with others to action tasks and relate to people from a range of cultural, social, ethnic backgrounds and with varying physical and mental abilities. Students will also be expected to demonstrate the following knowledge: - basic maintenance of static machines; - job safety analysis (JSA) and safe work method statements; - materials handling related to working with static machines; - types of static machines and their operation, and; - workplace and equipment safety requirements.

CPCCN3002A Use computer-controlled machinery

Locations: Industry, Sunshine.

Prerequisites: CPCCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit specifies the outcomes required to program, load and operate computer-controlled machinery for the production of components.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - ability to recognise procedures, respond to change and contribute to workplace responsibilities, such as current work site environmental or sustainability frameworks or management systems; - communication skills to: enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; - read and interpret drawings, specifications and job designs; - use and interpret non-verbal communication; use language and concepts appropriate to cultural differences; - basic keyboarding skills; - basic problem and fault-finding skills with software applications; - innovation skills to select appropriate tools and equipment, respond to workplace challenges and put ideas into action; - numeracy skills to apply workplace requirements; - planning and organisational skills to identify requirements, apply relevant resources and sequence tasks; - problem solving skills to recognise and take action to rectify minor faults and problems, and; - teamwork skills to be able to work with others to action tasks and relate to people from a range of cultural, social, ethnic backgrounds and with varying physical and mental abilities. Students will also be expected to demonstrate the following knowledge: - construction materials and their characteristics; - hardware requirements for relevant software; - job safety analysis (JSA) and safe work method statements; - measuring techniques relevant to dimensions and shape; - range of software applications appropriate to computer numerically-controlled (CNC) equipment; - types and uses of computer-controlled machinery; - types of static machines and machining processes, and; - workplace and equipment safety requirements.

CPCCN3003A Manufacture components for door and window frames and doors

Locations: Industry, Sunshine.

Prerequisites: CPCCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit specifies the outcomes required to carry out machining and manufacturing processes to set out component material in preparation for the assembly of window frames, sashes, doors and door frames.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - ability to recognise procedures, respond to change and contribute to workplace responsibilities, such as current work site environmental or sustainability frameworks or management systems; - communication skills to: enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; - read and interpret: drawings and specifications; relevant building codes and standards; - use and interpret non-verbal communication; - use language and concepts appropriate to cultural differences; - innovation skills to select appropriate tools and equipment, respond to workplace challenges and put ideas into action; - numeracy skills to measure and calculate dimensions; - planning and organisational skills to identify requirements, apply relevant resources and sequence tasks; - problem solving skills to recognise and take action to rectify minor faults and problems, and; - teamwork skills to be able to work with others to action tasks and relate to people from a range of cultural, social, ethnic backgrounds and with varying physical and mental abilities. Students will also be expected to demonstrate the following knowledge: - AS1473 Guarding and safe use of woodworking machinery; - common material identification marking systems; - component setting out techniques; - job safety analysis (JSA) and safe work method statements; - manufacturing processes for door and window construction; - materials and their characteristics relevant to window and door construction; - measuring techniques relevant to setting up static machines; - setting up processes for static machines; - types and uses of static machines, and; - workplace and equipment safety requirements.

CPCCJN3004A Manufacture joinery components

Locations: Industry, Sunshine.

Prerequisites: CPCCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit specifies the outcomes required to carry out machining and manufacturing processes for component material in preparation for assembling joinery components.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - ability to recognise procedures, respond to change and contribute to workplace responsibilities, such as

current work site environmental or sustainability frameworks or management systems; - communication skills to: enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; - read and interpret: drawings and specifications; MSDS data; standards; - use and interpret non-verbal communication; - use language and concepts appropriate to cultural differences; - innovation skills to select appropriate tools and equipment, respond to workplace challenges and put ideas into action; - numeracy skills to apply measurements and calculations and to identify data; - planning and organisational skills to identify requirements, apply relevant resources and sequence tasks; - problem solving skills to recognise and take action to rectify minor faults and problems, and; - teamwork skills to be able to work with others to action tasks and relate to people from a range of cultural, social, ethnic backgrounds and with varying physical and mental abilities. Students will also be expected to demonstrate the following knowledge: - AS1473 Guarding and safe use of woodworking machinery; - interpretation of working drawings and specifications; - job safety analysis (JSA) and safe work method statements; - machining processes relevant to joining of joinery components; - materials and their characteristics relevant to joinery unit construction; - materials identification marking systems; - measuring and setting out processes relevant to joinery unit components; - types and characteristics of adhesives relevant to manufacture of joinery units and components; - types and characteristics of fixings and fasteners relevant to joinery unit construction; - types and uses of static machines; - types of firmments and their construction; - types of framework and their construction, and; - workplace and equipment safety requirements.

CPCCJN3005A Cut and install glass

Locations: Industry, Sunshine.

Prerequisites: CPCCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit specifies the outcomes required to manually cut glass to simple shapes for installation purposes.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - ability to recognise procedures, respond to change and contribute to workplace responsibilities, such as current work site environmental or sustainability frameworks or management systems; - communication skills to: enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand and follow instructions; - read and interpret: drawings and specifications and glazing schedules; - use and interpret non-verbal communication; - use language and concepts appropriate to cultural differences; - innovation skills to select appropriate tools and equipment, respond to workplace challenges and put ideas into action; - numeracy skills to apply measurements; - planning and organisational skills to identify requirements, apply relevant resources and sequence tasks; - problem solving skills to recognise and take action to rectify minor faults and problems, and; - teamwork skills to be able to work with others to action tasks and relate to people from a range of cultural, social, ethnic backgrounds and with varying physical and mental abilities. Students will also be expected to demonstrate the following knowledge: - AS1288 Glass in buildings - Selection and installation; - job safety

analysis (JSA) and safe work method statements; - material handling processes related to glass; - measuring and setting out processes relevant to glass cutting; - safe procedures for glass cutting; - types of glass and their characteristics, and; - workplace and equipment safety requirements.

CPCCS3002A Manufacture stair components for straight flighted stairs

Locations: Industry, Sunshine.

Prerequisites: CPCCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit specifies the outcomes required to undertake the manufacturing processes required to prepare and manufacture components for the assembly of straight flighted stairs.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - ability to recognise procedures, respond to change and contribute to workplace responsibilities, such as current work site environmental or sustainability frameworks or management systems; - communication skills to: enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; - read and interpret drawings and specifications; - use and interpret non-verbal communication; - use language and concepts appropriate to cultural differences; - innovation skills to select appropriate tools and equipment, respond to workplace challenges and put ideas into action; - numeracy skills to apply measurements and calculations; - planning and organisational skills to identify requirements, apply relevant resources and sequence tasks; - problem solving skills to recognise and take action to rectify minor faults and problems, and; - teamwork skills to be able to work with others to action tasks and relate to people from a range of cultural, social, ethnic backgrounds and with varying physical and mental abilities. Students will also be expected to demonstrate the following knowledge: - basic stair design; - Building Code of Australia (BCA) requirements relevant to stair building and installation; - commonly used stair construction and joining methods; - interpretation of drawings and specifications; - job safety analysis (JSA) and safe work method statements; - materials identification marking systems; - measuring and setting out processes relevant to stair construction; - organisation's quality assurance requirements; - types and characteristics of adhesives, fixings and fasteners related to stair construction; - types and characteristics of stairs; - types and uses of static machines; - types of materials and their characteristics related to stair construction, and; - workplace and equipment safety requirements.

CPCCS3003A Assemble and install stairs

Locations: Industry, Werribee, Sunshine, Learning Links Geelong.

Prerequisites: CPCCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit specifies the outcomes required to assemble prepared components required for the assembly and installation of a timber stair to location.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge

and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - ability to recognise procedures, respond to change and contribute to workplace responsibilities, such as current work site environmental or sustainability frameworks or management systems; - communication skills to: enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; - read and interpret drawings and specifications; - use and interpret non-verbal communication; - use language and concepts appropriate to cultural differences; - innovation skills to select appropriate tools and equipment, respond to workplace challenges and put ideas into action; - numeracy skills to apply calculations; - planning and organisational skills to identify requirements, apply relevant resources and sequence tasks; - problem solving skills to recognise and take action to rectify minor faults and problems, and; - teamwork skills to be able to work with others to action tasks and relate to people from a range of cultural, social, ethnic backgrounds and with varying physical and mental abilities. Students will also be expected to demonstrate the following knowledge: - adhesives, fixings and fasteners related to stair construction; - assembling procedures for stairs; - interpretation of drawings and specifications; - job safety analysis (JSA) and safe work method statements; - levelling techniques; - materials and their characteristics, relevant to stair construction; - making of components; - materials identification; - measuring and setting out related to assembling and installing stairs; - organisation's quality assurance requirements; - stair construction and joining methods; - types of stairs, and; - workplace and equipment safety requirements.

CPCCS3004A Manufacture and install continuous handrailing and special stair components

Locations: Industry, Sunshine.

Prerequisites: CPCCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit specifies the outcomes required to prepare, join and install continuous handrailing and special stair components. Special stair components include wreaths, scrolls, bullnosed steps and decorative features.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: ability to recognise procedures, respond to change and contribute to workplace responsibilities, such as current work site environmental or sustainability frameworks or management systems; - communication skills to: enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; - read and interpret drawings and specifications; - use and interpret non-verbal communication; - use language and concepts appropriate to cultural differences; - innovation skills to select appropriate tools and equipment, respond to workplace challenges and put ideas into action; - interpret drawings and documentation; - numeracy skills to apply measurements and calculations; - planning and organisational skills to identify requirements, apply relevant resources and

sequence tasks; - problem solving skills to recognise and take action to rectify minor faults and problems, and; - teamwork skills to be able to work with others to action tasks and relate to people from a range of cultural, social, ethnic backgrounds and with varying physical and mental abilities. Students will also be expected to demonstrate the following knowledge: - commonly used stair construction and joining methods; - identification marking of materials systems; - interpretation of drawings and specifications; - job safety analysis (JSA) and safe work method statements; - measuring and setting out processes relevant to manufacturing and installing stair components; - methods of forming and constructing handrails; - organisation's quality assurance requirements; - special feature components of stair construction; - timber carving and moulding techniques; - types and characteristics of stairs; - types and use of adhesives, fixings and fasteners relevant to stair construction; - types and uses of static machines; - types of materials and their characteristics relevant to stair construction, and; - workplace and equipment safety requirements.

CPCCJS3006A Construct fabricated stairs

Locations: Industry, Sunshine.

Prerequisites: CPCCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit specifies the outcomes required to construct fabricated stairs, which may involve one or more flights in their structure and could incorporate fabricated components that are alternatives to timber components.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - ability to recognise procedures, respond to change and contribute to workplace responsibilities, such as current work site environmental or sustainability frameworks or management systems; - communication skills to: enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; - read and interpret drawings and specifications; - use and interpret non-verbal communication; - use language and concepts appropriate to cultural differences; - innovation skills to select appropriate tools and equipment, respond to workplace challenges and put ideas into action; - numeracy skills to apply measurements and calculations; - planning and organisational skills to identify requirements, apply relevant resources and sequence tasks; - problem solving skills to recognise and take action to rectify minor faults and problems, and; - teamwork skills to be able to work with others to action tasks and relate to people from a range of cultural, social, ethnic backgrounds and with varying physical and mental abilities. Students will also be expected to demonstrate the following knowledge: - BCA requirements relevant to stairs; - factors governing design of stairs; - interpretation of drawings and specifications; - job safety analysis (JSA) and safe work method statements; - measurement and calculation processes related to lineal measurements in stair design; - stair construction techniques; - terminology of stair components and dimensional relationships; - types and characteristics of stairs, and; - types and uses of materials used in stair construction.

CPCCJS3011A Design and set out stairs

Locations: Industry, Sunshine.

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Prerequisites: CPCCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit specifies the outcomes required to design and set out dressed material to prepare for manufacturing processes in preparation for the assembly of components to construct a stair.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - ability to recognise procedures, respond to change and contribute to workplace responsibilities, such as current work site environmental or sustainability frameworks or management systems; - communication skills to: enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; - read and interpret drawings and specifications; - use and interpret non-verbal communication; - use language and concepts appropriate to cultural differences; - innovation skills to select appropriate tools and equipment, respond to workplace challenges and put ideas into action; - numeracy skills to apply measurements and calculations; - planning and organisational skills to identify requirements, apply relevant resources and sequence tasks; - problem solving skills to recognise and take action to rectify minor faults and problems, and; - teamwork skills to be able to work with others to action tasks and relate to people from a range of cultural, social, ethnic backgrounds and with varying physical and mental abilities. Students will also be expected to demonstrate the following knowledge: - Building Code of Australia (BCA); - calculations related to lineal measurements in stair design; - component parts of balustrades, landings and stairs; - drawings and specifications; - handling of materials relevant to stair construction; - job safety analysis (JSA) and safe work method statements; - materials relevant to stair construction; - measuring and setting out related to stair construction; - organisation's quality assurance requirements; - stair construction and joining methods; - terminology of components and dimensional relationships; - tools and equipment related to stair setting out; - types of stairs, and; - workplace and equipment safety requirements.

CPCCLDG3001A License to perform dogging

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit specifies the outcomes required to perform slinging techniques, including the selection and inspection of lifting gear and/or the directing of the crane operator in the movement of the load when the load is out of view of the crane/operator for licensing purposes.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication techniques in the workplace including whistles, hand signals and use of fixed channel two-way radios; - communication skills at a level sufficient to communicate with other site

personnel; - calculate rated capacity of lifting equipment; - apply different methods for making temporary connections to loads using fibre and synthetic ropes; - ability to interpret rated capacity and working load limit tags; - hazard identification and control; - slinging techniques; - selection and inspection of lifting equipment; - directing crane operators in the moving of loads in a safe manner, using a slewing crane, and; - inspection and care of a wide range of lifting equipment to appropriate Australian Standards and/or manufacturer's specifications. Students will also be expected to demonstrate the following knowledge: - appropriate mathematical procedures for estimation and measurement of loads; - basic knowledge of types of cranes and their functions; - Commonwealth, state or territory OHS legislation, standards and codes of practice relevant to the full range of techniques for undertaking dogging activities; - load stability and safety factors in line with manufacturer's specifications; - types of lifting equipment and slinging techniques for use, and their limitations and performance in a wide range of conditions (including but not limited to slings, beams, accessories, clamps, work-boxes, bins and pallets), and; understanding of the hierarchy of control.

CPCLRG3001A License to perform rigging - Basic level

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit specifies the outcomes required to perform basic rigging work associated with movement of plant and equipment, steel erections, hoists (including mast climbing hoists), placement of pre-cast concrete, safety nets and static lines, perimeter safety screens and shutters; and cantilever crane loading platforms for licensing purposes.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - ability to calculate Safe Working Load (SWL) and Working Load Limit (WLL); - ability to erect and dismantle, level, plumb and stabilise associated plant and structures; - ability to work safely at heights including the correct application of safety equipment; - accurate interpretation of basic structural charts and structural plans (site information); - applying methods for making temporary connections of ropes using fibre and synthetic types; - apply methods of splicing and whipping fibre and synthetic ropes; - correct application and use of all rigging and associated equipment; - risk assessment and hazard control strategies; - interpersonal and communication skills at a level sufficient to site/workplace requirements. This includes the relevant communication methods and equipment, and; - verify problems and equipment faults and demonstrate appropriate response. Students will also be expected to demonstrate the following knowledge: - appropriate mathematical procedures for estimation and measurement of loads; - ability to interpret manufacturer's specifications for all plant and equipment use in rigging operations; - knowledge of principles relating to all plant, equipment and structural stability; - knowledge of the types and functions of rigging, safety and associated equipment including an understanding of their limitations; - organisational and workplace standards, requirements, policies and procedures for rigging; - understanding of the hierarchy of hazard identification and control; - relevant Commonwealth, state or territory and local government OHS legislation, standards and codes of practice for undertaking rigging activities; - understanding of inspection and maintenance requirements of a wide range of appropriate plant and equipment

in line with Australian Standards or manufacturer's specifications, and; - estimation of ground bearing pressures of the full range of soil types and associated ground conditions for setting up plant and equipment.

CPCLSF2001A Licence to erect, alter and dismantle scaffolding basic level

Locations: Industry, Werribee, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit specifies the outcomes required to erect, alter and dismantle scaffolding at the basic level, consisting of scaffolding work connected with the operation or use of modular or pre-fabricated scaffolds, cantilevered materials hoists with a maximum working load of 500kg, ropes and gin wheels, safety nets and static lines, and bracket scaffolds (tank and formwork) for licensing purposes.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - ability to calculate Safe Working Load (SWL) and Working Load Limit (WLL); - ability to erect scaffold within the scope of the basic scaffolder; - ability to erect, level, plumb and stabilise cantilever hoists and scaffolds; - ability to interpret manufacturer's specifications for plant and equipment; - ability to work safely at heights; - ability to set up fall arrest systems, including safety nets; - ability to work safely in confined spaces; - accurate interpretation of basic structural charts and structural plans; - applying methods for making temporary connection using fibre ropes; - correct application of all scaffolding equipment; - methods for making temporary connection of guy ropes and static lines using Flexible Steel Wire Rope (FSWR), and; - verify problems and equipment faults and demonstrate appropriate response. Students will also be expected to demonstrate the following knowledge: - use of appropriate mathematical procedures for estimation and measurement of loads Commonwealth, state or territory OHS legislation and local government regulations, including standards and codes of practice relevant to the full range of techniques for undertaking basic scaffolding activities; - knowledge of principles relating to plant and equipment stability; - knowledge of types of scaffolding and their application; - knowledge of scaffolding erection and dismantling techniques; - knowledge of types of hoists, plant and equipment associated with basic scaffolding and their use/s; - risk assessment and control, including understanding of the hierarchy of control; - estimation of bearing pressures of the full range of soil types and associated ground conditions for setting up plant and equipment; - load capabilities of different types of scaffolding constructions; - understanding and application of organisational and workplace standards, requirements, policies and procedures for scaffolding; - safety equipment applicable to scaffolding; - understanding and application of the inspection and maintenance requirements for basic scaffold, associated equipment and scaffold equipment, and; - uses and limitations of tools and equipment, appropriate to scaffolding tasks and activities.

CPCCOHS1001A Work safely in the construction industry

Locations: Industry, Werribee, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to undertake Occupational Health and Safety (OHS) induction training within the construction industry. It requires the ability to demonstrate personal awareness of OHS legislative

requirements, and the basic principles of risk management and prevention of injury and illness in the construction industry. Licensing requirements will apply to this unit of competency depending on the regulatory requirements of each jurisdiction.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - clarify OHS legislative requirements; - verbally report construction hazards and risks; - ask effective questions; - relay information to others; - discuss OHS issues and information; - explain the basic OHS legislative requirements which will be applicable to own work; - explain the meaning of safety signs and symbols; - identify common construction hazards, and; - discuss the basic principles of risk management. Students will also be expected to demonstrate the following knowledge: - applicable Commonwealth, State or Territory OHS legislation, regulations, standards, codes of practice and industry standards/guidance notes relevant to own work, role and responsibilities; - basic principles of risk management and assessment for construction work; - common construction hazards; - common construction safety signage and its meanings; - general construction emergency response and evacuation procedures; - general construction work activities that require licenses, tickets or certificates of competency; - general first aid response requirements; - general procedures for raising OHS issues; - general procedures for reporting OHS hazards, accidents, incidents, emergencies, injuries, near misses and dangerous occurrences; - general procedures for responding to hazards, incidents and injuries; - general workers' compensation and injury management requirements; - OHS hierarchy of controls; - OHS responsibilities and rights of duty holders; - own responsibilities to comply with safe work practices; - role of OHS committees and representatives; - types of common personal protective equipment and fire safety equipment, and; - types of OHS information and documentation.

CPCCOHS2001A Apply OHS requirements, policies and procedures in the construction industry

Locations: Industry, Werribee, Sunshine, Learning Links Geelong.

Prerequisites:Nil.

Description:This unit of competency specifies the outcomes required to carry out OHS requirements through safe work practices at any on or off-site construction workplace. It requires the performance of work in a safe manner through awareness of risks and work requirements, and the planning and performance of safe work practices with concern for personal safety and the safety of others. This unit of competency covers fundamental OHS necessary to undertake work tasks within any sector in the construction industry. It includes the identification of hazardous materials, including asbestos, and compliance with legislated work safety practices. It does not cover removal of asbestos, which is a licensed activity.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - ability to accurately recognise OHS hazards, including asbestos and take all opportunities to alleviate safety problems in a variety of construction work sites and environments; - capacity to deal calmly and effectively with any potential safety problems and work closely with other team members and supervisors to ensure safe working conditions are maintained; - communication skills; - identifying and accurately reporting to appropriate personnel any faults in tools, equipment or materials; - organisational skills, including the ability to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - technological skills. Students will also be expected to demonstrate the following knowledge: - asbestos management code prevention of exposure; - basic first aid procedures; - common construction industry terminology; - common workplace safety hazards and risks and procedures for reporting these to designated personnel; - construction industry communications equipment and use; - construction industry health and safety signage; - emergency response and evacuation procedures; - JSA and safe work method statements; - MSDS; - OHS hierarchy of control and role of OHS committees and representatives; - relevant legislation, regulations and workplace requirements relating to OHS, including hazard reduction and personal safety, including duty of care responsibilities, workers' compensation and injury management requirements; - safe manual handling techniques; - safe work practices in normal working environment; - safety equipment, policies and requirements for working in confined spaces and at height, including on rooves; - tools and equipment prohibited for use near identified asbestos-containing materials (ACM); - types of fires and basic firefighting equipment; - types, possible location and risks of ACM, including serpentine and amphibole groups, and their use in common building materials; - types, purpose and use of construction industry personal protective equipment and clothing, and; - workplace and equipment safety requirements.

CPCCPD3021A Prepare surfaces for painting

Locations: Industry, Sunshine.

Prerequisites:CPCCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description:This unit of competency specifies the outcomes required to restore, repair and prepare different material surfaces for the application of paint. The unit includes planning and preparation for the work, preparation of new or uncoated surfaces, preparation of previously coated surfaces, preparation of previously wallpapered surfaces for painting and completion of clean-up activities.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand and follow instructions; - read and interpret: documentation from a variety of sources and drawings and specifications; - report faults; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - evaluating own actions and making judgments about performance and

necessary improvements; - identifying and accurately reporting to appropriate personnel any faults in tools, equipment or materials; - organisational skills, including the ability to plan and set out work; - recognising procedures, following instructions, responding to change and contributing to workplace responsibilities, such as current work site environmental and sustainability frameworks or management systems; - teamwork skills to coordinate own work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - technological skills to: use a range of mobile technology, such as two-way radio and mobile phones, and; voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - corrosion processes and techniques for the protection of metals; - hazards associated with lead, asbestos, solvents, chemicals and dust; - job safety analysis (JSA) and safe work method statements; - material safety data sheets (MSDS); - materials storage and environmentally friendly waste management; - paint application testing procedures; - painting and decorating terminology; - plans, drawings and specifications; - prevention and/or rectification procedures for surface coating defects; - procedures, products and techniques associated with preparation of surfaces; - procedures, products and techniques associated with removal of wallpaper; - processes for the calculation of material requirements; - properties and surface preparation requirements of new substrates; - quality requirements; - required protection for application of clear or stained finishes; - surface coating technology, and; - workplace and equipment safety requirements.

CPCSC2002A Erect and dismantle basic scaffolding

Locations: Industry, Werribee, Sunshine, Learning Links Geelong.

Prerequisites: CPCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit of competency specifies the outcomes required to erect and dismantle a range of modular scaffolding systems to provide work platforms for construction purposes. It includes edge protection, access ways and falsework (scaffold support systems for formwork).

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: determine requirements; follow instructions; - read and interpret: documentation from a variety of sources; drawings and specifications; - report faults; - use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - written skills to complete inspection log and handover; - identifying and accurately reporting to appropriate personnel any faults in tools, equipment or materials; - numeracy skills to apply measurements and calculations; - organisational skills, including the ability to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - use a range of mobile technology, such as two-way radio and mobile phones; voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - general construction terminology; - job safety analysis (JSA) and safe work method statements; - lifting devices; - material safety data sheets (MSDS); - materials storage and environmentally friendly waste management; - plans, drawings and

specifications; - plant, tools and equipment types, characteristics, uses and limitations; - processes for the calculation of material requirements; - quality requirements; - relevant Acts, regulations and codes of practice; - scaffolding equipment and techniques, and; - workplace and equipment safety requirements.

CPCCSF2003A Cut and bend materials using oxy-LPG equipment

Locations: Industry, Werribee, Sunshine, Learning Links Geelong.

Prerequisites: CPCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit of competency specifies the outcomes required to heat, cut and bend construction materials using oxy-LPG equipment. It includes planning and preparation for the work, setting up and testing the equipment, cutting materials, heating and bending materials, shutdown of equipment and completion of clean-up activities.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: determine requirements; follow instructions; - read and interpret: documentation from a variety of sources; drawings and specifications; - report faults; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - identifying and accurately reporting to appropriate personnel any faults in tools, equipment or materials; - mathematical and numeracy skills to apply measurements and calculations; - organisational skills, including the ability to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - use a range of mobile technology, such as two-way radio and mobile phones; voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - construction and steel fixing terminology; - job safety analysis (JSA) and safe work method statements; - material safety data sheets (MSDS); - materials storage and environmentally friendly waste management; - oxy acetylene and LPG heating and cutting equipment set-up and operating techniques; - oxy acetylene and LPG heating and cutting equipment types, characteristics, uses and limitations; - plans, drawings and specifications; - processes for the calculation of material requirements; - quality requirements; - types and properties of steel fixing materials, and; - workplace and equipment safety requirements.

CPCCSF2004A Place and fix reinforcement materials

Locations: Industry, Werribee, Sunshine, Learning Links Geelong.

Prerequisites: CPCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit of competency specifies the outcomes required to place and fix reinforcement for concrete work as part of construction processes. It includes planning and preparation for the work, final preparation for placement, placing and fixing reinforcement, checking the reinforcement and completing clean-up activities.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: determine requirements; follow instructions; - read and interpret: documentation from a variety of sources; drawings and specifications; - report faults; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - identifying and accurately reporting to appropriate personnel any faults in tools, equipment or materials; - numeracy skills to apply calculations; - organisational skills, including the ability to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - use a range of mobile technology, such as two-way radio and mobile phones; voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - construction and steel fixing terminology; - job safety analysis (JSA) and safe work method statements; - job specifications related to the layout of reinforcement materials; - material safety data sheets (MSDS); - materials storage and environmentally friendly waste management; - plans, drawings and specifications; - processes for the calculation of material requirements; - quality requirements; - reinforcement materials placement and fixing techniques; - types, properties, uses and limitations of reinforcement materials, and; - workplace and equipment safety requirements. .

CPCCSG3001 Design and lay out digital signs for production

Locations: Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to design and lay out signs using industry-recognised design software and to prepare files to be print ready. The unit supports sign manufacturers who design and modify signs according to client requirements and prepare artwork for a range of diverse outputs, which can include vehicles, posters, billboards and panels. Sign designs can be simple or complex in nature according to the range of software functionality used and the nature and volume of elements used to design the sign.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. A person who demonstrates competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit, and must design and lay out three different signs each consisting of letters and graphics and a minimum of three different colours, according to the following specifications: - one sign must be for a standard vehicle door, and use a logo, at least three lines of text, and a standard font; - one sign must manipulate the logo and lettering designed for the standard vehicle door, and lay out the design for a light box panel in landscape measuring minimum 1200 x 2400 mm, and; - one sign must be for a minimum 1200 x 2400 mm panel in portrait, and use three text blocks each containing at least three lines of text and at least two different images sourced from an image database. In doing the above

work, the person must: - apply design theory to each sign, using colour effectively to create signs with visual impact; - apply design and layout principles suited to the specified output giving consideration to how each sign will be displayed and the conditions under which each sign will be viewed, and; - use industry-recognised software to produce the sign design and lay out a print ready file. Students will also be expected to demonstrate the following knowledge: - principles and application of design and layout theory relevant to sign manufacture, including: balance; colour and colour harmony; contrast; - principles and application of letter legibility relevant to sign manufacture, including: format of text; letter spacing; letter styles, and; type of font used; - techniques for conveying image concept and meaning of the design through the choice and features of typography; - use of dimensions, symbols, abbreviations and key features of designs for signs; - uses and functionality of industry-recognised software for designing and laying out signs; - types, characteristics, uses and limitations of vector and raster files when designing signs; - Australian and international standards relevant to the design of signs used in public spaces, including: AS 1319 Safety signs for the occupational environment, and; - terminology used in the design and layout of signs.

CPCCSG3002 Produce and apply vinyl signs

Locations: Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to produce simple and complex vinyl signs using relevant software, vinyl plotters and weeding tools. The unit supports sign manufacturers who produce vinyl signs according to client requirements, for attachment to a range of surfaces, including vehicles, metals and glass. Vinyl signs can be used for advertising, promotional, branding or directional purposes.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit, and must produce three vinyl signs using a vinyl plotter according to the following specifications: - one sign containing only lettering in a single colour, and; - one sign containing lettering and a simple graphic, consisting of at least three different colours. Each sign must be applied to a different surface selected from the following: glass; metal; plastic, and; vehicle body. In producing each sign, the person must ensure no damage to the vinyl during the weeding or cutting processes. In the event of damage caused, the person must demonstrate correct procedures to rectify or reproduce the vinyl sign. In applying the sign to each surface, the person must: correctly use materials to prepare the surface; apply the signs at the specified heights and levels, and; check for damage to the vinyl or surface that could have occurred during the application process and rectify damage. Students will also be expected to demonstrate the following knowledge: - attributes, characteristics and composition of different vinyl types used to produce signs; - functionality and operation of vinyl plotters used to produce vinyl signs, including: blade offset setting; blade types; cleaning and maintenance requirements; cutting pressure and speeds appropriate to the task; test cut requirements, and; vinyl tracking characteristics; - functions and limitations of relevant graphic design software used in producing vinyl signs; - impact of different temperatures on vinyl application;

- legislation, codes and standards relevant to the specific production work in performance evidence; - principles of vinyl cutting, and; - terminology used in signs.

CPCCSG3003 Colour manage signs

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit of competency specifies the outcomes required to assess and apply colour consistently across a range of visual media used to produce signs. It requires the application of colour theory and an ability to use industry-recognised software, hardware and colour matching systems for a range of output devices. The unit supports sign manufacturers working with different media where the accuracy and consistency of colour are critical to the quality of the final product.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. A person who demonstrates competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit, and must accurately colour match three different digital signs using each of the following devices in the process: computer monitor; digital press; printer; proofer; scanner. A different colour matching system should be used on each of the three signs, selected from: cyan, magenta, yellow and black (CMYK); pantone matching system (PMS), red, green and blue (RGB). In doing the above work, the person must: - accurately calibrate devices to be used in sign production workflow; - apply a colour matching system according to job requirements; - adjust colour and contrast to ensure legibility as appropriate to the task, and; - check and confirm colour consistency is achieved across each output device and rectify any fault in colour matching. The person must then select three different colours from one of the digital signs and produce a colour match in paint for each colour. Students will also be expected to demonstrate the following knowledge: - uses, applications and limitations of a range of colour matching systems used in the manufacture of signs, including: black and white; CMYK; grey scale; PMS; RGB; - functionality and limitations of software used to apply and manage colour in the manufacture of signs; - principles of colour legibility and the use of contrast; - principles and application of colour harmony, including: analogous; complementary; monochromatic; split complementary, and; - uses, principles and applications of colour theory in sign manufacture.

CPCCSG3004 Print digital signs

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit of competency specifies the outcomes required to produce finished signs from print ready digital files, using printers and their associated software. Signs can be printed on to a range of substrates, including paper, vinyl, glass, fabric and aluminium composite, using a range of printing technology and equipment. They may also be laminated for protection. The unit supports sign manufacturers using industry-recognised software and printing equipment to produce signs that are displayed for commercial, advertising, informative and promotional purposes. Digitally printed signs can be used to produce banners, illuminated signs, billboards, panels and vehicle graphics.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic

and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit, and must print three different signs from digital files on each of the following media: aluminium composite; paper; vinyl. At least one sign must be produced using a flatbed printer and one sign using a roll to roll digital printer. Laminate one of the finished signs, selecting laminate for the printed substrate according to type of printed media and job requirements and safely and effectively undertaking laminating processes. In doing the above work, the person must: - handle and use uncompressed file formats correctly in the digital printing process; - apply digital colour management principles when using software and output media; - correctly handle media used in the digital printing process; - select and set up appropriate printers for the task and conduct routine maintenance appropriate to the printer; - identify printing and laminating defects and rectify faults to ensure job requirements are met, and; - operate raster image processor (RIP) software in the printing process. Students will also be expected to demonstrate the following knowledge: - characteristics of different types of digital printing output devices, including: flatbed printers; roll to roll printers; ultraviolet (UV) printers; - types and characteristics of various digital printing products; - principles of colour theory and their application in printing digital signs; - range and application of different laminates; - techniques and process for laminating signs; - safety data sheets (SDS) relevant to the use of printing tools and equipment; - procedures for routine maintenance and cleaning of printers; - statutory and regulatory authority requirements, particularly those relating to: removal of waste products; storage of chemicals; - terminology and use of abbreviations in the signs and graphics industry, and; - use and application of uncompressed file formats, including: encapsulated post script (EPS); portable document format (PDF); RAW file, and; tagged image file format (TIFF).

CPCCSG3005 Engrave signs

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit of competency specifies the outcomes required to engrave signs using specialist rotary engravers. It covers setting up and initialising computer software to interact with the engraving system, preparing tools and materials for engraving, and operating high speed equipment to produce detailed sign artwork that meets client requirements. The unit supports sign manufacturers who produce fine, detailed markings on various materials, including metal and non-metal.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit, and must engrave three signs each containing four lines of text, with a border and a centred graphic or logo as follows: - at least one sign must be engraved on one of the following metal surfaces:

aluminium; brass; stainless steel, and; - at least one sign must be engraved on one of the following non-metal surfaces: acrylic; engraving laminate. In doing the above work, the person must: - select and prepare cutter tools and equipment for the task; - set up engraving software with accurate parameters for the task, including speed, depth and number of passes appropriate to the task, and; - engrave and finish the sign to client requirements using cleaning and polishing materials. Students will also be expected to demonstrate the following knowledge: - application of the following typography elements in sign-writing and engraving; - engraving processes; - manufacturer specifications for the safe use and maintenance of engravers and cutters; - processes to check and ensure correct grammar, spelling and punctuation and their application in engraving signs; - safe operating procedures for the use of high speed cutting tools and equipment used in engraving, and; - safety data sheets (SDS) relevant to the use of engraving tools.

CPCCSG3006 Apply gilding to signs

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit of competency specifies the outcomes required to prepare background surfaces, and mask, draft and apply gilding to lettering, shapes, heraldic and other decorative forms of signs. The unit supports sign manufacturers who apply traditional sign-writing techniques and materials to apply gilding to signs.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - must produce one word of gilded lettering on two different sign surfaces selected from the following: glass; metal; stained timber. In doing the above work, the person must: - prepare the sign surface using selected materials and processes; - lay out sign design accurately to scale on sign surface and apply a decorative technique to the lettering, and; - clean finished sign and surface area. Students will also be expected to demonstrate the following knowledge: - theory of letter spacing when laying out signs; - methods and application of design transfer; - range and use of gilding materials and their characteristics; - techniques for gilding and producing gilded surfaces; - methods for identifying dimensions, symbols, abbreviations and key features of signs from sign designs and drawings; - purpose and application of the following when applying gilding to signs: safety data sheets (SDS); safe work method statements (SWMS); - techniques for measuring and setting out layout of signs to be gilded; - preparation techniques for surfaces used in gilding signs; - workplace, statutory and regulatory authority requirements relevant to handling materials used in gilding sign; - terminology and use of abbreviations in the signs and graphics industry; - traditional and contemporary font styles, and; - types and characteristics of tools and equipment used to apply water gilding.

CPCCSG3009 Screen-print signs

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit of competency specifies the outcomes required to screen-print signs. The unit supports sign-writers who print directly on to materials, including fabric and paper, using screen-printing tools and techniques.

Required Reading:The qualified trainer and assessor will provide teaching and

learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - must screen-print three signs each consisting of letters and at least one graphic as follows: - one sign must be screen-printed to one of the following metals: aluminium; stainless steel; - one sign must be screen-printed to one of the following fabrics: cotton; gauze; polyester; silk, and; - one sign must be screen-printed to at least one of the following substrates: glass; paper; plastic; wood. At least two of the above signs must measure at least 1 square metre. In doing the above work, the person must: - reproduce a design and transfer design to material for screen-printing; - cut screen design to shape, and; - construct screen ready for printing as appropriate to the task. Students will also be expected to demonstrate the following knowledge: - colour selection techniques and principles and their application in screen-printed signs; - methods for identifying dimensions, symbols, abbreviations and key features of signs from sign designs and drawings; - purpose and application of the following when screen-printing signs: safety data sheets (SDS); safe work method statements (SWMS); - principles and techniques for the layout of signs; - relevant Australian standards; - statutory and regulatory authority requirements relating to the use of materials used in screen-printing signs; - techniques for cutting designs for screens and screen-printing; - range of traditional and contemporary font styles for use in screen-printing signs, and; - terminology and use of abbreviations in screen-printing.

CPCCSG3011 Install LED technology into signs

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit of competency specifies the outcomes required to select and install light emitting diode (LED) systems into signs. It covers identifying the appropriate LED system to achieve job requirements, laying out and installing the system into position, and connecting and circuit testing the system to ensure consistent distribution of light. The unit supports sign manufacturers producing illuminated signs. It applies to signs illuminated using LED technology, including light boxes and fabricated letters which, depending on how the modules are positioned inside the letter, will produce either face-illuminated or halo-lit signs. Where LED lighting is less than 240 volts, no licensing, legislative, regulatory or certification requirements apply to this unit of competency at the time of endorsement. Should lighting be above 240 volts, relevant state and territory regulatory authorities should be consulted to confirm licensing, legislative, regulatory or certification requirements that apply to this unit of competency.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit, and must select and install light emitting diode (LED) systems into three signs as follows: - two fabricated lower case 'b' in

Helvetica font, measuring at least 600 mm high x 75 mm wide, and 100 mm deep and mounted to a white surface: one must be face illuminated, with the face of the letter formed of opal acrylic and the back of the letter with a PVC foam backing; one must be halo lit, with the sides and face of the letter formed of non-illuminating cast acrylic and the back of the letter formed of clear acrylic, and; - one freestanding back lit light box measuring up to 1800 mm x 300 mm x 100 mm, with an opal acrylic face. In doing the above work, the person must: - identify and confirm client requirements for the finished job, including: colour and brightness requirements; location for finished sign; quality and performance requirements of finished sign; - lay out, install and secure the LED modules to each sign to ensure even and consistent lighting, and; - test lights and correct any faults in light distribution. Students will also be expected to demonstrate the following knowledge: - application and use of: safety data sheets (SDS) when working with LED components; safe work method statements (SWMS) when installing LED systems into signs; - capacity of different surface types to absorb or reflect LED light; - electrical theory relevant to selecting and using LED technology for signs, including: processes to calculate maximum driver loading for LED modules; regulation of electrical current in LED systems; - principles and application of design and layout theory relevant to sign manufacture, including: balance; colour and colour harmony; contrast; - use, application and limitations of red, green and blue (RGB) colour system in LED signs; - limitations of sign manufacturer's role when working with electrical components, including licensing and regulatory requirements applicable to working with electricity; - pitch as it relates to positioning LED modules in fabricated letters and light boxes; - requirements for working safely around power sources, services and assets; - techniques for evaluating and using: LED systems and packages; LED components; - uses, applications and limitations of LED technology for illuminating signs, including: colour types and limitations; components; durability; semi-conductor chip technology characteristics; systems and system packages; - processes to manage heat generated by LED, and; - terminology used in manufacture of signs.

CPCCSG3012 Fabricate signs

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit of competency specifies the outcomes required to fabricate signs using acrylic sheets and metal framing. Fabricated signs are used for a range of purposes, including light boxes, point of sale product trays, monoliths, pylons and individual letters. The unit supports sign manufacturers who fabricate custom-made signs in response to client design requirements.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit, and must fabricate three different signs as follows: - a lower case letter 'b' in Clarendon font, using acrylic sheeting, with a minimum 50 mm return and 300 mm height; - a letter 'D' in Helvetica font, using stainless steel or aluminium, with a minimum 50 mm return and 300 mm height, and; - an aluminium light box with a minimum 300 mm acrylic front and back panel with a 100 mm edge; with the front and back of the light box being acrylic with a minimum of 4.5 mm thickness. In doing the above work, the person must use at

least three of the following tools and equipment: - acrylic glues and heating equipment; - battery drill; - CAD/CAM routing equipment; - glass marking pencil; - guillotine; - metal ruler or tape measure; - welding tools and equipment; - scribe; - square, and; - surface cutting equipment. For each sign to be fabricated, the person must: - identify the job requirements for the sign; - select and prepare tools, equipment and materials to fabricate the sign; - select, correctly fit, and use personal protective equipment (PPE) relevant to the task; - accurately calculate required material quantities; - safely and accurately measure and cut materials to size; - fabricate and assemble the sign; - trim and clean the sign, rectify any faults; - store sign safely, and; - clean the work area and dispose of any waste materials. Students will also be expected to demonstrate the following knowledge: - fabrication techniques used when working with acrylic; - folds and tolerances of light weight metals used in fabricating signs; - techniques for using rotary routers and other tools when cutting materials used in fabricating signs; - types, characteristics and applications of high and medium impact acrylic; - statutory and regulatory authority requirements, particularly those relating to: removal of waste products; storage of chemicals and materials; work health and safety relevant to fabricating signs; - techniques used to weld aluminium and galvanised steel up to 3 mm in thickness; - types, uses and limitations of: different extrusion systems used in sign manufacture; modular directory systems used in sign manufacture; - purpose and application of the following when using tools, equipment and materials to fabricate signs: safety data sheets (SDS); safe work method statements (SWMS), and; - use of manufacturer specifications when using tools, equipment and materials to fabricate signs. .

CPCCSG3013 Paint letters and decorative effects for signs

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit of competency specifies the outcomes required to manually paint signs on surfaces, comprised of various letter types and graphics. It covers setting out the sign to scale from a smaller design template using different layout methods; selecting and using tools and equipment to paint letters and graphics; and using brush strokes, techniques and decorative effects to achieve the desired result. The unit supports sign manufacturers who produce customised signs that are painted directly on to surfaces for a range of purposes, including advertising boards and retail signs.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - must produce four hand-painted signs using both simple and decorative lettering, and; - signs must be produced to scale and measure a minimum of 1 square metre for at least two of the following surfaces: glass; masonry; metals; plastics; wood. One of the above hand-painted signs must include a small graphic logo with at least four different colours. A different layout method must be used for each of the above signs, ensuring that the following four methods are used in total: computer-generated; direct on to substrate; overhead projection; pounce method. In doing the above work, the person must demonstrate: - correct use of techniques to measure, and calculate and apply scale and dimension when producing the final sign; - correct selection and use of brushes, paints and brush techniques to produce job requirements; - correct preparation of

paints and other tools and equipment; - application of health and safety requirements, and; - assessment of own work throughout the process, and identification and rectification of faults in painting letters and decorative effects. Students will also be expected to demonstrate the following knowledge: - characteristics, style and sign-writing techniques for simple alphabets; - characteristics, style and sign-writing techniques for decorative alphabets; - methods for calculating and applying dimensions and scale when laying out signs; - contents of and terms used in safe work method statements (SWMS) applicable to sign-writing to decorative forms; - principles of design applicable to lettering; - relevant Australian standards; - purpose and application of manufacturer specifications when working with paints and chemicals used to sign write decorative forms; - statutory and regulatory authority requirements relating to painting letters and decorative effects for signs; - techniques to produce layout accurately to balanced design, and; - terminology and use of abbreviations in the signs and graphics industry.

CPCCSG3016 Prepare surfaces for signs

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit of competency specifies the outcomes required to ensure surfaces are prepared and ready for fixing signs. The unit covers assessing surfaces, which can include metals, plastics, brick and plasterboard walls; identifying the extent of preparation required; selecting and preparing equipment; and applying materials to the surface safely and effectively, minimising damage to surrounding areas. The unit supports sign manufacturers who install signs in a range of indoor and outdoor settings.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - must safely prepare the following surfaces each measuring at least one square metre, in readiness for application of signs: brick wall; gyprock wall; metal; plastic. In doing the above work, the person must: - use appropriate sanding and cleaning techniques for each surface; - select, prepare and apply correct undercoat and primer for a painted surface; - apply paint using each of following application methods: brush paint; roll paint; spray paint, and; - identify and rectify defects in paint application. Students will also be expected to demonstrate the following knowledge: - range of coating types and their characteristics; - range of undercoats and primers and their application to different surfaces; - purpose and application of the following when preparing surfaces for signs: manufacturer specifications relating to paint and other products used in surface preparation; safety data sheets (SDS); safe work method statements (SWMS); - safety and environmental legislation, regulations and codes of practice applicable to working with paint and other products used in surface preparation, and; - statutory and regulatory authority requirements.

CPCCSG3017 Erect and install signs

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit of competency specifies the outcomes required to erect and install signs to surfaces and structures, safely and according to client requirements. The unit supports installers of signs working in a range of settings who must ensure

appropriate permits are in place prior to erecting a sign, that the surface is suitable for installing the sign, and that appropriate fasteners and fixings have been selected for the task.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - must erect and install two signs as follows: - one sign must measure at least 1200 x 2400 mm, be constructed of aluminium no more than 5 mm thick, and be fixed using appropriate fixings and fastenings to one of the following surfaces: acrylic; glass; masonry; metal; plasterboard; plastic; timber, and; - one sign must measure at least 1200 x 2400 mm, be constructed of aluminium no more than 5 mm thick, and be positioned as a freestanding sign to two aluminium posts or poles measuring no less than 90 x 90 mm. In doing the above work, the person must: - check and confirm the need for planning permissions to install the signs in specified location; - check and confirm the site for services and assets below ground; - assess the sign installation requirements relevant to the work site, identifying potential risks and hazards and demonstrating measures to mitigate potential work site risks and hazards; - ensure the structural integrity of the supporting background, including taking steps to ensure reinforcement is arranged if required; - follow safety procedures when erecting and installing above signs; - identify and select methods for erecting and installing above signs, including selecting tools, fasteners and fixings giving consideration to the characteristics of the signs, and; - prepare the work site for installation and install the signs according to job requirements. Students will also be expected to demonstrate the following knowledge: - purpose and application of the following when erecting and installing signs: safety data sheets (SDS); safe work method statements (SWMS); - effect of mechanical and chemical fixings and fastenings used to install signs on different surfaces; - load bearing specifications for a range of fastener and fixing measurements and calculations relating to material quantities; - relevant Australian and New Zealand standards in relation to the installation of signs; - statutory and regulatory authority requirements; - types and uses of tools and equipment used for installing signs, and; - processes and practices for working safely around power sources, services and assets.

CPCCSH2003A Apply and install sealant and sealant devices

Locations:Sunshine.

Prerequisites:CPCCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description:This unit specifies the outcomes required to apply sealants and sealant devices to structures.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - ability to recognise procedures, respond to change and contribute to workplace responsibilities, such as

current work site environmental sustainability frameworks or management systems; - communication skills to: enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand and follow instructions; - use and interpret non-verbal communication; - use language and concepts appropriate to cultural differences; - innovation skills to select appropriate tools and equipment, respond to workplace challenges and put ideas into action; - numeracy skills to apply measurements and calculations relevant to surface areas; - problem solving skills to recognise and take action to rectify minor faults and problems, and; - teamwork skills to be able to work with others to action tasks and relate to people from a range of cultural, social, ethnic backgrounds and with varying physical and mental abilities. Students will also be expected to demonstrate the following knowledge: - AS1940 The storage and handling of flammable combustible liquids; - behaviour of sealant materials used in structures; - job safety analysis (JSA) and safe work method statements; - measurement and calculation techniques relevant to surface areas; - safe materials handling techniques and requirements, including hazardous materials relevant to sealant application work; - safe use of scaffolding and working platforms; - types and performance of sealants used in buildings; - types and use of hand tools and equipment relevant to sealant application and installation work, and; - workplace and equipment safety requirements.

CPCSSH3001A Set out and assemble cabinets, showcases, wall units, counters and workstations

Locations: Industry, Sunshine.

Prerequisites: CPCCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit specifies the outcomes required to set out component parts and assemble and fit them to complete the construction of a fitment.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - ability to recognise procedures, respond to change and contribute to workplace responsibilities, such as current work site environmental or sustainability frameworks or management systems; - communication skills to: enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; - read and interpret drawings and specifications; - use and interpret non-verbal communication; - use language and concepts appropriate to cultural differences; - innovation skills to select appropriate tools and equipment, respond to workplace challenges and put ideas into action; - numeracy skills to apply measurements and calculations; - planning and organisational skills to identify requirements, apply relevant resources and sequence tasks; - problem solving skills to recognise and take action to rectify minor faults and problems, and; - teamwork skills to be able to work with others to action tasks and relate to people from a range of cultural, social, ethnic backgrounds and with varying physical and mental abilities. Students will also be expected to demonstrate the following knowledge: - types of fitments; - adhesives, fixings and fasteners relevant to fitment construction; - clearances associated with types of finishes to surfaces; - organisation's quality assurance requirements; - drawings and specifications; - handling of materials

relevant to fitment construction; - manufacturing processes for fitment components; - materials and their characteristics relevant to fitment construction; - measurement and marking related to making set-out for fitments; - methods of constructing fitments; - setting out, assembling and fixing procedures for fitment construction; - use of tools and equipment relevant to setting out materials, manufacturing and assembling processes for fitments, and; - workplace and safety requirements.

CPCSSH3005A Apply and trim decorative finishes

Locations: Sunshine.

Prerequisites: CPCCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit specifies the outcomes required to prepare and apply decorative and ornamental edgings and add-ons as finishes to specified designs.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - ability to recognise procedures, respond to change and contribute to workplace responsibilities, such as current work site environmental or sustainability frameworks or management systems; - communication skills to: enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand and follow instructions; - read and interpret drawings and specifications; - use and interpret non-verbal communication; - use language and concepts appropriate to cultural differences; - innovation skills to select appropriate tools and equipment, respond to workplace challenges and put ideas into action; - numeracy skills to apply measurements and calculations; - problem solving skills to recognise and take action to rectify minor faults and problems, and; - teamwork skills to be able to work with others to action tasks and relate to people from a range of cultural, social, ethnic backgrounds and with varying physical and mental abilities. Students will also be expected to demonstrate the following knowledge: - commonly used decorative and ornamental finishes; - fixings and fasteners relevant to affixing decorative edgings and add-ons; - interpretation of drawings and specifications; - job safety analysis (JSA) and safe work method statements; - materials and their characteristics relevant to decorative edgings and add-ons; - measuring and setting out related to decorative finishes; - organisation's quality assurance requirements, and; - workplace and environment safety requirements.

CPCSSH3006A Apply finishes

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit specifies the outcomes required to prepare and apply types of finishing materials to surfaces.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

expected to demonstrate the following required skills: - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; - follow instructions; - use and interpret non-verbal communication; - use language and concepts appropriate to cultural differences; - recognise procedures, respond to change and contribute to workplace responsibilities, such as current work site environmental or sustainability frameworks or management systems; - select appropriate tools and equipment, respond to workplace challenges and put ideas into action; - literacy skills to read and interpret drawings, specifications and relevant Australian standards; - numeracy skills to calculate material requirements; - planning and organising skills to identify requirements, apply relevant resources and sequence tasks; - problem-solving skills to recognise and take action to rectify minor faults and problems, and; - teamwork skills to be able to work with others to action tasks and relate to people from a range of cultural, social, ethnic backgrounds and with varying physical and mental abilities. Students will also be expected to demonstrate the following knowledge: - interpretation of construction specifications; - job safety analysis (JSA) and safe work method statements; - organisation's quality assurance requirements; - surface preparation relevant to material surfaces and applied finishes; - types and performance of finished surfaces; - types and uses of finishing materials; - types of applicators and equipment relevant to applying finishing materials; - types of hazardous materials and safe handling requirements; - types of material substrates and surfaces, and; - workplace and equipment safety requirements.

CPCCWC3003A Install dry wall passive fire-rated systems

Locations: Industry, Werribee, Sunshine, Learning Links Geelong.

Prerequisites: CPCCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit of competency specifies the outcomes required to select and install dry wall fire-rated systems to walls and ceilings. It includes planning and preparation for installation; installation of approved systems for timber stud walls, steel stud partitions, shaft walls, timber joist and suspended ceilings; and completion of post-installation activities.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: follow instructions; - read and interpret: documentation from a variety of sources; drawings and specifications; - recognise procedures; - report faults; - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - written skills to record results of checks and tests and relevant work completion procedures; - evaluate own actions and make judgments about performance and necessary improvements; - identifying and accurately reporting to appropriate personnel any faults in tools, equipment or materials; - organisational skills, including the ability to plan and set out work; - respond to change and contribute to workplace responsibilities, such as current work site environmental and sustainability frameworks and management systems; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - use a range of

mobile technology, such as two-way radio and mobile phones; voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - basic combustion theory; - dry wall passive fire-rated T-systems installation techniques and processes; - job safety analysis (JSA) and safe work method statements; - material safety data sheets (MSDS); - materials storage and environmentally friendly waste management; - plans, drawings and specifications; - processes for the calculation of material requirements; - quality requirements; - range of materials commonly used in the installation of dry wall passive fire-rated systems; - regulations and building codes related to dry wall passive fire-rated systems; - tools and equipment used in the installation of dry wall passive fire-rated systems; - types and specifications for dry wall passive fire-rated systems related to steel stud and timber stud walls, shaft walls, timber joists and suspended ceilings; - wall and ceiling terminology, and; - workplace and equipment safety requirements.

CPCCWHS1001 Prepare to work safely in the construction industry

Locations: Industry, Werribee, Sunshine, Learning Links Geelong..

Prerequisites: Nil.

Description: This unit of competency specifies the mandatory work health and safety training required prior to undertaking construction work. The unit requires the person to demonstrate personal awareness and knowledge of health and safety legislative requirements in order to work safely and prevent injury or harm to self and others. It covers identifying and orally reporting common construction hazards, understanding basic risk control measures, and identifying procedures for responding to potential incidents and emergencies. It also covers correctly selecting and fitting common personal protective equipment (PPE) used for construction work.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify and orally report two construction hazards; - orally explain how risk could be reduced or removed in relation to those two hazards; - select appropriate personal protective equipment (PPE) to control the risk; - orally explain basic procedures for responding to incidents and emergencies, including types and purpose of the following fire safety equipment: fire blankets; fire extinguishers, including water, carbon dioxide, powder and foam, and; hose reels and mains; - identify and orally explain the meaning of required safety signs and symbols; - orally explain the purpose of job safety analyses (JSAs), safe work method statements (SWMS) and safety data sheets (SDS), and; - orally explain the roles of the following designated health and safety personnel: first aid officers; work health and safety representatives; work health and safety committee members; supervisors. The person must also demonstrate correctly fitting to themselves the PPE listed below: - eye protection; - hearing protection; - hard hat, and; - high visibility retro reflective vest. Students will also be expected to demonstrate the following knowledge: - basic duty of care, and the roles, rights and responsibilities of business owners and workers in relation to working safely while undertaking construction work; - basic meaning of the terms 'hazard' and 'risk'; - basic principles of risk management; - basic procedures for accessing first aid; - construction hazards; - construction work that requires a high risk work licence; - types, purpose and use of PPE used in construction, as specified in the performance evidence, and including safety footwear, harnesses and respiratory protection, and

ultraviolet (UV) protective clothing and sunscreen; - construction emergencies; - construction incidents; - safe work practices that should be followed in construction work, and; - meanings and symbols associated with construction safety signs, symbols and tags.

CPCWHS3001 Identify construction work hazards and select risk control strategies

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit of competency specifies the outcomes required to participate in preparing a job safety analysis (JSA) for general hazards, or a safe work method statement (SWMS) for high risk work hazards, on construction sites according to the level of responsibility of the work role as specified in work health and safety (WHS) legislation. The unit supports construction workers undertaking work on a construction site alone or as part of a team to identify hazards and select risk control strategies. It applies to construction work on residential and commercial work sites in new construction, renovation or refurbishment, and maintenance projects.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. The person must also: - develop a new job safety analysis (JSA) for general hazards in consultation with relevant company personnel for two different job tasks on two different work sites; - revise one of the JSA prior to starting work, identifying changed conditions and where appropriate, amending the JSA to reflect changed hazards and risk control strategies; - develop a new safe work method statement (SWMS) for high-risk work in consultation with relevant company personnel for two different job tasks on two different work sites, and; - revise one of the SWMS prior to starting work, identifying changed conditions and where appropriate, amending the SWMS to reflect changed hazards and risk control strategies. In doing the above work, the person must: - inspect the work sites to identify potential hazards associated with work site and tasks; - identify and review compliance with requirements relating to each work site and potential task-related hazards; - consult with relevant personnel to select risk control strategies for both general hazards and high-risk work, and; - document and store the above JSA and SWMS according to workplace requirements. Students will also be expected to demonstrate the following knowledge: - common hazards and causes of incidents and near misses on construction sites; - compliance requirements in relation to identified job tasks and work sites; - construction hand and power tools, and equipment and plant relevant to the identified job tasks, and requirements for their safe handling and operation; - format and content requirements for JSA and SWMS; - principles of the hierarchy of controls; - purpose and application of safety data sheets (SDS) when working with different materials; - risk management strategies relevant to identified job tasks specified in the performance evidence; - types of construction methods and materials used in both general hazards and high-risk construction work and risk factors inherent in their use and application; - use and application of the Safe Work Australia Model Code of Practice - Construction Work when identifying construction site hazards and selecting risk control strategies, and; - use and meaning

of construction terminology used on construction work sites relevant to identifying site hazards and selecting suitable risk control strategies.

CPCWP2001A Handle waterproofing materials

Locations:Werribee, Sunshine.

Prerequisites:CPCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description:This unit of competency specifies the outcomes required to safely handle waterproofing materials manually and mechanically, including their storage requirements. It includes the preparation, handling, sorting, stacking and disposal of waterproofing products, materials and components in the application of waterproofing systems, including the disposal of waste.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: follow instructions; - read and interpret: documentation from a variety of sources; drawings and specifications; - recognise procedures; - report faults; - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - written skills to record results of checks and tests and relevant work completion procedures; - evaluate own actions and make judgments about performance and necessary improvements; - identifying and accurately reporting to appropriate personnel any faults in tools, equipment or materials; - organisational skills, including the ability to plan and set out work; - respond to change and contribute to workplace responsibilities, such as current work site environmental and sustainability frameworks and management systems; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - technological skills to: use a range of mobile technology, such as two-way radio and mobile phones; voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - communication processes - verbal and signalling; - general construction terminology; - job safety analysis (JSA) and safe work method statements; - MSDS and hazards associated with waterproofing materials; - materials storage and environmentally friendly waste management; - measurement and calculation; - plans, drawings and specifications; - processes for the calculation of material requirements; - quality requirements; - techniques of handling waterproofing materials; - waterproofing materials associated with application systems, and; - workplace and equipment safety requirements.

CPCWP2002A Use waterproofing tools and equipment

Locations:Werribee, Sunshine.

Prerequisites:CPCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description:This unit of competency specifies the outcomes required to safely and effectively use tools and equipment used in waterproofing. It includes identification, selection and use of hand and power tools, plant and equipment used in masonry work.

Required Reading:The qualified trainer and assessor will provide teaching and

learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: follow instructions; - read and interpret documentation from a variety of sources; drawings and specifications; - recognise procedures; - report faults; - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - written skills to record results of checks and tests and relevant work completion procedures; - evaluate own actions and make judgments about performance and necessary improvements; - identifying and accurately reporting to appropriate personnel any faults in tools, equipment or materials; - organisational skills, including the ability to plan and set out work; - respond to change and contribute to workplace responsibilities, such as current work site environmental and sustainability frameworks and management systems; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - technological skills to: use a range of mobile technology, such as two-way radio and mobile phones; voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - applications, limitations and method of operation and maintenance of hand and power tools, plant and equipment applicable to waterproofing tasks; - communication processes - verbal and signalling; - general construction terminology; - job safety analysis (JSA) and safe work method statements; - material safety data sheets (MSDS) and hazards associated with the use of waterproofing tools, plant and equipment; - materials storage and environmentally friendly waste management; - measurement and calculation; - plans, drawings and specifications; - quality requirements, and; - workplace and equipment safety requirements.

CPCWP2003A Prepare for construction waterproofing process

Locations: Werribee, Sunshine.

Prerequisites: CPCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit of competency specifies the outcomes required to apply waterproofing to differing types of wet areas in varying building situations. It includes identification of the processes required and planning and preparation of materials for application.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills; - evaluate own actions and make judgments about performance and necessary improvements; - identifying and accurately reporting to appropriate personnel any faults in tools, equipment or materials; - organisational skills, including the ability to

plan and set out work; - respond to change and contribute to workplace responsibilities, such as current work site environmental and sustainability frameworks and management systems; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - use a range of mobile technology, such as two-way radio and mobile phones, and; - voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - building structures and work scheduling; - characteristics and applications of waterproofing materials and adhesives; - construction systems and waterproofing considerations and requirements; - general construction terminology; - job safety analysis (JSA) and safe work method statements; - material safety data sheets (MSDS) and the handling of hazardous materials; - materials storage and environmentally friendly waste management; - plans, drawings and specifications; - plant, tools and equipment types, characteristics, uses and limitations; - preparation for waterproofing processes and waterproofing techniques; - principles and considerations of water exclusion; - processes for the calculation of material requirements; - quality requirements; - waterproofing process materials, including durability, compatibility, applications and protection requirements, and; - workplace and equipment safety requirements.

CPCWP2004A Prepare surfaces for waterproofing application

Locations: Werribee, Sunshine.

Prerequisites: CPCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description: This unit of competency specifies the outcomes required to repair and prepare different material surfaces that form part of the application of waterproofing within the construction process. It includes the inspection, preparation for, and repair and finishing of surfaces prior to the application of the waterproofing process.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills; - evaluate own actions and make judgments about performance and necessary improvements; - identifying and accurately reporting to appropriate personnel any faults in tools, equipment or materials; - organisational skills, including the ability to plan and set out work; - respond to change and contribute to workplace responsibilities, such as current work site environmental and sustainability frameworks and management systems; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - use a range of mobile technology, such as two-way radio and mobile phones, and; - voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - building structures and work scheduling; - characteristics, compatibility and applications of waterproofing materials and adhesives; - construction systems and waterproofing considerations and requirements; - contaminants in waterproofing processes; - flashing and termination detailing; - general construction terminology; - job safety analysis (JSA) and safe work method statements; - levels and falls; - material safety data sheets (MSDS) and the handling of hazardous materials; - materials handling, storage and

environmentally friendly waste management; - plans, drawings and specifications; - plant, tools and equipment types, characteristics, uses and limitations; - preparation surfaces for waterproofing application techniques; - principles and considerations of water exclusion; - processes for the calculation of material requirements; - quality requirements; - waterproofing process materials, including durability, compatibility, applications and protection requirements, and; - workplace and equipment safety requirements. .

CPCCWP3001A Apply waterproofing process to below ground level wet areas

Locations:Werribee, Sunshine.

Prerequisites:CPCCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description:This unit of competency specifies the outcomes required to apply waterproofing practices and principles to wet areas below ground level. It includes identification of the waterproofing system to be used, its preparation and its application.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: follow instructions; - read and interpret: documentation from a variety of sources; drawings and specifications; - recognise procedures; - report faults; - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - written skills to record results of checks and tests and relevant work completion procedures; - evaluate own actions and make judgments about performance and necessary improvements; - identifying and accurately reporting to appropriate personnel any faults in tools, equipment or materials; - organisational skills, including the ability to plan and set out work; - respond to change and contribute to workplace responsibilities, such as current work site environmental and sustainability frameworks and - management systems; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - technological skills to: use a range of mobile technology, such as two-way radio and mobile phones; voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - below ground level waterproofing materials, processes and techniques; - characteristics and applications of waterproofing materials and adhesives; - construction systems and waterproofing considerations; - general construction terminology; - job safety analysis (JSA) and safe work method statements; - MSDS; - materials storage and environmentally friendly waste management; - plans, drawings and specifications; - plant, tools and equipment types, characteristics, uses and limitations; - principles and considerations of water exclusion; - processes for the calculation of material requirements; - quality requirements; - shoring techniques and requirements; - termination and overflashing detailing, and; - workplace and equipment safety requirements.

CPCCWP3002A Apply waterproofing process to internal wet areas

Locations:Industry, Werribee, Sunshine.

Prerequisites:CPCCOHS2001A - Apply OHS requirements, policies and procedures in

the construction industry

Description:This unit of competency specifies the outcomes required to apply waterproofing practices and principles to internal wet areas. It includes identification of the waterproofing system to be used, its preparation and its application.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: follow instructions; read and interpret: documentation from a variety of sources and drawings and specifications; recognise procedures; report faults; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; written skills to record results of checks and tests and relevant work completion procedures; - evaluate own actions and make judgments about performance and necessary improvements; - identifying and accurately reporting to appropriate personnel any faults in tools, equipment or materials; - organisational skills, including the ability to plan and set out work; - respond to change and contribute to workplace responsibilities, such as current work site environmental and sustainability frameworks and management systems; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - technological skills to: use a range of mobile technology, such as two-way radio and mobile phones and voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - assessment and appreciation of moisture content in substrate materials; - characteristics and applications of waterproofing materials and adhesives; - construction systems and waterproofing considerations; - general construction terminology; - internal waterproofing materials, processes and techniques; - job safety analysis (JSA) and safe work method statements; - materials storage and environmentally friendly waste management; - MSDS; - plans, drawings and specifications; - plant, tools and equipment types, characteristics, uses and limitations; - principles and considerations of water exclusion; - processes for the calculation of material requirements; - quality requirements; - termination and flashing principals, and; 0 workplace and equipment safety requirements.

CPCCWP3003A Apply waterproofing process to external wet areas

Locations:Werribee, Sunshine.

Prerequisites:CPCCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description:This unit of competency specifies the outcomes required to apply waterproofing practices and principles to external wet areas. It includes identification of the waterproofing system to be used, its preparation and its application.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting

of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: follow instructions; - read and interpret documentation from a variety of sources; drawings and specifications; - recognise procedures; - report faults; - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - written skills to record results of checks and tests and relevant work completion procedures; - evaluate own actions and make judgments about performance and necessary improvements; - identifying and accurately reporting to appropriate personnel any faults in tools, equipment or materials; - organisational skills, including the ability to plan and set out work; - respond to change and contribute to workplace responsibilities, such as current work site environmental and sustainability frameworks and management systems; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - technological skills to: use a range of mobile technology, such as two-way radio and mobile phones; voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - below ground level waterproofing materials, processes and techniques; - characteristics and applications of waterproofing materials and adhesives; - construction systems and waterproofing considerations; - general construction terminology; - job safety analysis (JSA) and safe work method statements; - MSDS; - materials storage and environmentally friendly waste management; - plans, drawings and specifications; - plant, tools and equipment types, characteristics, uses and limitations; - principles and considerations of water exclusion; - processes for the calculation of material requirements; - quality requirements; - termination, cross cavity and overflashing requirements; - testing procedures for waterproof membrane systems, and; - workplace and equipment safety requirements.

CPCWP3004A Apply waterproofing remedial processes

Locations:Werribee, Sunshine.

Prerequisites:CPCOHS2001A - Apply OHS requirements, policies and procedures in the construction industry

Description:This unit of competency specifies the outcomes required to apply remedial waterproofing processes to external and below ground level wet areas, using injection epoxy, cement crystallisation or hydrostatic coating methods. It includes identification of the waterproofing system to be used, its preparation and its application.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: follow instructions; - read and interpret documentation from a variety of sources; drawings and specifications; - recognise procedures; - report faults; - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand

signals; - written skills to record results of checks and tests and relevant work completion procedures; - evaluate own actions and make judgments about performance and necessary improvements; - identifying and accurately reporting to appropriate personnel any faults in tools, equipment or materials; - organisational skills, including the ability to plan and set out work; - respond to change and contribute to workplace responsibilities, such as current work site environmental and sustainability frameworks and management systems; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - technological skills to: use a range of mobile technology, such as two-way radio and mobile phones; voice and hand signals to access and understand site-specific instructions. Students will also be expected to demonstrate the following knowledge: - characteristics and applications of remedial waterproofing materials; - construction systems and waterproofing considerations; - general construction terminology; - job safety analysis (JSA) and safe work method statements; - materials storage and environmentally friendly waste management; - MSDS; - plans, drawings and specifications; - plant, tools and equipment types, characteristics, uses and limitations; - principles and considerations of water exclusion; - processes for the calculation of material requirements; - quality requirements; - remedial waterproofing materials, processes and testing techniques, and; - workplace and equipment safety requirements.

CPCPCM2039A Carry out interactive workplace communication

Locations:Industry, Werribee, Sunshine.

Prerequisites:Nil.

Description:This unit of competency specifies the outcomes required to communicate effectively through oral, visual and written means of communication in order to facilitate work practices that are safe, meet specifications and provide quality outcomes.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - complete written reports and other relevant documentation; - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; - negotiate with employers; use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and report to appropriate personnel any faults in tools, equipment or materials; - documentation from a variety of sources; - material safety data sheets (MSDS); - signs; - work safety procedures and instructions; - report hazards, risks and faults in equipment; - work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - access and understand site-specific instructions in a variety of media, and; - use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - how instructions are conveyed in the workplace; - how work schedules, charts, bulletins and memos are used; - industry-relevant technology to support oral communication; - industry terminology; - job safety analysis (JSA) and safe work method statements (SWMS); - personnel records and their maintenance; - standardised signage; - visual signalling procedures; - workplace documentation requirements, and; - workplace English.

CPCPCM2040A Read plans and calculate plumbing quantities

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to use and interpret plans and specifications associated with construction work, and accurately complete measurements and calculations to establish quantities of materials for the plumbing and services industry. The unit requires the interpretation of plans, drawings and specifications to interpret requirements, and making measurements and calculations to determine quantities of plumbing materials.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; request relevant documentation and information; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - literacy skills to: complete relevant workplace documentation; record calculations, measurements and material quantities; - read and interpret: documentation from a variety of sources; plans and specifications; - numeracy skills to apply measurements and calculations; - plan-reading skills; - planning and organising skills to plan and set out work, and; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities. Students will also be expected to demonstrate the following knowledge: - job safety analysis (JSA) and safe work method statements (SWMS); - measurements, calculations and quantities; - range of plans and specifications relevant to the plumbing and services industry; - relevant Acts, regulations and codes of practice; - simple industry calculations; - symbols, dimensions, terminology and key features of plans; - tools, equipment and materials relative to plans, drawings and specifications; - work schedules, work plans, charts, work bulletins and memos, and; - workplace safety requirements.

CPCPCM2041A Work effectively in the plumbing and services sector

Locations: Industry, Sunshine, Victoria University is a Trades Recognition Australia (TRA) approved RTO authorised to conduct skills assessment services for migration and skills recognition purposes. For more information on these programs and the states/countries in which VU conducts these assessments, please refer to: <https://www.vu.edu.au/skilled-migration-assessment-services-smas..>

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to prepare for and sustain effective work within the plumbing and services sector of the building and construction industry. It requires the ability to accept instructions, work with others, plan activities and perform tasks, as well as participate in workplace planning and meetings. Outcomes include effective participation in a plumbing and services workplace to promote a harmonious and efficient work environment. The unit covers the identification and clarification of the sector work context and setting, acceptance of workplace responsibility by the individual, working in a team, individual career path improvement and participation in meetings.

Required Reading: The qualified trainer and assessor will provide teaching and

learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand in order to consult with colleagues, communicate work progress, report problems, request support, work in a team and participate in meetings; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and report to appropriate personnel any faults in tools, equipment or materials; - literacy skills to: interpret information from a variety of sources; record work priorities and deadlines; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - technology skills to: use computers and download relevant information; use mobile communication technology; access and understand site-specific instructions in a variety of media. Students will also be expected to demonstrate the following knowledge: - basic conflict management; - basic job and skill analysis techniques; - interpersonal communication; - job safety analysis (JSA) and safe work method statements (SWMS); - meeting procedures; - plumbing and services streams and career structure and requirements, including business opportunities and requirements; - regulatory, legislative, standards and codes of conduct pertaining to the plumbing and services sector; - relevant industrial awards and agreements; - relevant legislative provisions covering discrimination and equal employment opportunity; - site and team work structure and methods; - training and development opportunities, and; - work communication procedures.

CPCPCM2043A Carry out WHS requirements

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to carry out work health and safety (WHS) requirements through safe work practices in a plumbing and services work environment. The unit requires the performance of work in a safe manner through awareness of risks, work requirements and the planning and performance of safe work practices with concern for personal safety and the safety of others. It includes the initial response to workplace emergencies; the safe use of electricity; the identification of hazardous materials, including asbestos; and compliance with legislated work safety practices.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - complete written reports and other relevant documentation; - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; - use language and concepts appropriate to cultural differences; - use and

interpret non-verbal communication, such as hand signals; - evaluate safety issues in the workplace and determine appropriate action; - recognise WHS hazards, including asbestos, and take all opportunities to alleviate safety problems in a variety of construction work sites and environments; - initiative and enterprise skills to identify and report to appropriate personnel any faults in tools or materials; - literacy skills to read and interpret documentation from a variety of sources; MSDS; work safety procedures and instructions; - self-management skills to deal calmly and effectively with any potential safety problems and work closely with other team members and supervisors to ensure safe working conditions are maintained; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - technology skills to: access and understand site-specific instructions in a variety of media; use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - asbestos management code relating to prevention of exposure; - job safety analysis (JSA) and safe work method statements (SWMS); - manual handling techniques; - MSDS; - relevant legislation, regulations and workplace requirements relating to WHS, including hazard reduction and personal safety; - requirements for working in confined spaces and at height, including on rooves; - tools and equipment prohibited from being used near identified ACM; - risk assessment; - safe work practices in normal working environment; - types, possible location and risks of ACM, including serpentine and amphibole groups and their use in common building materials; - workplace and equipment safety requirements; - workplace hazards and their precautions and reduction, and; - workplace response to emergencies.

CPCPCM2045A Handle and store plumbing materials

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to safely handle and store plumbing materials and to identify and address environmental concerns and associated hazards, including the disposal of waste. It addresses work health and safety (WHS) and environmental requirements to minimise risk to the health and safety of personnel and to the environment.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - complete written workplace documentation; - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; - report hazards and follow instructions; - use and interpret non-verbal communication, such as hand signals; - use language and concepts appropriate to cultural differences; - initiative and enterprise skills to identify and report to appropriate personnel any faults in tools, equipment or materials; - literacy skills to read and interpret plans, specifications and documentation from a variety of sources; - numeracy skills to apply measurements and calculations; - planning and organising skills to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - technical skills to identify handling and storage requirements for materials used in a plumbing work environment, including identifying, handling and disposing

of hazardous and non-hazardous waste, and; - technology skills to: access and understand site-specific instructions in a variety of media; use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - categories of materials and their safe handling, storage and transport requirements; - environmental plans, air and water contamination, erosion and sedimentation; - job safety analysis (JSA) and safe work method statements (SWMS); - MSDS; - WHS and environmental legislation and requirements; - types of waste and their disposal, including an awareness only of the requirements for asbestos handling and disposal; - workplace hazard reporting and hazard handling procedures; - workplace processes and procedures, and; - workplace safety requirements.

CPCPCM2046A Use plumbing hand and power tools

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to use commonly used hand and power tools in plumbing work applications.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; - report faults and follow instructions; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to: identify and report to appropriate personnel any faults in tools, equipment or materials; identify, correctly apply and effectively operate tools; - literacy skills to: complete workplace documentation; read and interpret documentation from a variety of sources; - planning and organising skills to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - technology skills to: access and understand site-specific instructions in a variety of media; use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - function and purpose of hand and power tools used in plumbing applications; - job safety analysis (JSA) and safe work method statements (SWMS), and; - workplace safety requirements and WHS legislation.

CPCPCM2047A Carry out levelling

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to plan and use levelling equipment to establish, record and apply those levels to the plumbing and services industry.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - determine requirements, follow instructions and access information; - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and report to appropriate personnel any faults in tools, equipment or materials; - complete workplace documentation; - read and interpret: plans and specifications; documentation from a variety of sources; - numeracy skills to apply measurements and calculations; - planning and organising skills to plan and set out work; - technical skills to operate levelling equipment to read, record, establish and check: levels: horizontal, vertical and at gradient used for the placement of plumbing and services; recording levels at specific points along a set out; recording and checking levels in drainage and sanitary excavations and plumbing services; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - technology skills to: access and understand site-specific instructions in a variety of media; use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - different types of levelling equipment, their applications and their method of operation; - how to access relevant information, including codes and technical standards; - job safety analysis (JSA) and safe work method statements (SWMS); - process of establishing, recording and checking levels and alignment; - relevant statutory requirements related to establishing, recording and checking levels; - simple calculations relating to carrying out levelling; - SI system of measurements, and; - workplace and equipment safety requirements.

CPCPCM2048A Cut and join sheet metal

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to cut and join sheet metal associated with the fabrication, installation and repair functions of the plumbing sector.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - cut and join sheet metal in the fabrication of plumbing components and select suitable joints and sealants for the application and material; - identify and report to appropriate personnel any faults in tools, equipment or materials; - complete workplace documentation; - read and interpret: documentation from a variety of sources; plans and specifications; - numeracy skills to apply measurements and calculations; - plan and sequence tasks with others; - plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - technology skills to: access and understand site-specific instructions in

a variety of media; use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - appropriateness of different fastening methods for different applications; - capillary action, thermal expansion and fabrication techniques to prevent leaking installations; - characteristics of various metal materials and their compatibility with different joining methods; - electrolysis and problems associated with the use of dissimilar metals; - job safety analysis (JSA) and safe work method statements (SWMS); - organisational quality procedures and processes within the context of cutting and joining of sheet metal; - SI system of measurement, and; - workplace and equipment safety requirements, including relevant statutory regulations, codes and standards.

CPCPCM2049A Cut using oxy-LPG-acetylene equipment

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to use oxy-LPG acetylene equipment to carry out basic cutting of mild steel in support of plumbing applications and fabrication to meet job specifications.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - access information; - determine requirements; - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; - follow instructions; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - identify and report to appropriate personnel any faults in tools, equipment or materials; - mark out and accurately cut mild steel up to 8mm thick and mild steel pipe up to 100mm diameter without manual force; - complete workplace documentation; - read and interpret: plans and specifications; documentation from a variety of sources; - numeracy skills to apply measurements and calculations; - plan and sequence tasks with others; - plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - access and understand site-specific instructions in a variety of media, and; - use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - dangers of high pressure settings with oxy-LPG-acetylene equipment; - job safety analysis (JSA) and safe work method statements (SWMS); - operating principles of oxy-LPG-acetylene equipment; - organisational quality procedures and processes within the context of oxy cutting; - potential fumes and health and safety risks from high temperatures on materials; - properties of materials and the effect of heat on the properties of metal; - relevant WHS regulations and PPE requirements, and; - SI system of measurement.

CPCPCM2050A Mark out materials

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to mark out plumbing materials prior to fabricating piping, steel sections, ducting and sheet materials, roofing and cladding.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic

and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - access information; - determine requirements; - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; - follow instructions; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - identify and report to appropriate personnel any faults in tools, equipment or materials; - mark out plumbing materials according to plans and specifications for the fabrication of plumbing components and applications; - complete workplace documentation; - read and interpret plans and specifications; documentation from a variety of sources; - numeracy skills to apply measurements and calculations; - plan and sequence tasks with others; - plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - access and understand site-specific instructions in a variety of media, and; - use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - identification and correct use of measuring and marking out equipment; - impact of accurate marking out on fabrication process, work time and finished work quality; - job safety analysis (JSA) and safe work method statements (SWMS); - operation requirements of equipment used for measuring and calculating; - processes of marking out plumbing materials; - relevant WHS regulations and PPE requirements; - SI system of measurement; - sources of information on characteristics and applications of materials being marked out, and; - workplace operating procedures, including required standards for marking out.

CPCPCM2052A Weld using oxy-acetylene equipment

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to weld/braze metals associated with the fabrication, installation and repair of plumbing components and systems, using oxy-acetylene equipment.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - access information; - determine requirements; - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; - follow instructions; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and report to appropriate personnel any faults in tools, equipment or materials; - complete workplace documentation; - read and interpret documentation from a variety of sources; plans and specifications; - numeracy skills to apply measurements and calculations; - planning and organising skills; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; -

technical skills to weld mild steel plate, non-ferrous materials and pipe by oxy-acetylene welding; - access and understand site-specific instructions in a variety of media, and; - use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - dangers associated with oxy-acetylene welding in the fabrication and installation of plumbing systems; - effect of heat on the properties and shape of welded metals; - job safety analysis (JSA) and safe work method statements (SWMS); - operating principles of oxy-acetylene welding equipment; - organisational quality procedures and processes within the context of oxy-acetylene welding; - SI system of measurement, and; - workplace and equipment safety requirements, including relevant statutory regulations, codes and standards.

CPCPCM2053A Weld using manual metal arc welding equipment

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to weld metals associated with the fabrication and installation of plumbing components, using manual metal arc welding equipment.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - access information; - determine requirements; - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; - follow instructions; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and report to appropriate personnel any faults in tools, equipment or materials; - complete workplace documentation; - read and interpret plans and specifications; documentation from a variety of sources; - numeracy skills to apply measurements and calculations; - plan and sequence tasks with others; - plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - technical skills to weld mild steel plates by manual metal arc welding; - access and understand site-specific instructions in a variety of media, and; - use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - dangers associated with manual metal arc welding plumbing components; - effect of heat on the properties and shape of welded metals; - job safety analysis (JSA) and safe work method statements (SWMS); - operating principles of manual metal arc welding equipment; - organisational quality procedures and processes within the context of manual metal arc welding; - SI system of measurement, and; - workplace and equipment safety requirements, including relevant statutory regulations, codes and standards.

CPCPCM2054A Carry out simple concreting and rendering

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to perform minor repairs and undertake minor concreting and rendering tasks.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; - follow instructions; - report hazards; - use and interpret non-verbal communication, such as hand signals; - use language and concepts appropriate to cultural differences; - contribute to workplace responsibilities, such as current work site environmental or sustainability frameworks, or management systems; - evaluate own actions and make judgements about performance and necessary improvements; - identify and report to appropriate personnel any faults in tools, equipment or materials; - literacy skills to complete workplace documentation; - planning and organising skills to plan and set out work; - self-management skills to: recognise procedures; respond to change; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - access and understand site-specific instructions in a variety of media, and; - use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - basic levelling techniques; - categories of materials and their safe handling, storage and transport requirements; - concrete and plastering materials; - concreting and plastering techniques; - job safety analysis (JSA) and safe work method statements (SWMS); - material safety data sheets (MSDS); - WHS and environmental legislation and requirements; - plans, drawings and specifications; - processes for the calculation of material requirements; - simple formwork and reinforcing componentry; - types of waste and their disposal, including an awareness only of the requirements for asbestos handling and disposal, and; - workplace safety requirements.

CPCPCM2055A Work safely on roofs

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to perform safe work practices when undertaking plumbing work on roofing structures.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - access information; - determine requirements; - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; - follow instructions; - report faults; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - conduct a safety assessment of a roof work site; - identify and report to appropriate personnel any faults in tools, equipment or materials; - complete written workplace documentation; - document scope of work and work practices; - read and interpret: documentation from a variety of sources; plans and specifications; - numeracy skills to apply measurements and calculations; - planning and organising skills to plan and set out work; - technical skills to provide necessary safety measures, including the installation of a roof safety system; - access and understand site-specific instructions

in a variety of media, and; - use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - job safety analysis (JSA) and safe work method statements (SWMS); - nature of work undertaken on roofs; - processes of providing for safe work practices; - relevant statutory and regulatory authorities' requirements related to working safely on roofs; - risks associated with photovoltaic (solar) panels and systems; - roof safety equipment and systems and considerations to facilitate working safely on roofs, and; - SI system of measurement.

CPCPCM3021A Flash penetrations through roofs and walls

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to set out, cut and flash a roof and wall penetration.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - access information; - determine requirements; - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; - follow instructions; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and report to appropriate personnel any faults in tools, equipment or materials; - read and interpret: plans and specifications; documentation from a variety of sources; - numeracy skills to apply measurements and calculations; - plan and sequence tasks with others; - plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - access and understand site-specific instructions in a variety of media, and; - use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - capillary action, thermal expansion and fabrication techniques to prevent leaking installations; - characteristics of various roofing and wall cladding materials and their compatibility with different joining methods; - corrosion prevention treatment requirements of cut sheets; - electrolysis and problems associated with the use of dissimilar metals; - job safety analysis (JSA) and safe work method statements (SWMS); - processes of flashing roof and wall penetrations; - relevant WHS regulations and fall protection codes and requirements; - relevant statutory requirements related to the flashing of roof and wall penetrations, and; - SI system of measurement.

CPCPCM3022A Weld polyethylene and polypropylene pipes using fusion method

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to fusion weld polyethylene (PE) and polypropylene (PP) (approved as per Australian standards) polymer pipes, and test joints in polymer pipe up to DN100 for water, sanitary and stormwater application only.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic

and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - access information; - determine requirements; - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; - follow instructions; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and report to appropriate personnel any faults in tools, equipment or materials; - complete workplace documentation; - read and interpret plans and specifications; documentation from a variety of sources; - numeracy skills to apply measurements and calculations; - plan and sequence tasks with others; - plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - prepare surfaces in line with the material selected and the chosen weld technique; - fusion welding, visual inspection and testing joints in approved polymer pipes up to DN100; - access and understand site-specific instructions in a variety of media, and; - use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - dangers associated with fusion welding of polymer pipe; - effect of heat on the properties of polymer pipe; - job safety analysis (JSA) and safe work method statements (SWMS); - operating principles of fusion welding equipment; - organisational quality procedures and processes within the context of fusion welding of polymer pipe; - relevant WHS regulations and PPE requirements; - SI system of measurement, and; - surface preparation in the welding process.

CPCPCM3023A Fabricate and install non-ferrous pressure piping

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to determine installation requirements and to fabricate, install and test non-ferrous pressure pipe.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - access information; - determine requirements; - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; - follow instructions; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and report to appropriate personnel any faults in tools, equipment or materials; - complete workplace documentation; - read and interpret plans and specifications; documentation from a variety of sources; - numeracy skills to apply measurements and calculations; - plan and sequence tasks with others; - plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - technical skills to join non-ferrous pipe materials by mechanical and manual means, prefabricate components, and fix and test the

system for soundness; - access and understand site-specific instructions in a variety of media, and; - use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - fabrication, installation and testing process for non-ferrous pressure pipe systems; - job safety analysis (JSA) and safe work method statements (SWMS); - processes for accessing information and for calculating material requirements; - properties and characteristics of conveyed materials, including pressure, flow rates and temperature implications; - relevant statutory authorities' requirements and standards related to fabricating, installing and testing non-ferrous pressure pipe systems; - SI system of measurements, and; - workplace and equipment safety requirements.

CPCPCM4011A Carry out work-based risk control processes

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to carry out work-based risk control processes. It covers the identification of hazards, the assessment of risk, the identification of unacceptable risk and the determination, preparation and completion of a course of action.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access and analyse safety systems information; communicate with others; complete records and reports and other relevant workplace documentation; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; - use and interpret non-verbal communication, such as hand signals; - use language and concepts appropriate to cultural differences; - initiative and enterprise skills to: accurately refer critical unacceptable risk situations to others; identify and report to appropriate personnel any faults in tools, equipment or materials, and; - technical skills to: identify courses of action, initiate action and complete records and reports; apply the three steps of identifying work-based hazards, assessing the risk and determining unacceptable risk situations. Students will also be expected to demonstrate the following knowledge: - industry terminology; - job safety analysis (JSA) and safe work method statement (SWMS); - materials safety data sheets (MSDS); - materials handling methods; - personal risk assessment and control processes (hazard identification through to action); - personal safety measures; - processes for interpreting plans, specifications, drawings and sketches; - quality assurance systems and standards; - regulatory requirements related to obligations and risk management; - reporting and recording procedures; - risk management theory, including the hierarchy of controls on treatments; - work access and traffic control responsibilities; - workplace and equipment safety requirements; - workplace communication methods, and; - workplace rules, policies, procedures and regulations.

CPCPCM4012A Estimate and cost work

Locations: Industry, Sunshine, Online.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to estimate materials, labour and time requirements and to establish costs for provision of services or products. The unit covers the gaining of information, the estimation of

materials, labour and time, the calculation of costs and the associated documentation.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; identify customer requirements; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication; - complete workplace documentation; prepare quotes and tenders; - record details, including costs and charges, and; - estimate materials and labour required for provision of services or products; - determine costs for the provision of a quotation or tender in the plumbing and services industry, and; - apply calculations. Students will also be expected to demonstrate the following knowledge: - estimating and calculating processes; - impact of time on wages and other costs; - job safety analysis (JSA) and safe work method statements (SWMS); - process for estimating and costing work; - processes for accessing information and for calculating material requirements; - relevant statutory requirements related to estimating and costing work; - SI system of measurements; - relevant Australian standards applicable to the work to be undertaken; - tendering and contracting processes, and; - workplace and equipment safety requirements.

CPCPCM4013A Produce 2D architectural drawings using CAD software

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description:This unit of competency specifies the outcomes required to produce two-dimensional (2-D) architectural drawings using computer-aided design (CAD) software under limited supervision.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; seek clarification; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication; - creative design, drawing and drafting skills, using CAD software; - literacy skills to: complete workplace documentation; - read and interpret: plans, drawings, specifications and design briefs; documentation from a variety of sources; - numeracy skills to apply measurements and make calculations; - planning and organising skills to coordinate development of sketches and plans, and; - technology skills to use computers. Students will also be expected to demonstrate the following knowledge: - building materials and techniques; - building services; - construction technology; - document controls; - drafting and drawing protocols; - general work health and safety (WHS) principles and responsibilities; - relevant

industry standards and codes of practice; - requirements for the production of working drawings; - structural systems; - SI units of measurement, and; - types and application of working drawings.

CPCPDR2021A Locate and clear blockages

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description:This unit of competency specifies the outcomes required to locate and clear blockages to sanitary plumbing and drainage with the use of mechanically operated drain clearing machines and attachments, closed circuit television (CCTV) and manually operated drain cleaning tools and equipment where required.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - access information; - determine requirements; - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; - follow instructions; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and report to appropriate personnel any faults in tools, equipment or materials; - complete workplace documentation; - read and interpret: documentation from a variety of sources; plans and specifications; - numeracy skills to apply measurements and calculations; - plan and sequence tasks with others; - plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - technical skills to locate and clear blockages, such as tree roots and other refuse, from sanitary plumbing, water and sewerage pipe installations and drainage and roof installations; - access and understand site-specific instructions in a variety of media, and; - use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - characteristics of different pipes, fittings and fixture supports, including fixing and joining techniques; - correct materials handling processes; - effective isolation processes and procedures; - job safety analysis (JSA) and safe work method statements (SWMS); - mechanical and hydraulic principles for clearing blockages; - processes of clearing blockages; - properties of water, including pressure and flow rates; - relevant statutory requirements; - SI system of measurements, and; - workplace and equipment safety requirements.

CPCPDR2022A Install domestic treatment plants

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description:This unit of competency specifies the outcomes required to install approved prefabricated domestic treatment plants.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - access information; - determine requirements; - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; - follow instructions; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - complete workplace documentation; - read and interpret documentation from a variety of sources; plans and specifications; - numeracy skills to apply measurements and calculations; - plan and sequence tasks with others; - plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - correctly install an approved prefabricated domestic treatment plant; - excavate plant site for installation purposes; - identify and accurately report to appropriate personnel faults in tools, equipment or materials; - access and understand site-specific instructions in a variety of media, and; - use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - characteristics and application of different pipe fittings and fixture supports, including fixing and jointing techniques; - excavation processes and procedures; - job safety analysis (JSA) and safe work method statements (SWMS); - levelling and alignment processes; - load lifting and handling procedures; - principles and techniques of effluent treatment and disposal; - processes for accessing information and for calculating material requirements; - regulations and requirements of regulatory authorities regarding effluent disposal and the installation of domestic treatment plants; - SI system of measurements; - standards applicable to the installation, and; - workplace and equipment safety requirements.

CPCPDR2023A Maintain effluent disinfection systems

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to maintain chlorine disinfection systems for domestic treatment plants.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills; - initiative and enterprise skills to identify and report to appropriate personnel any faults in tools, equipment or materials; - literacy skills; - numeracy skills to apply measurements and calculations; - planning and organising skills; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - technical skills to maintain an effluent disinfection system for the treatment of secondary effluent in a domestic treatment plant or installations identified by regulatory authorities as requiring an effluent disinfection system, and; - technology skills. Students will also be expected to demonstrate the following knowledge: - inspection and assessment procedures for effluent disinfection systems; - job safety analysis (JSA) and safe work method statements (SWMS); - principles of drainage design; - principles of effluent chlorine disinfection and the operation of effluent chlorine disinfection systems, including their adjustment to meet necessary output measures; - processes for accessing information and for calculating material requirements; - relevant statutory and authorities' requirements related to installing effluent disinfection

systems; - SI system of measurements; - standards applicable to the installation, and; - workplace and equipment safety requirements. .

CPCPDR2024A Install stormwater and sub-soil drainage systems

Locations: Industry, Sunshine, Victoria University is a Trades Recognition Australia (TRA) approved RTO authorised to conduct skills assessment services for migration and skills recognition purposes. For more information on these programs and the states/countries in which VU conducts these assessments, please refer to: <https://www.vu.edu.au/skilled-migration-assessment-services-smas..>

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to install stormwater and sub-soil drainage systems to an approved point of discharge.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - access information; - determine requirements; - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; - follow instructions; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and report to appropriate personnel any faults in tools, equipment or materials; - complete workplace documentation; - read and interpret documentation from a variety of sources; plans and specifications; - numeracy skills to apply measurements and calculations; - plan and sequence tasks with others; - plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - technical skills to install a drainage system to take storm water from a down pipe or surface collection pit, and groundwater to a legal point of discharge; - access and understand site-specific instructions in a variety of media, and; - use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - characteristics and application of different pipe fittings and fixture supports, including fixing and jointing techniques; - excavation processes and procedures; - job safety analysis (JSA) and safe work method statements (SWMS); - levelling and alignment processes; - process of installing stormwater and sub-soil drainage systems; - processes for accessing information and for calculating material requirements; - properties of water, including pressure and flow rates; - relevant statutory and authorities' requirements related to installing stormwater and sub-soil drainage systems; - SI system of measurements; - standards applicable to the installation; - water and air test systems and procedures, and; - workplace and equipment safety requirements.

CPCPDR2025A Drain work site

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to remove water from a work site, either temporarily or permanently, through stormwater and sub-soil drainage systems. It includes the installation of submersible and non-submersible type pumps, suitable for pumping unscreened roof water, sub-soil water and surface water.

Required Reading: The qualified trainer and assessor will provide teaching and

learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - access information; - determine requirements; - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; - follow instructions; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and report to appropriate personnel any faults in tools, equipment or materials; - literacy skills to complete workplace documentation; - numeracy skills to apply measurements and calculations; - planning and organising skills to: plan and sequence tasks with others; plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - technical skills to remove water from a work site, which may be a trench, pit or well, using a pump; - access and understand site-specific instructions in a variety of media, and; - use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - characteristics of stormwater installations, including capacity and installation procedures; - excavation processes and procedures; - job safety analysis (JSA) and safe work method statements (SWMS); - levelling and alignment processes; - positioning and construction of sedimentation and scouring controls; - principles of drainage and installation processes; - process of draining a site; - processes for accessing information and for calculating material requirements; - properties of water, including pressure and flow rates; - relevant statutory and authorities' requirements related to draining work sites; - SI system of measurements; - standards applicable to the work, and; - workplace and equipment safety requirements.

CPCPDR2026A Install prefabricated inspection openings and enclosures

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to install prefabricated inspection openings and enclosures.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - access information; - determine requirements; - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; - follow instructions; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and report to appropriate personnel any faults in tools, equipment or materials; - complete workplace documentation; - read and interpret documentation from a variety of sources; plans and specifications; - numeracy skills to apply measurements and calculations; - plan and sequence tasks with others; - plan and set out work; - teamwork skills to work with others to action tasks and

relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - technical skills to install a prefabricated inspection opening and enclosure in a drainage system, including the connection of inlet and outlet pipes; - access and understand site-specific instructions in a variety of media, and; - use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - characteristics and application of pipe fittings and fixture supports, including fixing and jointing techniques; - excavation processes and procedures; - job safety analysis (JSA) and safe work method statements (SWMS); - levelling and alignment processes; - process of installing prefabricated inspection openings and enclosures; - relevant statutory and authorities' requirements related to installing prefabricated inspection openings and enclosures; - SI system of measurement; - sources of information and processes for calculating material requirements, and; - workplace and equipment safety requirements.

CPCPDR3021A Plan layout of a residential sanitary drainage system

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to plan the layout of sanitary drainage systems for residential buildings.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: confirm job specifications and client requirements; communicate with others to ensure safe and effective work practices; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and report to appropriate personnel any faults in tools, equipment or materials; - literacy skills to: complete workplace documentation; read and interpret documentation from a variety of sources plans and specifications; - numeracy skills to apply measurements and calculations; - planning and organising skills to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - technical skills to interpret a design to plan the layout of a sanitary drainage system for residential buildings, connecting to the authority's sewer or on-site disposal system, and; - technology skills to: access and understand site-specific instructions in a variety of media; use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - application of various sanitary fixtures and appliances; - characteristics and application of different pipe systems, including their fittings and fixture supports and fixing and joining techniques; - design concepts and performance measures for sanitary drainage installations; - job safety analysis (JSA) and safe work method statements (SWMS); - principles of drainage design; - process of planning the layout of sanitary drainage systems; - properties and characteristics of sewage, including temperature implications and discharges; - pumped discharges; - relevant statutory requirements related to sanitary drainage systems; - SI system of measurements, and; - workplace and equipment safety requirements.

CPCPDR3022A Install below ground sanitary drainage systems

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to install below ground sanitary drainage systems for sewage and waste discharge from sanitary fixtures to the authorities' approved point of connection.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and report to appropriate personnel any faults in tools, equipment or materials; - literacy skills to: complete workplace documentation; read and interpret: plans and specifications; documentation from a variety of sources; - numeracy skills to apply measurements and calculations; - planning and organising skills to: plan and sequence tasks with others; plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - technical skills to: install and test below ground sanitary drains; transfer sewage from sanitary fixtures to a sewage authority's point; make alterations to existing sanitary drainage, and; - technology skills to: access and understand site-specific instructions in a variety of media; use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - characteristics and application of different pipe fittings and fixture supports, including fixing and joining techniques; - excavation processes and procedures; - hazardous materials; - job safety analysis (JSA) and safe work method statements (SWMS); - levelling and alignment processes; - materials relevant to sanitary drainage; - principles of drainage design; - process of installing and testing sanitary drains; - relevant statutory and authority requirements related to installing and fitting off sanitary fixtures; - SI system of measurements; - sources of information and processes for calculating material requirements; - standards applicable to the installation; - water and air test systems and procedures, and; - workplace and equipment safety requirements.

CPCPDR3023A Install on-site disposal systems

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to install an on-site effluent disposal system from a domestic treatment plant.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and report to appropriate personnel any faults in tools, equipment or materials; - literacy skills to: complete workplace documentation; read and interpret: documentation from a variety of sources; plans and specifications; - numeracy skills to apply measurements and calculations; - planning and organising skills to: plan and sequence tasks with others and plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - technical skills to install perforated pipe in an absorption trench to act as an on-site effluent disposal system from a septic sewerage tank; - technology skills to: access and understand site-specific instructions in a variety of media and use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - Australian standards applicable to the installation; - characteristics and application of different pipe fittings and fixture supports, including fixing and joining techniques; - excavation processes and procedures; - job safety analysis (JSA) and safe work method statements (SWMS); - levelling and alignment processes; - principles and techniques of effluent treatment and disposal; - principles of drainage design; - processes for accessing information and for calculating material requirements; - regulations and requirements of regulatory authorities regarding effluent disposal and the installation of on-site disposal systems; - SI system of measurements; - soil testing requirements and procedures, and; - workplace and equipment safety requirements.

CPCPDR4011B Design and size sanitary drainage systems

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to design, size and document the layout of sanitary drainage systems for unit developments. It covers the preparation for the work, the identification and confirmation of system specifications and requirements, the planning of the system layout, and work finalisation processes, including records and documentation.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; identify requirements, including system requirements; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and report to appropriate personnel any faults in tools, equipment or materials; - literacy skills to: complete workplace documentation, including recording written plans and completing other relevant workplace documentation, such as work backups; - read and interpret: documentation from a variety of sources; plans and specifications;

regulations and relevant Australian standards; - numeracy skills to apply measurements and calculations; - planning and organising skills to: organise and sequence tasks with others, and; plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - technical skills to interpret plans and specifications of a multi-unit development to plan, size and document layout of required sanitary drainage system, and; - access and understand site-specific instructions in a variety of media; use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - Australian standards applicable to sanitary drainage systems; - characteristics and application of different pipe systems, including their fittings and fixture supports and fixing and joining techniques; - computer use, including computer-aided design software for plumbing and construction systems; - design concepts and performance measures for sanitary drainage systems; - handling of hazardous waste; - how to find and access necessary specifications and related information; - infectious diseases relevant to working with plumbing systems; - job safety analysis (JSA) and safe work method statements (SWMS); - principles of drainage; - process of planning, sizing and documenting layout of sanitary drainage systems; - process of treating trade waste to acceptable levels for discharge; - properties and characteristics of sewage, including temperature implications, trade waste requirements and discharge levels; - relevant statutory requirements related to planning, sizing and documenting sanitary drainage systems; - SI system of measurements, and; - workplace and equipment safety requirements.

CPCPDR4012B Design and size stormwater drainage systems

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to design, size and document the layout of surface and sub-soil stormwater drainage systems up to legal points of discharge. It covers the preparation for the planning, identification and confirmation of system specifications and requirements, the planning of the system layout and work finalisation processes, including records and documentation.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; identify requirements, including system requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and report to appropriate personnel any faults in tools, equipment or materials; - complete workplace documentation; - read and interpret: documentation from a variety of sources; plans, specifications and drawings; regulations and relevant Australian standards; record written plans and complete other relevant workplace documentation, including work backups; - numeracy skills to apply measurements and calculations; - planning and organising skills to: organise and sequence tasks with others; plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic

backgrounds and with varying physical and mental abilities; - technical skills to interpret plans and specifications to plan, size and document the layout of a surface and sub-soil stormwater drainage system, incorporating downpipes, pits, tanks and overflow discharge, and; - access and understand site-specific instructions in a variety of media; use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - Australian standards applicable to stormwater drainage systems; - catchment, rainfall intensity and run-off calculations; - characteristics and application of different pipe systems, including their fittings and fixture supports and fixing and joining techniques; - design concepts and performance measures for stormwater and sub-soil drainage systems; - determining levels; - job safety analysis (JSA) and safe work method statements (SWMS); - principles of water flow and stormwater and sub-soil drainage; - process of planning, sizing and documenting the layout of stormwater and sub-soil drainage systems using relevant sources of information; - relevant statutory requirements related to planning, sizing and documenting stormwater and sub-soil drainage systems; - SI system of measurements; - stormwater installation techniques; - use of computers and relevant computer-aided design (CAD) software; - water tank installation, and; - workplace and equipment safety requirements.

CPCPDR4013B Design and size domestic treatment plant disposal systems

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to design, size and document the layout of domestic treatment plant disposal systems. It covers preparation for the planning, identification and confirmation of system specifications and requirements, and the planning of the system layout and work finalisation processes, including records and documentation.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; identify requirements, including system requirements; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and report to appropriate personnel any faults in tools, equipment or materials; - literacy skills to: complete relevant workplace documentation, including work backups; - read and interpret: documentation from a variety of sources; plans, specifications and drawings; regulations and relevant Australian standards; record written plans; - numeracy skills to apply measurements and calculations; - planning and organising skills to: organise and sequence tasks with others; plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - technical skills to interpret plans and specifications to design layout and operational details of a domestic treatment plant disposal system, and; - access and understand site-specific instructions in a variety of media; use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - Australian standards applicable to the treatment system; - design concepts and

performance measures for domestic treatment plant disposal systems; - handling of hazardous waste; - infectious diseases; - job safety analysis (JSA) and safe work method statements (SWMS); - principles of the assessment of land capability for application of effluent; - principles, techniques and characteristics of effluent treatment and disposal; - process of designing domestic treatment plant disposal systems; - properties and characteristics of landscape application areas with suitable plants and vegetation, including: hardness; high and low water requirements; maintenance requirements; native to the local area implications, and; phosphorus tolerance; - properties and characteristics of soil, including: percentages of sand, silt and clay; absorption capacity implications; - relevant statutory and authorities' requirements related to designing domestic treatment plant disposal systems; - SI system of measurements; - sources of information; - use of computers and relevant computer-aided design (CAD) software, and; - workplace and equipment safety requirements.

CPCPFS3031A Fabricate and install fire hydrant and hose reel systems

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to fabricate and install fire hydrant and hose reel systems.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow and give instructions; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and report to appropriate personnel any faults in tools, equipment or materials; - literacy skills to: complete workplace documentation; read and interpret: documentation from a variety of sources and plans and specifications; record test results in writing; - numeracy skills to apply measurements and calculations; - planning and organising skills to: plan and sequence tasks with others and plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - technical skills to fabricate, install and test fire hydrant pipework from a main, or branch into main, to a hose reel system, and; - technology skills to: access and understand site-specific instructions in a variety of media and use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - characteristics and application of different pipe fittings and fixture supports, including fixing and joining techniques; - excavation processes and procedures; - job safety analysis (JSA) and safe work method statements (SWMS); - levelling and alignment processes; - materials and assemblies relevant to installation of fire hydrant and hose reel systems; - pressure test systems and procedures; - process of fabricating and installing fire hydrant and hose reel systems; - relevant statutory and authority requirements related to fabricating and installing fire hydrant and hose reel systems; - SI system of measurements, and; - workplace and equipment safety requirements.

CPCPFS3037A Install domestic and residential life safety sprinkler systems

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to install domestic and residential life safety fire sprinkler systems in buildings up to four storeys in height.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow and give instructions; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and report to appropriate personnel any faults in tools, equipment or materials; - literacy skills to: complete workplace documentation; read and interpret: documentation from a variety of sources and plans and specifications; record test results in writing; - numeracy skills to apply measurements and calculations; - planning and organising skills to: plan and sequence tasks with others and plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - technical skills to install and test a fire sprinkler system, including piping, control valve assemblies, actuating devices, alarms and sprinkler heads, and; - technology skills to: access and understand site-specific instructions in a variety of media and use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - components and materials relevant to installing domestic and residential life safety sprinkler systems; - function and operation of a range of alarms, actuating devices, sprinkler heads and valves; - job safety analysis (JSA) and safe work method statements (SWMS); - National Fire Protection Association (NFPA) and Factory Mutual performance-based codes of practice pressure test systems and procedures; - process of installing domestic and residential life safety sprinkler systems; - processes for accessing information and for calculating material requirements; - relevant statutory requirements related to installing domestic and residential life safety sprinkler systems; - SI system of measurement; - structural systems, building materials and building services; - understanding of fire rating, and; - workplace and equipment safety requirements.

CPCPGS3046A Install LPG systems in caravans, mobile homes and mobile workplaces

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to determine the requirements for installing and commissioning liquefied petroleum gas (LPG) systems with an operating pressure not exceeding 2.75kPa in caravans, mobile homes and mobile workplaces.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; inform relevant authorities and supervisors of completion of job; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and report to appropriate personnel any faults in tools, equipment or materials; - literacy skills to: complete workplace documentation; read and interpret documentation from a variety of sources and plans and specifications; record data in writing; - numeracy skills to apply measurements and calculations; - planning and organising skills to: plan and set out work and plan work with others; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - technical skills to determine requirements, and install and commission LPG systems, and; - technology skills to: access and understand site-specific instructions in a variety of media and use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - electrical safety and requisite precautions; - how to access relevant information, including codes and technical standards; - job safety analysis (JSA) and safe work method statements (SWMS); - process for determining material requirements; - procedures for installing and commissioning gas systems in caravans, mobile homes and mobile workplaces; - properties of gas, gas safety, combustion principles, gas pressures, and cylinder installation and ventilation requirements; - relevant statutory requirements related to installing LPG systems; - SI system of measurements, and; - workplace and equipment safety requirements.

CPCPGS3047A Install LPG systems in marine craft

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to determine the requirements for, and install and commission, gas detection systems and liquefied petroleum gas (LPG) systems with an operating pressure not exceeding 2.75kPa in marine craft.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; inform relevant authorities and supervisors of completion of job; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and report to appropriate personnel any faults in tools, equipment or materials; - literacy skills to: complete workplace documentation; read and interpret documentation from a variety of sources and plans and specifications;

record data in writing; - numeracy skills to apply measurements and calculations; - planning and organising skills to: plan and set out work and plan work with others; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - technical skills to: confirm that the gas detection system complies with Australian standards and determine requirements, and install and commission LPG systems, and; - technology skills to: access and understand site-specific instructions in a variety of media and use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - requirements and procedures relating to electrical safety and requisite precautions; - procedures for accessing relevant information, including codes and technical standards; - job safety analysis (JSA) and safe work method statements (SWMS); - process for determining material requirements; - procedures for installing and commissioning gas systems in marine craft; - properties of gas, gas safety, combustion principles, gas pressures, cylinder installation, ventilation and gas detection requirements; - relevant statutory requirements relating to installing LPG systems in marine craft; - SI system of measurements, and; - workplace and equipment safety requirements.

CPCPGS3048A Install gas pressure control equipment

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to install and commission gas control and regulating equipment for consumer gas piping carrying natural gas (NG), liquefied petroleum gas (LPG), or tempered liquefied petroleum gas (TLPG) up to 200kPa. This unit requires the determination of the requirements for gas control and regulating equipment (for pressures up to 200kPa), and its installation, testing and commissioning according to standards.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; inform relevant authorities and supervisors of completion of job; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and report to appropriate personnel any faults in tools, equipment or materials; - literacy skills to: complete workplace documentation; read and interpret documentation from a variety of sources and plans and specifications; record data in writing; - numeracy skills to apply measurements and calculations; - planning and organising skills to: plan and set out work and plan work with others; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - technical skills to: determine requirements for gas control and regulating equipment (for pressures up to 200kPa) and install, test and commission gas control and regulating equipment according to standards, and; - technology skills to: access and understand site-specific instructions in a variety of media and use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - electrical safety and requisite precautions; - gas pressure

control equipment; - how to access relevant information, including codes and technical standards; - job safety analysis (JSA) and safe work method statements (SWMS); - procedures for installing and testing gas pressure control and regulating equipment; - properties of gas, gas safety, combustion principles, pressure and flow rates; - relevant statutory requirements related to installing and commissioning gas control and regulating equipment; - SI system of measurements, and; - workplace and equipment safety requirements.

CPCPGS3049A Install type a gas appliance flues

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to install and test flues for Type A gas appliances.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; inform relevant authorities and supervisors of completion of job; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and report to appropriate personnel any faults in tools, equipment or materials; - literacy skills to: complete workplace documentation; read and interpret: documentation from a variety of sources and plans and specifications; record data in writing; - numeracy skills to apply measurements and calculations; - planning and organising skills to: plan and set out work and plan work with others; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - technical skills to install and test flues for Type A gas appliances, and; - technology skills to: access and understand site-specific instructions in a variety of media and use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - electrical safety and requisite precautions; - energy efficiency of appliances; - how to access relevant information, including codes and technical standards; - job safety analysis (JSA) and safe work method statements (SWMS); - material requirements determination process; - procedures for installing and testing flues for Type A gas appliances, including flashing of penetrations; - properties of gas, gas safety, combustion principles, pressure and flow rates; - relevant statutory requirements related to installing and testing Type A gas appliance flues; - SI system of measurements, and; - workplace and equipment safety requirements.

CPCPGS3050A Install type b gas appliance flues

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to install flue systems for Type B gas appliances.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; inform relevant authorities and supervisors of completion of job; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and report to appropriate personnel any faults in tools, equipment or materials; - literacy skills to: complete workplace documentation; read and interpret: documentation from a variety of sources and plans and specifications; record data in writing; - numeracy skills to apply measurements and calculations; - planning and organising skills to: plan and set out work and plan work with others; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - technical skills to install flues for Type B gas appliances; - technology skills to: access and understand site-specific instructions in a variety of media and use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - electrical safety and requisite precautions; - how to access relevant information, including codes and technical standards; - job safety analysis (JSA) and safe work method statements (SWMS); - material requirements determination process; - procedures for installing Type B appliances, including roof and wall penetration and flashing; - properties of gas, gas safety, combustion principles, pressure and flow rates; - relevant statutory requirements related to installing flues for Type B appliances; - SI system of measurements, and; - workplace and equipment safety requirements.

CPCPGS3051A Purge consumer piping

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to purge consumer gas piping systems.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; inform relevant authorities and supervisors of completion of job; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and report to appropriate personnel any faults in tools, equipment or materials; - literacy skills to: complete workplace documentation; read and interpret: documentation from a variety of sources and plans and specifications; record data in writing; - numeracy skills to apply measurements and calculations; - planning and organising skills to: plan and set out work and plan work with others; - teamwork skills to work with others to action tasks and relate to people from a

range of cultural and ethnic backgrounds and with varying physical and mental abilities; - technical skills to: determine purging requirements of a consumer gas piping system in terms of volume, method and medium of purge; conduct purging and testing for its completeness, and; - technology skills to: access and understand site-specific instructions in a variety of media and use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - characteristics of materials used in the purging process; - effect of heat on the materials used during the purging and testing process; - electrical safety and requisite precautions; - how to access relevant information, including codes and technical standards; - job safety analysis (JSA) and safe work method statements (SWMS); - procedures for purging gas piping systems, including isolation processes and procedures; - properties of gas, gas safety, combustion principles, ignition principles, pressure and flow rates; - relevant statutory requirements related to purging gas piping systems; - SI system of measurements, and; - workplace and equipment safety requirements.

CPCPGS3052A Maintain type a gas appliances

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to perform basic maintenance on Type A gas appliances.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; inform relevant authorities and supervisors of completion of job; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - identifying and accurately reporting to appropriate personnel any faults in tools, equipment or materials; - literacy skills to: complete workplace documentation; read and interpret documentation from a variety of sources and plans and specifications; record data in writing; - numeracy skills to apply measurements and calculations; - planning and organising skills to: plan and set out work and plan work with others; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - technology skills to: access and understand site-specific instructions in a variety of media and use mobile communication technology, and; - undertaking routine basic maintenance on Type A gas appliances, including gas, mechanical and appliance construction components. Students will also be expected to demonstrate the following knowledge: - documentation and reporting requirements; - electrical safety and requisite precautions; - how to access relevant information, including codes and technical standards; - job safety analysis (JSA) and safe work method statements (SWMS); - procedures for maintaining and testing Type A gas appliances; - properties of gas, gas safety, combustion principles, pressure and flow rates; - relevant statutory requirements related to maintaining Type A gas appliances; - SI system of measurements, and; - workplace and equipment safety requirements.

CPCPGS3053A Disconnect and reconnect type A gas appliances

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to disconnect and reconnect services from Type A gas appliances operating on natural gas (NG), or liquefied petroleum gas (LPG), or tempered liquefied petroleum gas (TLPG) up to 200kPa.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; inform relevant authorities and supervisors of completion of job; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and report to appropriate personnel any faults in tools, equipment or materials; - literacy skills to: complete workplace documentation; read and interpret documentation from a variety of sources and plans and specifications; record data in writing; - numeracy skills to apply measurements and calculations; - planning and organising skills to: plan and set out work and plan work with others; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - technical skills to disconnect and reconnect Type A gas appliances from mechanical services, gas, water, air and other services to allow replacement, repair or maintenance, and; - technology skills to: access and understand site-specific instructions in a variety of media and use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - electrical safety and requisite precautions; - how to access relevant information, including codes and technical standards; - ignition and combustion principles relating to conveyed materials or materials used in confined work spaces; - job safety analysis (JSA) and safe work method statements (SWMS); - procedures for disconnecting and reconnecting Type A gas appliances; - properties of gas, gas safety, combustion principles, pressure and flow rates; - relevant statutory requirements related to disconnecting and reconnecting Type A gas appliances; - SI system of measurements, and; - workplace and equipment safety requirements.

CPCPGS3054A Calculate and install natural ventilation for type a gas appliances

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to calculate and install natural ventilation for Type A gas appliances operating on natural gas (NG), liquefied petroleum gas (LPG) or tempered liquefied petroleum gas (TLPG) not exceeding 200kPa.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge

and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - calculating, installing and testing natural ventilation for Type A gas appliances; - communication skills to: access information; determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; inform relevant authorities and supervisors of completion of job; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and report to appropriate personnel any faults in tools, equipment or materials; - literacy skills to: complete workplace documentation; read and interpret: documentation from a variety of sources and plans and specifications; record data in writing; - numeracy skills to apply measurements and calculations; - planning and organising skills to: plan and set out work and plan work with others; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - technology skills to: access and understand site-specific instructions in a variety of media; use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - electrical safety and requisite precautions; - how to access relevant information, including codes and technical standards; - job safety analysis (JSA) and safe work method statements (SWMS); - mechanical ventilation and associated interlocks; - procedures for calculating, installing and testing natural ventilation for Type A gas appliances; - properties of gas, gas safety, combustion principles, pressure and flow rates; - relevant statutory requirements related to natural ventilation requirements for Type A gas appliances; - SI system of measurements, and; - workplace and equipment safety requirements.

CPCPGS3056A Install gas piping systems

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to select, install and test gas consumer piping carrying natural gas (NG), liquefied petroleum gas (LPG), or tempered liquefied petroleum gas (TLPG) up to 200kPa.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and report to appropriate personnel any faults in tools, equipment or materials; - literacy skills to: complete workplace documentation; read and interpret: documentation from a variety of sources and plans and specifications; record data in writing; - numeracy skills to apply measurements and calculations; - planning and organising skills to: plan and set out

work and plan work with others; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - technical skills to determine pipe requirements and install and test gas piping systems where the installation conforms to relevant Australian standards or requirements of the local regulatory authority, and; - technology skills to: access and understand site-specific instructions in a variety of media; use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - characteristics of piping materials, joining methods, fittings and sealants; - electrical safety and requisite precautions; - how to access relevant information, including codes and technical standards; - job safety analysis (JSA) and safe work method statements (SWMS); - material requirements determination process; - procedures for installing and testing gas piping systems, including brazing and mechanical pipe jointing; - properties of gas, gas safety, combustion principles, pressure and flow rates; - relevant statutory requirements related to installing and testing gas piping systems; - SI system of measurements, and; - workplace and equipment safety requirements.

CPCPGS3057A Size consumer gas piping systems

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to size consumer gas piping carrying natural gas (NG), liquefied petroleum gas (LPG) or tempered liquefied petroleum gas (TLPG) not exceeding 200kPa.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; seek information from relevant authorities; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and report to appropriate personnel any faults in tools, equipment or materials; - literacy skills to: complete workplace documentation; read and interpret: documentation from a variety of sources and plans and specifications; - numeracy skills to apply measurements and calculations; - planning and organising skills to plan and set out work; - technical skills to size consumer gas piping supplying appliances at an operating pressure not exceeding 200 kPa, and; - technology skills to: access and understand site-specific instructions in a variety of media and use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - appliance pressure requirements and gas consumption requirements; - characteristics of piping materials, joining methods, fittings and sealants; - electrical safety and requisite precautions; - how to access relevant information, including codes and technical standards; - job safety analysis (JSA) and safe work method statements (SWMS); - procedures for sizing consumer gas piping systems; - properties of gas, gas safety, combustion principles, pressure and flow rates; - relevant statutory and authority requirements related to sizing consumer gas piping systems; - SI system of measurements, and; - workplace and equipment safety requirements.

CPCPGS3059A Install LPG storage of aggregate storage capacity up to 500 litres

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to select, locate, install and test liquefied petroleum gas (LPG) storage facilities with a storage capacity of up to 500 litres; install either single or multiple cylinders; and test associated piping systems.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and report to appropriate personnel any faults in tools, equipment or materials; - literacy skills to: complete workplace documentation; read and interpret: documentation from a variety of sources and plans and specifications; record test data in writing; - numeracy skills to apply measurements and calculations; - planning and organising skills to: plan and set out work and plan work with others; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - technology skills to: access and understand site-specific instructions in a variety of media and use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - electrical safety and requisite precautions; - how to access relevant information, including codes and technical standards; - job safety analysis (JSA) and safe work method statements (SWMS); - material requirements determination process; - procedures for installing and testing gas storage facilities; - properties of gas, gas safety, combustion principles, pressure and flow rates; - relevant statutory requirements related to installing and testing gas storage facilities; - SI system of measurements, and; - workplace and equipment safety requirements.

CPCPGS3060A Install LPG storage of aggregate storage capacity exceeding 500 litres and less than 8kl

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to select, locate, install and test liquefied petroleum gas (LPG) storage facilities with a storage capacity of more than 500 litres but less than 8KL. The storage is connected to consumer piping systems with an operating pressure not exceeding 140kPa.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; inform relevant authorities and supervisors of completion of job; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and report to appropriate personnel any faults in tools, equipment or materials; - literacy skills to: complete workplace documentation; read and interpret: documentation from a variety of sources and plans and specifications; record data in writing; - numeracy skills to apply measurements and calculations; - planning and organising skills to: plan and set out work and plan work with others; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - technical skills to select, locate, install and test LPG storage facilities, and; - technology skills to: access and understand site-specific instructions in a variety of media; use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - electrical safety and requisite precautions; - how to access relevant information, including codes and technical standards; - job safety analysis (JSA) and safe work method statements (SWMS); - material requirements determination process; - procedures for installing and testing gas storage facilities; - properties of gas, gas safety, combustion principles, pressure and flow rates; - relevant statutory and authority requirements related to installing and testing gas storage facilities; - SI system of measurements, and; - workplace and equipment safety requirements.

CPCPGS3061A Install and commission type a gas appliances

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to install and commission Type A gas appliances approved for use with natural gas (NG) or liquefied petroleum gas (LPG) up to 200kPa. Type A gas appliances are badged appliances of less than 500 megajoules (MJ) for which an approval scheme exists. They include but are not limited to space heaters, ducted heating systems, heated water storage, instant heated water heaters, decorative heaters, and gas stoves and hot plates.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following performance criteria: - access information; - determine requirements; - enable clear and direct communication, using questioning to identify and confirm; requirements, share information, listen and understand; - follow instructions; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and report to appropriate personnel any faults in tools, equipment or materials; - complete work notices and other relevant documentation; - read and interpret: - documentation from a variety of sources; - plans and specifications; - record data in writing; - numeracy skills to apply measurements and calculations; - planning and organising skills to: plan and set out work; plan work with others; - teamwork skills to work with others to action tasks and relate to

people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - access and understand site-specific instructions in a variety of media, and; - use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - electrical safety and requisite precautions; - how to access relevant information, including codes and technical standards; - job safety analysis (JSA) and safe work method statements (SWMS); - material requirements determination process; - procedures for installing and commissioning Type A gas appliances, including flashing and requirements for flues and ventilation; - procedures for using carbon monoxide testing equipment to check appliances for spillage; - properties of gas, gas safety, combustion principles, pressure and flow rates; - relevant statutory requirements related to installing and commissioning Type A gas appliances; - SI system of measurements, and; - workplace and equipment safety requirements.

CPCPGS4011C Design and size consumer gas installations

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to design, size and document a consumer's gas installation, including consumer piping operating up to a pressure of 200kPa, fluing, ventilation and appliance installation associated with natural gas (NG), simulated natural gas (SNG), liquefied petroleum gas (LPG) and tempered liquefied petroleum gas (TLPG) for a building of minimum four floors and multiple buildings supplied through one gas source (billing meter or storage tank). It covers preparing for work, determining gas installation design requirements, detailed planning of the layout, and completing work finalisation processes, including records and documentation.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; identify requirements, including system requirements; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication; - initiative and enterprise skills to identify and report to appropriate personnel any faults in tools, equipment or materials; - literacy skills to: access and understand site-specific instructions in a variety of media; - read and interpret: documentation from a variety of sources; regulations, relevant Australian standards, plans, specifications and drawings; record plans in writing and complete workplace documentation; - numeracy skills to apply measurements and calculations; - planning and organising skills to: organise and sequence tasks with others; plan and set out work; - technical skills to plan, size and document layout of gas installations for single and multiple buildings consisting of a minimum of four floors; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - access and understand site-specific instructions in a variety of media; use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - AS/NZS 5601 Gas installations, including the use of tables; - building and construction industry terminology; - drawing and sketching techniques, including the

use of conventional symbols; - gas safety, including combustion characteristics and effects; - general electrical safety requirements; - impact of ventilation on design; - job safety analysis (JSA) and safe work method statements (SWMS); - planning, sizing and layout of gas installations; - processes for accessing information and for calculating material requirements; - relevant statutory and authority requirements related to planning, sizing and layout of gas installations; - SI system of measurement; - types and properties of fuel gas, including pressure and flow rates; - types, characteristics, uses and limitations of gas pipe work and reticulation materials, including joining techniques and systems; - use of computers and computer-aided design (CAD) software, and; - workplace and equipment safety requirements.

CPCPIG2021A Design domestic urban irrigation systems

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to prepare basic designs and irrigation drawings for domestic irrigation systems.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following performance criteria: - access information; - determine requirements; - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; - follow instructions; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and report to appropriate personnel any faults in tools, equipment or materials; - compile list of materials; - complete workplace documentation; - read and interpret: documentation from a variety of sources; plans and specifications; - record information; - technical skills to design and draw a domestic urban irrigation system; - numeracy skills to apply measurements and calculations; - plan and sequence tasks with others; - plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - access and understand site-specific instructions in a variety of media, and; - use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - job safety analysis (JSA) and safe work method statements (SWMS); - process and workplace requirements for basic irrigation design; - processes for accessing information and for calculating material requirements; - properties of water, including pressure and flow rates; - relevant statutory and authority requirements related to drawing and installing irrigation systems; - SI system of measurement; - specifications of the range of irrigation products available; - standards applicable to the installation; - technologies for irrigation measurement and drawings; - various types of irrigation systems, including types of materials and components used; - workplace and equipment safety requirements.

CPCPIG3021A Set out, install and commission irrigation systems

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to set out, install

and commission irrigation systems.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and report to appropriate personnel any faults in tools, equipment or materials; - literacy skills to: compile list of materials; complete workplace documentation and record information; read and interpret: documentation from a variety of sources and plans and specifications; - numeracy skills to apply measurements and calculations; - planning and organising skills to: plan and sequence tasks with others and plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - technical skills to install pipework, controls, valves, backflow prevention devices and water emitters for an irrigation system and its commissioning, and; - technology skills to: access and understand site-specific instructions in a variety of media and use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - characteristics and application of different pipes and fittings, including fixing and joining techniques and methods; - job safety analysis (JSA) and safe work method statements (SWMS); - process of setting out, installing and commissioning irrigation systems; - processes for accessing information and for calculating material requirements; - properties of water, including pressure and flow rates; - protection of drinking water supplies; - relevant statutory and authority requirements related to installing and commissioning irrigation systems; - SI system of measurement; - standards applicable to the installation; - various types of irrigation systems, including types of materials and components used, and; - workplace and equipment safety requirements.

CPCPIG3022A Install and commission domestic irrigation pumps

Locations:Industry, Sunshine.

Prerequisites:CPCCM2043A - Carry out WHS requirements

Description:This unit of competency specifies the outcomes required to install and commission domestic irrigation pumps.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; -

initiative and enterprise skills to identify and report to appropriate personnel any faults in tools, equipment or materials; - literacy skills to: complete workplace documentation; read and interpret: documentation from a variety of sources and plans and specifications; record and document test data; - numeracy skills to apply measurements and calculations; - planning and organising skills to: plan and sequence tasks with others and plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - technical skills to install and commission a centrifugal domestic irrigation pump, and; - technology skills to: access and understand site-specific instructions in a variety of media and use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - characteristics and application of different pipes and fittings, including: fixing and joining techniques and methods and flow rates; - job safety analysis (JSA) and safe work method statements (SWMS); - levelling and alignment processes; - mechanical, hydraulic and electrical principles; - process of installing and commissioning domestic irrigation pumps; - processes for accessing information and for calculating material requirements; - properties of water, including pressure and flow rates; - relevant statutory and authority requirements related to installing and commissioning domestic irrigation pumps; - SI system of measurement; - various types of domestic irrigation pumps, and; - workplace and equipment safety requirements.

CPCPMS2021A Assemble mechanical services components

Locations:Industry, Sunshine.

Prerequisites:CPCCM2043A - Carry out WHS requirements

Description:This unit of competency specifies the outcomes required to assemble mechanical services components for heating and cooling systems prior to their installation.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; report faults; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and report to appropriate personnel any faults in tools, equipment or materials; - literacy skills to: complete workplace documentation; read and interpret: documentation from a variety of sources and plans and specifications; - numeracy skills to apply measurements and calculations; - planning and organising skills to: plan and sequence tasks with others and plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - technical skills to fabricate and assemble mechanical services components prior to installation in heating, cooling and ventilation systems, and; - technology skills to: access and understand site-specific instructions in a variety of media; use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - characteristics of materials used in the required assembly; - classification of assembly types and identification of assembly components; - job safety analysis (JSA) and safe work method statements (SWMS);

- levelling and alignment processes; - mechanical and hydraulic principles; - personal protective equipment characteristics and use; - operation requirements of equipment used for fabricating and assembling components; - SI system of measurement; - types of fasteners, fixings and sealants; - WHS regulations relevant to assembly of irrigation components, and; - workplace operating procedures, including required standards for assembly.

CPCPMS3031A Fabricate and install steel pressure piping

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to determine installation requirements and to fabricate, install and test steel pressure piping. It applies to pipe systems with operating pressures not exceeding 1750kPa and 200°C.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and report to appropriate personnel any faults in tools, equipment or materials; - literacy skills to: complete workplace documentation and document pipes system test; - read and interpret: documentation from a variety of sources and plans and specifications; - numeracy skills to apply measurements and calculations; - planning and organising skills to: plan and sequence tasks with others and plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - technical skills to: cut and weld with oxy-acetylene and arc welding and mechanical bend, joint, fix and test mild steel pressure piping systems, and; - technology skills to: access and understand site-specific instructions in a variety of media and use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - fabrication, installation and testing process for pressure pipe systems; - job safety analysis (JSA) and safe work method statements (SWMS); - processes for accessing information and for calculating material requirements; - properties of conveyed materials, including pressure, flow rates and temperature requirements; - relevant statutory authorities' requirements and Australian standards related to fabricating, installing and testing - pressure pipe systems; - SI system of measurements, and; - workplace and equipment safety requirements.

CPCPMS3032A Select and fit insulation and sheathing

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to install insulating sheathing on hot and cold piping, fittings and vessels. It includes the selection of insulation materials.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic

and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; report faults; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and report to appropriate personnel any faults in tools, equipment or materials; - literacy skills to: complete workplace documentation; read and interpret: documentation from a variety of sources and plans and specifications; - numeracy skills to apply measurements and calculations; - planning and organising skills to: plan and sequence tasks with others and plan and set out work; - technical skills to select and install appropriate thermal insulation sheathing to sections of both hot and cold piping, fittings and vessels associated with refrigeration and cooling and heating systems; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - technology skills to: access and understand site-specific instructions in a variety of media and use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - correct waste disposal and recycling processes; - job safety analysis (JSA) and safe work method statements (SWMS); - levelling and alignment processes; - materials handling processes; - WHS regulations relevant to insulation and sheathing; - personal protective equipment requirements and use; - processes of selecting and insulating pipes, fittings and vessels; - SI system of measurement; - techniques for cutting, fabricating and assembling metal sheathing, and; - techniques for fixing insulating materials to piping and vessels.

CPCPMS3033A Install small bore heating systems

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to install small bore hydronic heated water heating systems.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and report to appropriate personnel any faults in tools, equipment or materials; - literacy skills to: complete workplace documentation; document heating system test; read and interpret: documentation from a variety of sources and plans and specifications; - numeracy skills to apply measurements and calculations; - planning and organising skills to: plan and sequence tasks with others and plan and set out work; - teamwork skills to work

with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - technical skills to: determine system requirements and install and commission a heating system, and; - technology skills to: access and understand site-specific instructions in a variety of media and use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - characteristics and application of different fixing and joining techniques and methods; - effective isolation processes and procedures; - electrical and electronic principles and safety requirements; - job safety analysis (JSA) and safe work method statements (SWMS); - WHS regulations relevant to installation of small bore systems; - personal protective equipment requirements and use; - processes of installing and commissioning small bore heating systems; - properties of water, including pressure and flow rates; - SI system of measurement, and; - statutory requirements.

CPCPMS3034A Install medical gas pipeline systems

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to install and test medical gas pipeline systems.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; report faults; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and report to appropriate personnel any faults in tools, equipment or materials; - literacy skills to: complete workplace documentation; document pipeline system pressure test; read and interpret: documentation from a variety of sources and plans and specifications; - numeracy skills to apply measurements and calculations; - planning and organising skills to: plan and sequence tasks with others and plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - technical skills to: determine system requirements and install, test and purge a medical gas pipeline system, and; - technology skills to: access and understand site-specific instructions in a variety of media and use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - job safety analysis (JSA) and safe work method statements (SWMS); - WHS regulations relevant to medical gas pipeline systems; - personal protective equipment requirements and use; - pressure testing procedures and equipment; - processes and requirements of installing, testing and purging medical gas pipeline systems, and; - SI system of measurement.

CPCPMS3035A Install and test ducting systems

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to install and test ducting systems used for ventilation systems, heating and/or cooling systems, and exhaust systems.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; report faults; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and report to appropriate personnel any faults in tools, equipment or materials; - literacy skills to: complete workplace documentation; document ducting system tests; read and interpret: documentation from a variety of sources and plans and specifications; - numeracy skills to apply measurements and calculations; - planning and organising skills to: plan and sequence tasks with others and plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - technical skills to install, insulate and test ducting for ventilation, heating, cooling and exhaust systems, including in-duct equipment, and; - access and understand site-specific instructions in a variety of media and use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - applicable Australian standards; - application of flow rates, pressure and volume principles to testing procedures; - characteristics of materials used in the system being tested; - electrical and electronic principles and safety requirements; - job safety analysis (JSA) and safe work method statements (SWMS); - levelling and alignment processes; - WHS regulations relevant to the work activity; - personal protective equipment requirements and use; - processes of installing, insulating and testing ducting; - SI system of measurement; - statutory requirements; - system types and identification of system components; - techniques for setting out, assembling, fixing and jointing duct work systems and components, including insulation and acoustic materials, and; - types of repairs for detected leaks in the duct work system.

CPCPMS3036A Install air handling units

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to install and test air heating, cooling and ventilation plenums or enclosures.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; report faults; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and report to appropriate personnel

any faults in tools, equipment or materials; - literacy skills to: complete workplace documentation; document pipeline system pressure test; read and interpret: documentation from a variety of sources and plans and specifications; - numeracy skills to apply measurements and calculations; - planning and organising skills to: plan and sequence tasks with others and plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - technical skills to install and test an air handling plenum, which is part of an air heating, cooling and ventilation system, and; - technology skills to: access and understand site-specific instructions in a variety of media and use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - effect of machinery vibrations on structures, ducts and fittings; - electrical and safety requirements; - equipment installation techniques that limit the transfer of vibrations from plant and equipment to other components; - job safety analysis (JSA) and safe work method statements (SWMS); - WHS regulations relevant to the work activity; - personal protective equipment requirements and use; - processes of installing and testing air handling units; - SI system of measurement; - statutory requirements; - techniques for setting out, assembly and fixing and jointing requirements for duct work systems, and; - testing, balancing and commissioning of air handling units.

CPCPMS3037A Install and test split system air conditioning

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to install and test split system air conditioning.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; report faults; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - literacy skills to: complete workplace documentation; document pipeline system pressure test; read and interpret: documentation from a variety of sources and plans and specifications; - numeracy skills to apply measurements and calculations; - planning and organising skills to: plan and sequence tasks with others and plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - technical skills to identify and accurately report to appropriate personnel any faults in tools, equipment or materials, and; - technology skills to: access and understand site-specific instructions in a variety of media; use mobile communication technology; undertake preparatory work that may be needed, including penetration through building structure, installation of structural supports and installation of plinths. Students will also be expected to demonstrate the following knowledge: - characteristics and application of different assemblies, including fixing and jointing techniques and methods; - effective isolation processes and procedures; - electrical safety requirements; - environmental impact of gases and Environment Protection Authority (EPA) requirements; - job safety analysis (JSA) and safe work method statements (SWMS); - materials handling techniques; - WHS regulations

relevant to the work activity; - personal protective equipment requirements and use; - operating principles of air conditioning and refrigeration systems; - processes of installing and testing split air conditioning systems; - SI system of measurement, and; - statutory requirements.

CPCPMS3038A Install air conditioning control equipment

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to install air conditioning control equipment for the control of pressure, temperature, flow rate, humidity and density.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; report faults; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - literacy skills to: complete workplace documentation; read and interpret: documentation from a variety of sources and plans and specifications; - numeracy skills to apply measurements and calculations; - planning and organising skills to: plan and sequence tasks and plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - technical skills to identify and accurately report to appropriate personnel any faults in tools, equipment or materials, and; - technology skills to: access and understand site-specific instructions in a variety of media and use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - effective isolation processes and procedures; - electrical and safety requirements; - job safety analysis (JSA) and safe work method statements (SWMS); - WHS regulations relevant to the work activity; - personal protective equipment requirements and use; - operating principles of air conditioning and refrigeration systems; - power and maintenance access requirements for control units; - process of installing and testing air conditioning control equipment; - SI system of measurement, and; - statutory requirements.

CPCPMS3039A Maintain mechanical services equipment

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to perform general maintenance of heating, ventilating and air conditioning systems and associated mechanical equipment (air distribution systems, hydronic systems and control systems).

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting

of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; report faults; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication; - literacy skills to: complete workplace documentation; document maintenance report; read and interpret: documentation from a variety of sources, maintenance schedule, manufacturer catalogues, plans, specifications and drawings; - numeracy skills to apply measurements and calculations; - planning and organising skills to: plan and sequence tasks with others and plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - technical skills to: conduct routine maintenance on air distribution and hydronic heating, ventilating and air conditioning systems and identify and accurately report to appropriate personnel any faults in tools, equipment or materials, and; - technology skills to: access and understand site-specific instructions in a variety of media and use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - air-conditioning and refrigeration principles; - electrical safety principles; - effect of bacteria in water, and potential impact on health; - job safety analysis (JSA) and safe work method statements (SWMS); - mechanical and hydraulic principles; - personal protective equipment requirements and use; - operating principles of system components used in mechanical services equipment; - processes of maintaining mechanical services equipment; - SI system of measurement; - WHS regulations relevant to the work activity, and; - workplace and statutory requirements for mechanical services equipment.

CPCPMS3040A Install and maintain evaporative air cooling systems

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to install and maintain evaporative air cooling systems.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; report faults; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - literacy skills to: complete workplace documentation; document test results; read and interpret: documentation from a variety of sources and plans and specifications; - numeracy skills to apply measurements and calculations; - planning and organising skills to: plan and sequence tasks with others and plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - technical skills to: identify and accurately report to appropriate personnel any faults in tools, equipment or materials; undertake associated penetration and flashing of the roof, provision of water, and installation of required duct work, and; -

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technology skills to: access and understand site-specific instructions in a variety of media and use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - characteristics and application of different assemblies, including fixing and jointing techniques and methods; - effect of bacteria in water, and health implications; - effective isolation processes and procedures; - job safety analysis (JSA) and safe work method statements (SWMS); - materials handling techniques; - WHS regulations relevant to the work activity; - personal protective equipment requirements and use; - processes of installing and testing evaporative air cooling systems; - roof penetration and flashing; - SI system of measurement, and; - statutory requirements.

CPCPMS4011B Design, size and lay out heating and cooling systems

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to design, size and document the layout of heating and cooling systems for multi-floor structures. It covers preparing for the work, identifying and confirming system specifications and requirements, designing system layout, and work finalisation processes, including records and documentation.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; identify requirements, including system requirements; - report faults; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - literacy skills to: complete written workplace documentation; - read and interpret: documentation from a variety of sources; regulations, standards, plans, specifications and drawings; numeracy skills to apply measurements and calculations; - planning and organising skills to: plan and sequence tasks with others; plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - technical skills to: identify and accurately report to appropriate personnel any faults in tools, equipment or materials; interpret plans and specifications to design, size and document the layout of heating and cooling systems for multi-floor buildings up to a height of six floors, and; - access and understand site-specific instructions in a variety of media; use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - characteristics and application of different fixing and joining techniques and methods; - characteristics and application of pipe and ducting systems, including their fittings and fixture supports and fixing and joining techniques; - design concepts and performance measures for heating and cooling systems; - effective isolation processes and procedures; - electrical and electronic principles and safety requirements; - environmental impact of gases and Environment Protection Authority (EPA) requirements; - job safety analysis (JSA) and safe work method statements (SWMS); - principles, operation and characteristics of heating and cooling systems; - process of designing, sizing and documenting the layout of heating and cooling systems; - properties of water and air, including

pressure and flow rates; - relevant information sources for the work activity; - relevant statutory requirements related to designing, sizing and documenting the layout of heating and cooling systems; - SI system of measurements; - standards applicable to heating and cooling systems; - use of computers and relevant computer-aided design (CAD) software, and; - workplace and equipment safety requirements.

CPCPRF2022A Select and install roof sheeting and wall cladding

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to select and install roof sheeting, steel battens and wall cladding for roofs. It includes the selection and installation of non-metallic roof materials associated with metal roofing (excluding roof tiles and slate) and of insulation materials.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; report faults; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - literacy skills to: complete written workplace documentation; document scope of work and work practices; read and interpret: documentation from a variety of sources and plans and specifications; - numeracy skills to apply measurements and calculations; - planning and organising skills to plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - technical skills to: identify and accurately report to appropriate personnel any faults in tools, equipment or materials; select and install non-metallic roof materials associated with metal roofing (excluding roof tiles and slate) and insulation materials, and; - technology skills to: access and understand site-specific instructions in a variety of media and use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - capillary action, thermal expansion and fabrication techniques to prevent leaking installations; - corrosion prevention treatment requirements of cut sheets; - electrolysis and problems associated with the use of dissimilar metals; - job safety analysis (JSA) and safe work method statements (SWMS); - processes of selecting and installing roof sheeting and wall cladding; - relevant WHS regulations and fall protection codes and requirements; - relevant statutory requirements related to installing roof sheeting and wall cladding, including non-metallic materials; - SI system of measurement, and; - types of fasteners, fixings and sealants and their application to the installation of roof coverings.

CPCPRF2023A Collect and store roof water

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to determine storage requirements and to plan, prepare and install storage tanks and related piping for the collection and storage of roof water.

Required Reading: The qualified trainer and assessor will provide teaching and

learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; report faults; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and accurately report to appropriate personnel any faults in tools, equipment or materials; - literacy skills to: complete workplace documentation; read and interpret: documentation from a variety of sources and plans and specifications; - numeracy skills to: apply calculations and measurements and interpret data; - planning and organising skills to: plan and set out work and plan work with others; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - technology skills to: access and understand site-specific instructions in a variety of media and use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - job safety analysis (JSA) and safe work method statements (SWMS); - procedures for commissioning water storage tanks for use; - processes for accessing information and for calculating material requirements; - properties of water, including: effect of gravity and atmospheric pressure; procedures for maintaining water quality; sources of contamination and impurities; - regulations and requirements pertaining to collecting and storing drinking water and non drinking water; - relevant statutory requirements related to collecting and storing roof water; - SI system of measurements; - water storage installation processes, and; - workplace and equipment safety requirements.

CPCPRF2024A Fabricate roof coverings for curved structures

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to design and fabricate curved industrial roof coverings.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; report faults; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - literacy skills to: complete written workplace documentation; develop materials list; read and interpret: documentation from a variety of sources and plans and specifications; - numeracy skills to apply measurements and calculations; - planning and organising skills to: plan and sequence tasks with others and plan and set out work; - teamwork skills to work with others to action tasks and relate to

people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - technical skills to identify and accurately report to appropriate personnel any faults in tools, equipment or materials, and; - technology skills to: access and understand site-specific instructions in a variety of media and use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - capillary action, thermal expansion and fabrication techniques to prevent leaking installations; - characteristics of various metals and finishes; - design concepts and performance measures for curved roof coverings; - electrolysis and problems associated with the use of dissimilar metals; - job safety analysis (JSA) and safe work method statements (SWMS); - processes of designing and fabricating curved roof coverings; - relevant statutory and regulatory authority requirements related to metal roofs, and; - SI system of measurement.

CPCPRF3021A Receive roofing materials

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to coordinate the delivery, receipt and handling of roofing materials on a site.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; inform employees of delivery process; plan and sequence deliveries with others; report faults; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and accurately report to appropriate personnel any faults in tools, equipment or materials; - literacy skills to: complete workplace documentation; read and interpret: documentation from a variety of sources; plans and specifications; - numeracy skills to apply calculations; - planning and organising skills to: coordinate receipt of deliveries of roofing materials to a work site; plan and set out work; sequence the delivery of materials; - relocating materials and securing them within the site; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - technology skills to: access and understand site-specific instructions in a variety of media and use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - application of relevant regulations and workplace procedures; - deployment of relevant human and physical resources and facilities; - identification and correct use of equipment, processes and procedures; - job safety analysis (JSA) and safe work method statements (SWMS); - methods of working and correct selection and use of equipment relevant to work activity; - relevant WHS regulations and fall protection codes and requirements; - relevant statutory requirements related to transportation and storage of roofing materials; - SI system of measurement; - techniques and procedures for delivery of roof plumbing materials, and; - workplace planning and estimation processes for delivery of roof plumbing materials.

CPCPRF3022A Fabricate and install roof drainage components

Locations: Industry, Sunshine.

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Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to fabricate and install roof drainage components and rainwater goods for commercial and residential roof systems.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and accurately report to appropriate personnel any faults in tools, equipment or materials; - literacy skills to: complete workplace documentation; read and interpret: documentation from a variety of sources and plans and specifications; - numeracy skills to apply measurements and calculations; - planning and organising skills to: plan and sequence tasks with others and plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - technical skills to select, fabricate, joint and install gutter and downpipe systems to effectively drain a roof to an authorised discharge point, and; - technology skills to: access and understand site-specific instructions in a variety of media and use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - capacity of fabrication machinery involved in the production of roof drainage components; - capillary action, thermal expansion and fabrication techniques to prevent leaking installations; - characteristics of various metals and finishes; - corrosion prevention treatment requirements of cut sheets; - design concepts and performance measures for roof drainage components; - electrolysis and problems associated with the use of dissimilar metals; - job safety analysis (JSA) and safe work method statements (SWMS); - joining of materials; - processes of fabricating, jointing and fixing roof drainage components; - relevant WHS regulations and fall protection codes and requirements; - relevant statutory requirements related to fabricating and installing roof drainage components; - SI system of measurement, and; - types of fasteners, fixings and sealants and their application to the fabrication and installation of roof coverings.

CPCPRF3023A Fabricate and install external flashings

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to fabricate and install external flashings for roof and ceiling installations.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

expected to demonstrate the following required skills: - communication skills to: access information; determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; report faults; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and accurately report to appropriate personnel any faults in tools, equipment or materials; - literacy skills to: complete workplace documentation; read and interpret: documentation from a variety of sources and plans and specifications; - numeracy skills to apply measurements and calculations; - planning and organising skills to: plan and sequence tasks with others and plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - technology skills to: access and understand site-specific instructions in a variety of media and use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - capillary action, thermal expansion and fabrication techniques to prevent leaking installations; - corrosion prevention treatment requirements of cut sheets; - design concepts and performance measures for various external flashings; - electrolysis and problems associated with the use of dissimilar metals; - job safety analysis (JSA) and safe work method statements (SWMS); - processes of fabricating and installing external flashings; - relevant WHS regulations and fall protection codes and requirements; - relevant statutory requirements related to installing external flashings; - SI system of measurement, and; - types of fasteners, fixings and sealants and their application to the fabrication and installation of external flashings.

CPCPRF3024A Install roof components

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to select and install industrial type roofing components in roofs.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; report faults; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - literacy skills to: complete written workplace documentation; read and interpret: documentation from a variety of sources and plans and specifications; - numeracy skills to apply measurements and calculations; - planning and organising skills to: plan and sequence tasks with others and plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - technical skills to identify and accurately report to appropriate personnel any faults in tools, equipment or materials, and; - technology skills to: access and understand site-specific instructions in a variety of media and use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - capillary action, thermal expansion and fabrication techniques to prevent leaking installations;

- corrosion prevention treatment requirements of cut sheets; - electrolysis and problems associated with the use of dissimilar metals; - job safety analysis (JSA) and safe work method statements (SWMS); - processes of erecting and installing industrial roof components; - relevant WHS regulations and fall protection codes and requirements; - relevant statutory requirements related to installing roof components; - SI system of measurement, and; - types of fasteners, fixings and sealants and their application to the installation of roof components.

CPCPRF3025A Install roof coverings to curved roof structures

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to set out and install roofing to hyperbolic, paraboloid, barrel vault roof, curved roof and bull-nosed roof structures.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; report faults; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and accurately report to appropriate personnel any faults in tools, equipment or materials; - literacy skills to: complete workplace documentation and read and interpret: documentation from a variety of sources and plans and specifications; - numeracy skills to apply measurements and calculations; - planning and organising skills to: plan and sequence tasks with others and plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - technology skills to: access and understand site-specific instructions in a variety of media and use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - capillary action, thermal expansion and fabrication techniques to prevent leaking installations; - corrosion prevention treatment requirements of cut sheets; - electrolysis and problems associated with the use of dissimilar metals; - job safety analysis (JSA) and safe work method statements (SWMS); - processes of fixing covering to curved roof structures; - relevant WHS regulations and fall protection codes and requirements; - relevant statutory requirements related to installing roof coverings to curved roof structures; - SI system of measurement, and; - types of fasteners, fixings and sealants and their application to the installation of roof coverings.

CPCPRF3026A Install composite roof systems

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to install roof sheets for composite roof systems.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; report faults; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and accurately report to appropriate personnel any faults in tools, equipment or materials; - literacy skills to: complete workplace documentation; read and interpret: documentation from a variety of sources and plans and specifications; - numeracy skills to apply measurements and calculations; - planning and organising skills to: plan and sequence tasks with others and plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - technology skills to: access and understand site-specific instructions in a variety of media and use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - capillary action, thermal expansion and fabrication techniques to prevent leaking installations; - corrosion prevention treatment requirements of cut sheets; - electrolysis and problems associated with the use of dissimilar metals; - job safety analysis (JSA) and safe work method statements (SWMS); - processes of manufacturing and installing composite roof systems; - relevant WHS regulations and fall protection codes and requirements; - relevant statutory requirements related to installing composite roof systems; - SI system of measurement, and; - types of fasteners, fixings and sealants and their application to the fabrication and installation of roof coverings.

CPCPRF4011B Design and size roof drainage systems

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to design, size and document the layout of components of roof drainage systems.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; identify requirements; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - literacy skills to: complete workplace documentation; - read and interpret: documentation from a variety of sources; regulations, relevant Australian standards, plans, specifications and drawings; record plans; - identifying and accurately reporting to appropriate personnel any faults in tools, equipment or materials; - numeracy skills to apply measurements and calculations; - planning and organising skills to: plan and sequence tasks with others; plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic

backgrounds and with varying physical and mental abilities; - access and understand site-specific instructions in a variety of media; use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - accessing relevant information sources for the work activity and the processes for the calculation of catchment areas and design flows; - capacity of fabrication machinery involved in the production of roof draining components; - Australian standards applicable to roof drainage; - capillary action, thermal expansion and fabrication techniques to prevent leaking; - characteristics of various metals and finishes; - computers and computer-aided design (CAD) software; - corrosion prevention treatment requirements of cut sheets; - design concepts and performance measures for various roof draining components for all types of roofs; - electrolysis and problems associated with the use of dissimilar metals; - implications of climate variations for the design of roof draining components; - job safety analysis (JSA) and safe work method statements (SWMS); - levelling and alignment processes; - process of planning, sizing and documenting the layout of roof drainage systems; - relevant statutory requirements related to planning, sizing and documenting the layout of roof drainage systems; - SI system of measurements, and; - workplace and equipment safety requirements.

CPCPSN3011B Plan layout of a residential sanitary plumbing system

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to plan the layout, size and install a sanitary plumbing system for residential buildings.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - access information; - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; - follow instructions; - identify requirements; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - complete workplace documentation; - read and interpret: documentation from a variety of sources; plans and specifications; - record plans; - numeracy skills to apply measurements and calculations; - plan and sequence tasks with others; - plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - technical skills to identify and accurately report to appropriate personnel any faults in tools, equipment or materials; - access and understand site-specific instructions in a variety of media, and; - use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - application of various sanitary and drainage fixtures and appliances; - characteristics and the application of different pipe systems, including their fittings and fixture supports, and fixing and joining techniques; - job safety analysis (JSA) and safe work method statements (SWMS); - principles of drainage; - principles of sanitary plumbing; - process of planning the layout of sanitary plumbing systems; - relevant statutory requirements related to sanitary plumbing systems; - SI system of measurements, and; - workplace and equipment safety requirements.

CPCPSN3022A Install discharge pipes

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to install pipework from soil and wastewater fixtures to a stack or drain.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; identify requirements; report faults; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - literacy skills to: complete workplace documentation; read and interpret: documentation from a variety of sources and plans and specifications; record plans; - numeracy skills to apply measurements and calculations; - planning and organising skills to: plan and sequence tasks with others and plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - technical skills to identify and accurately report to appropriate personnel any faults in tools, equipment or materials, and; - technology skills to: access and understand site-specific instructions in a variety of media and use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - characteristics and application of different materials, pipe fittings and supports, including fixing and joining techniques; - job safety analysis (JSA) and safe work method statements (SWMS); - levelling and alignment processes; - process of installing sewage discharge pipes; - processes for accessing information and for calculating material requirements; - properties and characteristics of sewage, including temperature implications and discharges; - relevant statutory requirements related to installing discharge pipes; - SI system of measurements; - standards applicable to the installation, and; - workplace and equipment safety requirements.

CPCPSN3023A Fabricate and install sanitary stacks

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to fabricate and install sanitary stacks for soil and waste discharges.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow

instructions; identify requirements; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and accurately report to appropriate personnel any faults in tools, equipment or materials; - literacy skills to: complete workplace documentation; read and interpret: documentation from a variety of sources and plans and specifications; record plans; - numeracy skills to apply measurements and calculations; - planning and organising skills to: plan and sequence tasks with others and plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - technology skills to: access and understand site-specific instructions in a variety of media and use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - characteristics and the application of different pipe fittings and fixture supports, including fixing and joining techniques; - classification of assembly types and identification of assembly components; - job safety analysis (JSA) and safe work method statements (SWMS); - levelling and alignment processes; - materials handling processes; - performance measures and characteristics of the materials used in the required soil and waste stack assembly; - process of fabricating and installing sanitary stacks; - processes for accessing information and for calculating material requirements; - product and service standards applicable to the installation; - properties of soil and waste discharges, including temperature and corrosive discharges; - relevant statutory requirements related to installing stacks, discharge pipes and vents; - SI system of measurements, and; - systems of sanitary plumbing.

CPCPSN3024A Install and fit off sanitary fixtures

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to install and fit off sanitary fixtures. It applies to the installation of sanitary plumbing, including the connection of discharge pipes to sanitary plumbing and drainage, including soil and waste fixtures.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; identify requirements; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and accurately report to appropriate personnel any faults in tools, equipment or materials; - literacy skills to: complete workplace written documentation; read and interpret: documentation from a variety of sources and plans and specifications; record written plans; - numeracy skills to apply measurements and calculations; - planning and organising skills to: plan and sequence tasks with others and plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - technical skills to install sanitary plumbing, including connecting discharge pipes to sanitary plumbing and drainage and installing sanitary fixtures, and; - technology skills to: access and

understand site-specific instructions in a variety of media and use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - characteristics and the application of different pipe fittings and fixture supports, including fixing and joining techniques; - job safety analysis (JSA) and safe work method statements (SWMS); - levelling and alignment processes; - performance measures and characteristics of sanitary fixtures; - process of installing and fitting off sanitary fixtures; - processes for accessing information and for calculating material requirements; - relevant statutory, authority and manufacturer requirements related to installing and fitting off sanitary fixtures; - SI system of measurements, and; - workplace and equipment safety requirements.

CPCPSN3025A Install pre-treatment facilities

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to install pre-treatment facilities designed to intercept and retain prohibited discharges to the sanitary plumbing and drainage system.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; identify requirements; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and accurately report to appropriate personnel any faults in tools, equipment or materials; - literacy skills to: complete workplace written documentation; read and interpret: documentation from a variety of sources and plans and specifications; record written plans; - numeracy skills to apply measurements and calculations; - planning and organising skills to: plan and sequence tasks with others and plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - technical skills to install pre-treatment facilities to intercept and retain prohibited discharges to the sanitary plumbing and drainage system, and; - technology skills to: access and understand site-specific instructions in a variety of media and use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - classification of assembly types and identification of assembly components; - fixing and joining techniques and methods; - job safety analysis (JSA) and safe work method statements (SWMS); - levelling and alignment processes; - materials handling processes; - process of installing pre-treatment facilities; - processes for accessing information and for calculating material requirements; - prohibited waste discharges to the sewer and their properties and effects; - relevant statutory requirements related to installing pre-treatment facilities; - SI system of measurements; - types and purpose of pre-treatment facilities, and; - workplace and equipment safety requirements.

CPCPSN3026A Install sewerage pumpsets

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to install sewerage pumps, and install and test small bore macerators.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; identify requirements; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and accurately report to appropriate personnel any faults in tools, equipment or materials; - literacy skills to: complete workplace written documentation; read and interpret: documentation from a variety of sources and plans and specifications; record written plans; - numeracy skills to apply measurements and calculations; - planning and organising skills to: plan and sequence tasks with others and plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - technical skills to install and test sewerage pumps and small bore macerators, and; - technology skills to: access and understand site-specific instructions in a variety of media and use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - atmospheric pressure; - fixing techniques; - job safety analysis (JSA) and safe work method statements (SWMS); - levelling and alignment processes; - performance measures for various sewerage pumpsets; - process of installing sewerage pumpsets; - properties of sewage, including pressure and flow rates; - relevant statutory requirements related to installing sewerage pumpsets; - SI system of measurement; - standards applicable to the installation; - use of test equipment and procedures, and; - workplace and equipment safety requirements.

CPCPSN4011B Design and size sanitary plumbing systems

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to design, size and document the layout of sanitary plumbing systems for multi-floor buildings.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; identify requirements, including system requirements; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - literacy skills to: complete workplace documentation; record plans; - read and interpret: documentation from a variety of sources, and; regulations, relevant Australian standards, plans, specifications and

drawings; - numeracy skills to apply measurements and calculations; - planning and organising skills to: plan and sequence tasks with others; plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - technical skills to: document the layout of sanitary pipework and fixtures; identify and accurately report to appropriate personnel any faults in tools, equipment or materials, and; - access and understand site-specific instructions in a variety of media; use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - accessing relevant information sources for the work activity; - Australian standards applicable to the system; - characteristics and the application of different pipe systems, including their fittings and fixture supports, and fixing and joining techniques; - computers and computer-aided design software; - handling of hazardous waste; - infectious diseases; - job safety analysis (JSA) and safe work method statements (SWMS); - pipe materials and sanitary fixtures; - principles of drainage; - principles of sanitary plumbing; - process of planning, sizing and documenting the layout of sanitary pipework and fixtures; - relevant statutory requirements related to planning, sizing and documenting the layout of sanitary plumbing systems; - SI system of measurements, and; - workplace and equipment safety requirements.

CPCPWT3020A Connect and install storage tanks to a domestic water supply

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to connect and install storage tanks to a domestic water supply.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow and give instructions; record test results in writing; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - literacy skills to: complete workplace documentation; read and interpret: documentation from a variety of sources and plans and specifications; record test results in writing; - numeracy skills to apply measurements and calculations; - planning and organising skills to: plan and sequence tasks with others and plan and set out work; - teamwork skills to: work with others to action tasks; relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - technical skills to: determine system requirements for installation of a static storage tank and identify and report faults in tools, equipment and materials, and; - technology skills to: access and understand site-specific instructions in a variety of media and use mobile communications technology. Students will also be expected to demonstrate the following knowledge: - characteristics and application of different pipe fittings and fixture supports, including fixing and joining techniques; - function and operation of a range of taps and valves; - job safety analysis (JSA) and safe work method statements (SWMS); - levelling and alignment processes; - pressure test systems and procedures; - procedures for accessing information and processes for calculating material requirements; - process for connecting static storage tanks; - relevant

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statutory requirements related to the connection of static storage tanks; - SI system of measurement; - structural systems, building materials and building services, and; - workplace and equipment safety requirements.

CPCPWT3021A Set out and install water services

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to install heated, cold and tempered water services from the water supply to the fixture or points of discharge and storage.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; identify requirements; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and accurately report to appropriate personnel any faults in tools, equipment or materials; - literacy skills to: complete workplace documentation; read and interpret: documentation from a variety of sources and plans and specifications; - numeracy skills to apply measurements and calculations; - planning and organising skills to: plan and sequence tasks with others and plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - technical skills to install pipework to carry drinking and non-drinking water from a water meter, rainwater tank, storage tank or heated water service to points of discharge and storage, and; - technology skills to: access and understand site-specific instructions in a variety of media and use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - characteristics and application of different pipes and fittings, including fixing and joining techniques and methods; - job safety analysis (JSA) and safe work method statements (SWMS); - levelling and alignment processes; - process of installing water piping systems; - processes for accessing information and for calculating material requirements; - properties of water, including pressure and flow rates; - regulations and requirements for non-drinkable water installations; - relevant statutory requirements related to installing water piping systems; - SI system of measurements; - Australian standards applicable to the installation; - use of test equipment and procedures, and; - workplace and equipment safety requirements.

CPCPWT3022A Install and adjust water service controls and devices

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to install water service controls and mixing devices used to manually control water mix and flow. It includes the basic adjustment and maintenance of correct flow operation for flushing devices, control valves, temperature control devices pumps and appliances, and excludes the commissioning and adjustment of backflow prevention devices and thermostatic mixing valves.

Required Reading: The qualified trainer and assessor will provide teaching and

learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; identify requirements; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and accurately report to appropriate personnel any faults in tools, equipment or materials; - literacy skills to: complete workplace documentation; read and interpret: documentation from a variety of sources and plans and specifications; - numeracy skills to apply measurements and calculations; - planning and organising skills to: plan and sequence tasks with others and plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities - technical skills to install and make basic adjustments to water flushing devices, control valves, pumps and appliances for heated and cold water services, and; - technology skills to: access and understand site-specific instructions in a variety of media and use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - characteristics of the materials and devices being installed; - effective isolation procedures; - hydraulics and mechanics; - job safety analysis (JSA) and safe work method statements (SWMS); - process of installing service controls and devices; - processes for accessing information and for calculating material requirements; - properties of water including pressure and flow rates; - relevant statutory requirements related to installing service controls and devices and requirements for backflow prevention devices; - SI system of measurements; - Australian standards applicable to the installation, and; - workplace and equipment safety requirements. .

CPCPWT3023A Install and commission water heating systems

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to install and commission water heaters for domestic and commercial applications.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; identify requirements; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and accurately report to appropriate personnel any faults in tools, equipment or materials; - literacy skills to: complete workplace documentation; read and interpret: documentation from a variety of sources and plans and specifications; - numeracy skills to apply measurements and

calculations; - planning and organising skills to: plan and sequence tasks with others and plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - technical skills to install and commission low pressure, mains pressure, continuous flow and solar water heating systems, and; - technology skills to: access and understand site-specific instructions in a variety of media and use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - characteristics and application of different mounting fittings, including fixing and joining techniques and methods; - job safety analysis (JSA) and safe work method statements (SWMS); - levelling and alignment processes; - performance measures for various water heaters; - process of installing water heaters; - processes for accessing information and for calculating material requirements; - properties of water, including pressure and flow rates; - relevant statutory requirements related to installing water heaters; - SI system of measurements; - Australian standards applicable to the installation; - use of test equipment and procedures, and; - workplace and equipment safety requirements.

CPCPWT3024A Install and maintain domestic water treatment equipment

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to install, test and maintain domestic water softeners, water coolers and water filtering equipment.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; identify requirements; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and accurately report to appropriate personnel any faults in tools, equipment or materials; - literacy skills to: complete workplace documentation; read and interpret: documentation from a variety of sources and plans and specifications; - numeracy skills to apply measurements and calculations; - planning and organising skills to: plan and sequence tasks with others and plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - technology skills to: access and understand site-specific instructions in a variety of media and use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - characteristics and application of different assemblies, including fixing and joining techniques and materials - chemistry of water, including: osmosis, filtration and purification and properties of hard and soft water, including sources of contamination, impurities, pressure and flow rates; - job safety analysis (JSA) and safe work method statements (SWMS); - process of installing water treatment equipment; - relevant statutory requirements related to installing water treatment equipment; - SI system of measurements; - Australian standards applicable to the installation; - use of test equipment and procedures, and; - workplace and equipment safety requirements.

CPCPWT3025A Install water pumpsets

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to install and test water pumps.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; identify requirements; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and accurately report to appropriate personnel any faults in tools, equipment or materials; - literacy skills to: complete workplace documentation; read and interpret: documentation from a variety of sources and plans and specifications; - numeracy skills to apply measurements and calculations; - planning and organising skills to: plan and sequence tasks with others and plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - technical skills to install and test water pumps and a centrifugal pumpset, and; - technology skills to: access and understand site-specific instructions in a variety of media and use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - atmospheric pressure; - fixing techniques; - job safety analysis (JSA) and safe work method statements (SWMS); - levelling and alignment processes; - performance measures for various water pumpsets; - process of installing water pumpsets; - properties of water, including pressure and flow rates; - relevant statutory requirements related to installing water pumpsets; - SI system of measurements; - Australian standards applicable to the installation; - use of test equipment and procedures, and; - workplace and equipment safety requirements.

CPCPWT3026A Fit off and commission heated and cold water services

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to fit off and commission heated and cold water services to appropriate fixtures. It includes the provision for non-drinkable water applications.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow

instructions; identify requirements; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and accurately report to appropriate personnel any faults in tools, equipment or materials; - literacy skills to: complete workplace documentation; read and interpret: documentation from a variety of sources and plans and specifications; - numeracy skills to apply measurements and calculations; - planning and organising skills to: plan and sequence tasks with others and plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - technical skills to fit off, connect, test and commission heated and cold water services to household fixtures and appliances, and; - technology skills to: access and understand site-specific instructions in a variety of media and use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - characteristics and application of different fittings and fixtures, including fixing and joining techniques and materials; - implications of cross connections and air gaps; - isolation processes and procedures; - job safety analysis (JSA) and safe work method statements (SWMS); - non-drinkable water processing, requirements and applications; - process of fitting off, connecting and commissioning heated and cold water services; - properties of water, including sources of contamination, impurities, pressure and flow rates; - relevant statutory requirements related to fitting off, connecting and commissioning heated and cold water services; - SI system of measurement; - Australian standards applicable to the work; - use of test equipment and procedures, and; - workplace and equipment safety requirements.

CPCPWT3027A Connect irrigation systems from drinking water supply

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to connect irrigation and watering systems from a drinking water supply. It does not include the commissioning of backflow prevention devices or arrangements.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; identify requirements; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and accurately report to appropriate personnel any faults in tools, equipment or materials; - literacy skills to: complete workplace documentation; read and interpret: documentation from a variety of sources and plans and specifications; - numeracy skills to apply measurements and calculations; - planning and organising skills to: plan and sequence tasks with others and plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - technical skills to cut into a water supply and install a take-off branch and fitting valves and backflow prevention devices for an irrigation or watering system, and; - technology skills to: access and understand site-specific instructions in a variety of media and use mobile communication technology.

Students will also be expected to demonstrate the following knowledge: - characteristics and application of different pipes and fittings, including fixing and joining techniques and methods; - drinking water supplies and protection measures; - implications of cross connections and air gaps; - job safety analysis (JSA) and safe work method statements (SWMS); - process of connecting irrigation systems from a drinking water supply; - processes for accessing information and for calculating material requirements; - properties of water, including pressure and flow rates; - relevant statutory requirements related to connecting irrigation systems from a drinking water supply; - SI system of measurement; - Australian standards applicable to the connection; - use of test equipment and procedures; - various types of irrigation systems and types of materials used, and; - workplace and equipment safety requirements.

CPCPWT3028A Install water services

Locations: Industry, Sunshine.

Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to install a water supply system from the authorities' main to the metering device, according to water authorities' requirements.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; identify requirements; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and accurately report to appropriate personnel any faults in tools, equipment or materials; - literacy skills to: complete workplace documentation; read and interpret: documentation from a variety of sources; plans and specifications; - numeracy skills to apply measurements and calculations; - planning and organising skills to: plan and sequence tasks with others and plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - technical skills to: tap into a water main and connect and install valves, flanges and pipework to a water meter and test the installation of valves, flanges and pipework to a water meter, and; - technology skills to: access and understand site-specific instructions in a variety of media and use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - characteristics and application of different pipes and fittings, including fixing and joining techniques and methods; - job safety analysis (JSA) and safe work method statements (SWMS); - levelling and alignment processes; - process of installing water services; - properties of water, including pressure and flow rates; - relevant statutory requirements related to installing water services; - SI system of measurement; - Australian standards applicable to the installation; - use of test equipment and procedures, and; - workplace and equipment safety requirements.

CPCPWT3029A Install water pipe systems

Locations: Industry, Sunshine.

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Prerequisites: CPCPCM2043A - Carry out WHS requirements

Description: This unit of competency specifies the outcomes required to install and test water pipes larger than DN65, or large water services.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: determine requirements; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow and give instructions; use language and concepts appropriate to cultural differences; use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and accurately report to appropriate personnel any faults in tools, equipment or materials; - literacy skills to: complete written records and reports of test results; complete other relevant workplace documentation; read and interpret: documentation from a variety of sources and plans and specifications; - numeracy skills to apply measurements and calculations; - planning and organising skills to: plan and sequence tasks with others and plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities, and; - technology skills to: access and understand site-specific instructions in a variety of media and use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - concrete and concrete fabrication; - confined space entry requirements; - dewatering; - equipment types, characteristics, technical capabilities and limitations; - excavation and trench safety; - installation of booster systems; - installation of thrust blocks; - job safety analysis (JSA) and safe work method statement; - mains pipe systems and installation procedures; - mains water pressure; - materials safety data sheets (MSDS) and materials handling methods; - operational, maintenance and basic diagnostic procedures, including testing procedures; - plumbing industry terminology; - processes for interpreting engineering drawings; - processes for calculating pipeline grades and percentages; - project quality requirements; - sedimentation and erosion controls; - site and equipment safety requirements; - site isolation and traffic control responsibilities and authorities; - valves and flow control devices, and; - water reticulation.

CPCPWT4011B Design and size heated and cold water services and systems

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to design, size and document the layout of heated, tempered and cold water services, flushing systems, and hydrant and hose reel systems for multi-floor buildings. It covers preparation for work, identification of water service and system requirements, planning the service and system layout and completion of work finalisation processes.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting

of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: access information; enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand; follow instructions; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and accurately report to appropriate personnel any faults in tools, equipment or materials; - literacy skills to: complete workplace documentation, including work backup; - read and interpret: documentation from a variety of sources regulations, relevant Australian standards, plans, specifications and drawings; record written plans; - numeracy skills to apply measurements and calculations; - planning and organising skills to: plan and sequence tasks with others; plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - technical skills to identify requirements, including system requirements, and; - technology skills to: access and understand site-specific instructions in a variety of media; use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - characteristics and application of different pipes and fittings, including fixing and joining techniques and methods; - characteristics and application of water heating systems; - characteristics and application of water pumps and water storage tanks for multiple floor buildings; - drafting techniques, which may include the use of computers and computer-aided design (CAD) software; - job safety analysis (JSA) and safe work method statements (SWMS); - levelling and alignment processes; - process of designing, sizing and documenting the layout of heated, tempered and cold water services and systems; - processes for accessing information and for calculating material requirements; - properties of water, including pressure and flow rates; - relevant statutory requirements related to designing, sizing and laying out: heated, tempered and cold water services and flushing systems, and fire hydrant and hose reel systems, including non-drinking water requirements; both mains pressure and low pressure flushing devices; - selection for installation of: thermostatic mixing valves; backflow prevention devices; - SI system of measurements; - Australian standards applicable to the service and system; - water treatment processes, and; - workplace and equipment safety requirements.

CPCPWT4022A Commission and maintain backflow prevention devices

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to test, commission and maintain backflow prevention devices in water services. It covers preparation for work, identification of testing and commissioning requirements, physical testing and commissioning of devices, maintenance of devices and completion of work finalisation processes.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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. Students will be expected to demonstrate the following required skills: - communication skills to: access information; determine requirements; enable clear

and direct communication, using questioning to identify and confirm requirements, share information, listen and understand, and; follow instructions; - report faults; - use language and concepts appropriate to cultural differences; - use and interpret non-verbal communication, such as hand signals; - initiative and enterprise skills to identify and accurately report to appropriate personnel any faults in tools, equipment or materials; - literacy skills to: complete workplace documentation; - read and interpret: documentation from a variety of sources, and; plans and specifications; - numeracy skills to apply measurements and calculations; - planning and organising skills to: plan and sequence tasks with others, and; plan and set out work; - teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities; - technical skills to test, commission and maintain high, medium and low hazard backflow prevention devices in water services, and; - technology skills to: access and understand site-specific instructions in a variety of media, and; use mobile communication technology. Students will also be expected to demonstrate the following knowledge: - basic hydraulics and mechanics relevant to backflow prevention devices in water services; - characteristics and applications of the materials and backflow prevention devices; - effective isolation procedures; - job safety analysis (JSA) and safe work method statements (SWMS); - process of testing, commissioning and maintaining backflow prevention devices; - processes for accessing information and for calculating material requirements; - properties of water, including pressure and flow rates; - relationship with other service controls and devices; - relevant statutory requirements related to testing and commissioning backflow prevention devices; - SI system of measurements; - standards applicable to the service; - testing equipment and techniques, and; - workplace and equipment safety requirements.

CPPCCL2008 Clean carpeted floors

Locations: Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit specifies the outcomes to clean carpeted floors in a range of workplace contexts. The unit applies to cleaning personnel who perform cleaning tasks on carpeted floors. It includes the ability to assess the cleaning task, understand client requirements and follow workplace safety procedures. It applies to individuals who perform their duties alone or in a team environment, under routine supervision and without supervisory responsibilities.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - select and use carpet cleaning equipment and cleaning agents; - clean, using a different technique in each instance, four different types of carpeted floor surfaces; - selecting, using, and maintaining personal protective equipment (PPE); - manual handling techniques; - communicating effectively with supervisor, team members or clients; - understanding, clarifying, and following supervisor or client instructions; - safely using cleaning equipment and preparing and using cleaning agents; - disposing of collected soil and waste, and; - using efficient carpet cleaning methods. Students will also be expected to demonstrate the following knowledge: - the main types of carpeted flooring and their characteristics including natural, synthetic, looped, tufted, and modular tiled

carpeting; - the main types of wet and dry soiling and effects on carpeted surfaces including dust, dirt, food, beverages, liquids, and oil; - carpet cleaning techniques and equipment; - workplace requirements for undertaking all aspects of cleaning carpeted floors; - methods for communicating and clarifying work requirements with supervisors and clients; verbally, in person or via phone, via electronic medium such as text and email, electronic or written reports, and; - workplace procedures.

CPPCLO2002 Clean hard floor surfaces

Locations:Werribee, Sunshine.

Prerequisites:Nil.

Description:This unit specifies the outcomes required to clean hard floor surfaces in a range of workplace contexts. The unit applies to cleaning personnel who perform hard floor surface cleaning tasks. It includes the ability to assess the cleaning task, understand client requirements and follow workplace safety procedures. It applies to individuals who perform their duties alone or in a team environment, under routine supervision and without supervisory responsibilities.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - select and use hard floor cleaning equipment and cleaning agents; - clean, using a different technique in each instance, four different types of hard floors surfaces; - selecting, using, and maintaining personal protective equipment (PPE); - manual handling techniques; - communicating effectively with supervisor or clients; - understanding, clarifying, and following supervisor or client instructions; - safely using hard floor cleaning equipment and preparing and using cleaning agents; - disposing of collected soil and waste, and; - using efficient cleaning methods. Students will also be expected to demonstrate the following knowledge: - the main types of hard floor surfaces; including hardwood, wood tile, concrete, marble, ceramic tiling, laminate, and vinyl; - the main types of wet and dry soiling and effects on hard floor surfaces; including dust, heavy dirt build-up, food, beverages, liquids and oil; - cleaning techniques and industry standard equipment used to clean hard floor surfaces; - workplace requirements for undertaking all aspects of cleaning hard floor surfaces; - methods for communicating and clarifying work requirements with supervisors and clients; verbally, in person or via phone, via electronic medium such as text and email, electronic or written reports, and; - workplace procedures.

CPPCLO2005 Maintain glass surfaces

Locations:Werribee, Sunshine.

Prerequisites:Nil.

Description:This unit of competency specifies the outcomes required to maintain glass surfaces, including windows, in a range of workplace contexts. The unit applies to individuals performing glass and window cleaning services, but may be applied to other custodial-cleaning roles. It includes the ability to assess the cleaning task, apply and follow workplace safety measures, and understand client requirements. It applies to individuals who perform their duties alone or in a team environment, under routine supervision and without supervisory responsibilities.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - select and use glass cleaning maintenance equipment and cleaning agents; - to clean, using a different technique in each instance; - selecting, using, and maintaining personal protective equipment (PPE); - manual handling techniques; - communicating effectively with supervisor or clients; - understanding, clarifying, and following supervisor or client instructions; - safely using glass surface cleaning equipment and preparing and using cleaning agents; - disposing of collected soil and waste, and; - using efficient cleaning methods. Students will also be expected to demonstrate the following knowledge: - standard glass surfaces; including float glass, toughened, and non-toughened glass; - the main types of wet and dry soiling and effects on glass surfaces; - glass surface cleaning techniques and industry standard equipment; - workplace requirements for undertaking all aspects of maintain glass surfaces; - methods for communicating and clarifying work requirements with supervisors and clients; verbally, in person or via phone, via electronic medium such as text and email, electronic or written reports, and; - workplace procedures.

CPPCLO2009A Clean glass surfaces

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

Prerequisites:Nil.

Description:This unit of competency specifies the outcomes required to clean glass surfaces, including windows, in both internal and external situations. It requires the ability to assess the extent of the cleaning task through understanding client requirements and characteristics of the glass surface, and applying company policies and procedures. Selecting the appropriate equipment, chemicals and methods is essential to performing the task safely and efficiently.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - customer service skills; - interpersonal skills to relate to people from a range of backgrounds; - language, literacy and numeracy skills; - read and interpret directions and safety instructions; - planning and organising skills; - problem-solving skills to manage contingencies; - skills to work safely, and; - self-management skills to work alone and in a team. Students will also be expected to demonstrate the following knowledge: - cleaning chemicals and equipment and their applications for glass surfaces; - company management structure and procedures; - legislation, regulations, codes of practice and industry advisory standards that apply to cleaning glass surfaces, including OHS legislation; - routes of entry and potential symptoms of exposure to chemicals; - safe work practices for using, and; - types of glass surfaces, their characteristics and appropriate cleaning methods.

CPPCLO2014 Clean and arrange furniture and fittings

Locations:Werribee, Sunshine.

Prerequisites:Nil.

Description:This unit of competency specifies the outcomes required to clean and

arrange furniture and fittings, and to present rooms in a range of workplace contexts. This unit applies to individuals who clean furniture and fittings and then place the furniture and fittings in their original positions, or in an arrangement specified by a client. It includes the ability to assess the extent of the cleaning task, understand client requirements and apply procedures. This unit applies to individuals with the ability to follow effectively company policies and procedures and to safely perform their duties alone or in a team environment, under routine supervision and without supervisory responsibilities.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - select and use furniture and fitting cleaning equipment and cleaning agents to clean, using a different technique in each instance; - two different types furniture items; - two different types of fittings; - arrange furniture and fitting twice using a different technique in each instance; - selecting, using, and maintaining personal protective equipment (PPE); - manual handling techniques; - communicating effectively with supervisor or clients; - understanding, clarifying, and following supervisor or client instructions; - safely using cleaning equipment and preparing and using cleaning agents; - disposing of collected soil and waste, and; - using efficient cleaning methods. Students will also be expected to demonstrate the following knowledge: - industry standard types of furniture including; beds, bedside cupboards, shelves, benches, chairs, tables, desks, work stations and filing cabinets, - industry standard types of fittings including; door handles, light fittings and switches, railings, skirting, window sills, window coverings, picture frames, clocks, ornaments, telephone handsets, computers, kettles and microwaves; - the main surface types including; wood, laminate, metal, glass, plastic, tile, vinyl, leather or fabric; - the main types of wet and dry soiling and effects on furniture and fitting surfaces including; mud and dirt, dust, cobwebs, grease, wax, ink, nail polish, food, beverages, blood, and human and animal waste; - standard furniture and fitting cleaning techniques and industry standard equipment; - workplace requirements for undertaking all aspects of cleaning furniture and arranging fittings; - methods for communicating and clarifying work requirements with supervisors and clients; verbally, in person or via phone, via electronic medium such as text and email, electronic or written reports, and; - workplace procedures.

CPPCLO2016 Clean wet surfaces

Locations:Werribee, Sunshine.

Prerequisites:Nil.

Description:This unit of competency specifies the outcomes required to clean a wet area in a range of workplace contexts. This unit applies to cleaning personnel who perform cleaning tasks on wet areas. It includes the ability to assess the cleaning task, understand client requirements and follow workplace safety procedures. It applies to individuals who perform their duties alone or in a team environment, under routine supervision and without supervisory responsibilities.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each

unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - select and use wet surface cleaning equipment and cleaning agents; - clean, using a different technique in each instance, four different types of wet surfaces; - selecting, using, and maintaining personal protective equipment (PPE); - manual handling techniques; - communicating effectively with supervisor or clients; - understanding, clarifying, and following supervisor or client instructions; - safely using wet surface cleaning equipment and preparing and using cleaning agents; - disposing of collected soil and waste, and; - using efficient cleaning methods. Students will also be expected to demonstrate the following knowledge: - characteristics of a wet surface and the main industry environments with wet surface cleaning requirements including; bathrooms, toilets, change rooms and laundries; - the main types of wet and dry soiling and effects on wet surfaces; - cleaning techniques and equipment for wet areas; - workplace requirements for undertaking all aspects of cleaning wet surfaces; - methods for communicating and clarifying work requirements with supervisors and clients; verbally, in person or via phone, via electronic medium such as text and email, electronic or written reports, and; - workplace procedures.

CPPCLO2018 Sort, remove and recycle waste material

Locations:Werribee, Sunshine.

Prerequisites:Nil.

Description:This unit of competency specifies the outcomes required to sort and remove waste and recyclable materials in a range of workplace contexts. This unit applies to cleaning personnel who sort, remove and recycle waste material. It includes the ability to assess the task, identify types of waste and recyclable materials, identify the safety specifications and procedures of the task, understand client requirements and apply company policies and procedures. It applies to individuals who perform their duties alone or in a team environment, under routine supervision and without supervisory responsibilities.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - properly use personal protective equipment (PPE); - sort and remove waste and recyclable materials in two different workplace contexts; - selecting, using, and maintaining personal protective equipment (PPE); - manual handling techniques; - communicating effectively with supervisor or clients; - understanding, clarifying, and following supervisor or client instructions; - disposing of collected waste, and; - recycling materials. Students will also be expected to demonstrate the following knowledge: - procedures to safely identify, separate and sort and remove recyclable materials; - industry-standard equipment such as, waste bins, rubbish bags, cleaning solutions and disinfecting products; - workplace requirements for undertaking all aspects of waste removal and recyclable materials; - methods for communicating and clarifying work requirements with supervisors and clients; verbally, in person or via phone, via electronic medium such as text and email, electronic or written reports, and; - workplace procedures.

CPPCLO2032 Plan basic cleaning activities

Locations:Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to plan for safe and efficient cleaning activities in a range of workplace contexts. The unit applies to cleaning personnel who plan cleaning tasks. It includes the ability to assess the cleaning task, understand client requirements and follow workplace safety procedures. It applies to individuals who work alone or as part of a team, under routine supervision and without supervisory responsibilities.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communicating effectively with supervisor, team members or clients, and; - understanding, clarifying, and following supervisor or client instructions. Students will also be expected to demonstrate the following knowledge: - workplace requirements for undertaking all aspects of planning basic cleaning activities, and; - workplace procedures.

CPPCLO2034 Maintain storage area and cleaning equipment

Locations: Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to maintain cleaning equipment and consumable storage areas in a range of workplace contexts. This unit applies to cleaning personnel that perform maintenance on cleaning storage areas. It includes the ability to safely secure and store equipment, chemicals and consumables, follow workplace safety procedure. It applies to individuals who perform their duties alone or in a team environment, under routine supervision and without supervisory responsibilities.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - select and properly use PPE and safely store and maintain cleaning equipment in three different types of storages; - selecting, using, and maintaining personal protective equipment (PPE); - manual handling techniques; - communicating effectively with supervisors, and; - understanding, clarifying, and following supervisor or client instructions. Students will also be expected to demonstrate the following knowledge: - common requirements for storage of equipment, chemicals, and consumables and reasons for storage methods; - PPE, cleaning solutions, vehicle security elastic straps and nets; - key procedures for keeping storage areas accessible and free of obstacles including the cleaning storage areas: commercial, industrial and vehicle; - principles of first-in first-out storage of chemicals and consumables; - workplace requirements for undertaking all aspects of maintaining storage area and cleaning equipment; - methods for communicating and clarifying work requirements with supervisors and clients; verbally, in person or via phone, via electronic medium such as text and email, electronic or written reports, and; - workplace procedures.

CPPCLO2042 Clean surfaces using microfibre equipment

Locations: Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to use microfibre cleaning equipment on a range of surfaces, including floor surfaces, walls, and furniture in range of workplace contexts. The unit applies to cleaning personnel who clean using microfibre equipment. It includes the ability to assess the microfibre cleaning task, understand client requirements and follow workplace safety procedures. This unit applies to individuals with the ability to follow effectively company policies and procedures and to safely perform their duties alone or in a team environment, under routine supervision and without supervisory responsibilities.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - select and use microfibre cleaning equipment; - clean, using a different technique in each instance, three different types of surface; - selecting, using, and maintaining personal protective equipment (PPE); - manual handling techniques; - communicating effectively with supervisor or clients; - safely using microfibre cleaning equipment; - disposing of collected soil and waste, and; - using efficient cleaning methods. Students will also be expected to demonstrate the following knowledge: - microfibre equipment including; microfibre cloths, microfibre mop, microfibre towels; - different type of surfaces including; hardwood, tile, vinyl, laminate, glass and marble; - microfibre cleaning techniques for removing wet and dry soiling from surfaces; - workplace requirements for undertaking all aspects of microfibre cleaning methods; - methods for communicating and clarifying work requirements with supervisors and clients; verbally, in person or via phone, via electronic medium such as text and email, electronic or written reports, and; - workplace procedures.

CPPCLO3001 Maintain hard floor surfaces

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to clean and maintain hard floor surfaces, selecting the required equipment, chemicals and methods in order to perform the task safely and efficiently. The unit supports cleaners who work alone or in teams. It applies to both manual and mechanical methods of cleaning hard floor surfaces in a range of commercial and residential work sites.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - must satisfy the requirements of the elements, performance criteria, foundation skills and range of conditions of this unit; - clean and maintain two of the following different hard floor surfaces, and;

- use different cleaning methods when cleaning the above surfaces. In doing the above work, the person must: - identify site hazards and control risks before commencing the task; - identify type and condition of hard floor surface; - select cleaning equipment and chemicals required for task; - correctly and safely handle waste, including contaminated materials; - comply with company, legislative and regulatory requirements relating to the cleaning work, and; - use safe and efficient cleaning methods. Students will also be expected to demonstrate the following knowledge: - application methods for maintaining hard floor surfaces using microfibre cleaning techniques; - environmental requirements relating to maintaining hard floor surfaces; - methods for cleaning and maintaining microfibre cloths and mops; - key requirements of legislation, regulations, codes of practice and industry advisory standards relating to maintaining hard floor surfaces; - processes for safely handling and disposing of waste; - safe handling techniques for working with hazardous chemicals, and; - types and characteristics of different hard floor surfaces and required cleaning methods for each type.

CPPCLO3002 Restore hard floor surfaces

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to assess the type and condition of hard floor surfaces, determine the nature and extent of damage, remove pre-existing floor sealant, and replace it with a new protective coating using selected chemicals and techniques. The unit supports cleaners who work alone or in teams. It applies in a range of commercial and residential work sites.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - must satisfy the requirements of the elements, performance criteria, foundation skills and range of conditions of this unit; - restore three of the following hard floor surfaces: brick, concrete, cork, granite, parquet, pavers, quarry tiles, rubber, slate, terrazzo and vinyl; - restore two different timber floor surfaces. In doing the above work, the person must: - identify site hazards and control risks before commencing the task; - identify type and condition of hard floor surface techniques required for the task, and; - correctly and safely handle waste, including contaminated materials. Students will also be expected to demonstrate the following knowledge: - types and characteristics of different hard floor surfaces and restoration methods; - environmental requirements relating to restoring hard floor surfaces; - processes for safely handling and disposing of waste; - range, type and characteristics of timber floor sealants; - key requirements of legislation and regulations relating to restoring hard floor surfaces; - safe handling techniques for working with hazardous chemicals; - types and uses of different scrubbing machine pads; - techniques for identifying type of existing sealant on floors; - techniques for applying sealants to different hard floor types; - types and application of different signs and barricades to be installed prior to cleaning, and; - types, characteristics and application methods of cleaning chemicals and equipment used in restoring hard floor surfaces.

CPPCLO3002A Restore hard floor surfaces

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

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to restore hard floor surfaces. The unit applies to both manual and mechanical methods of hard floor surface restoration. It requires the ability to assess the extent of the restoration task through understanding client requirements and applying company policies and procedures. Selecting the appropriate equipment, chemicals and methods is essential to performing the task safely and efficiently.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - correct working skills; - customer service skills; - interpersonal skills to relate to people from a range of backgrounds; - language, literacy and numeracy skills; - planning and organising skills; - problem-solving skills to manage contingencies; - skills to work safely, and; - self-management skills to work alone and in a team. Students will also be expected to demonstrate the following knowledge: - cleaning chemicals and equipment and their applications for hard floor surfaces; - company management structure and procedures; - legislation, regulations, codes of practice and industry advisory standards that apply to restoring hard floor surfaces, including OHS legislation; - routes of entry and potential symptoms of exposure to chemicals; - safe work practices for using chemicals and equipment, including PPE, and; - types of hard floor surfaces.

CPPCLO3003 Clean using safe work practices

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to undertake cleaning tasks safely and according to company health and safety policies and procedures and legislative requirements. The unit covers assessing the work environment for hazards and ensuring risks are controlled; checking and maintaining equipment and materials, including storing and handling hazardous chemicals; safely handling equipment; and following required processes in the event of a health and safety incident in the workplace. The unit supports cleaners who work alone or in teams. It applies in a range of commercial and residential work sites.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - must satisfy the requirements of the elements, performance criteria, foundation skills and range of conditions of this unit. The person must also safely perform three different cleaning tasks in a commercial or residential cleaning site, in which each task must involve: - transporting equipment and cleaning products to the area to be cleaned; - completing cleaning tasks according to client and company requirements using cleaning equipment and products selected and prepared according to job requirements, and; -

returning equipment and materials to cleaning storage area. In doing the above work, the person must: - identify site hazards and control risks before commencing the task; - use safe and efficient cleaning methods, and; - correctly and safely handle waste, including contaminated materials. Students will also be expected to demonstrate the following knowledge: - company policies and procedures for applying work health and safety (WHS) practices while cleaning; - safe handling techniques for working with hazardous chemicals; - key requirements of legislation, regulations and codes of practice relating to cleaning safely at heights, and; - processes for safely handling and disposing of waste.

CPPCLO3005 Confirm and apply privacy and security requirements for cleaning work

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to confirm and apply personal and property security procedures when cleaning a work site, and to maintain client privacy. It also involves obtaining and securing property access information and equipment, and confirming and applying procedures when security risks are evident. It covers establishing which areas of the work site are not to be accessed, and maintaining privacy of information obtained in the course of providing cleaning services. The unit supports the work of cleaners commencing at a new work site. It applies in a range of commercial and residential work sites.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - must satisfy the requirements of the elements, performance criteria, foundation skills and range of conditions of this unit, and; - confirm and apply privacy and security procedures for two different work sites to be applied when cleaning. In doing the above work, the person must: - implement agreed procedures for accessing and securing the work site; - assess work site for signs of security risks or breaches, and; - implement agreed procedures for responding to and reporting security risks and breaches. Students will also be expected to demonstrate the following knowledge: - processes for obtaining and confirming client details; - procedures for using access passes and keys for different client sites; - company policy or code of conduct in relation to privacy and confidentiality of client information, and; - workplace procedures.

CPPCLO3006 Clean carpets

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to clean carpets using selected processes, chemicals and equipment. Cleaning carpets is undertaken in addition to daily maintenance of carpets to provide a thorough and deep clean of the carpet fibres. The selection of equipment, chemicals and methods suited to the task is essential for performing the work safely and efficiently. The unit supports cleaners who work alone or in teams. It applies in a range of commercial and residential work sites.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic

and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - must satisfy the requirements of the elements, performance criteria, foundation skills and range of conditions of this unit, and; - must also clean two different carpet types where: one carpet type must be a natural fibre selected from organic (plant fibres), such as cotton and sisal, or wool; one carpet type must be a synthetic fibre selected from acrylic, nylon or polyester. In cleaning the above carpets, the person must: - identify site hazards and control risks before commencing the task; - correctly identify the type and characteristics of the carpet and carpet fibres; - identify cleaning techniques and chemicals required for the task; - use the following cleaning methods: bonnet cleaning; hot water extraction; - use cleaning equipment safely; - check carpet after cleaning process and assess whether further cleaning is required, and; - correctly and safely handle waste. Students will also be expected to demonstrate the following knowledge: - carpet characteristics; - range and application of cleaning equipment and chemicals; - correct application and techniques for different cleaning methods; - environmental requirements relating to removing stains from carpets; - key requirements of legislation, regulations, codes of practice and industry advisory standards relating to carpet cleaning; - processes for safely handling and disposing of waste; - range and application of cleaning solutions used to clean carpets and their reactions with different carpet types, and; - safe handling techniques for working with hazardous chemicals.

CPPCLO3007 Remove carpet stains

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to identify the nature of carpet stains and remove the stains using selected stain removal techniques, chemicals and equipment. The selection of required equipment, chemicals and methods is essential for performing the task safely and efficiently. The unit supports carpet cleaners who work alone or in teams. It applies in a range of commercial and residential work sites. Removing stains can occur as a separate task or in conjunction with other cleaning tasks, such as daily vacuuming, extraction and general carpet cleaning.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - must satisfy the requirements of the elements, performance criteria, foundation skills and range of conditions of this unit; - must also remove three different stains from each of the following types of carpet: one natural fibre carpet; one synthetic fibre carpet, and; - stain types to be removed during above work, must include three of the following: beverage, candle wax, chewing gum, food, grease, heavy dirt build-up, hospital waste, industrial and chemical waste, lipstick, nail polish, oil, plant stains, shoe polish and tar. In doing the above work, the person must: - identify site hazards and control risks before

commencing the task; - identify type and characteristics of each carpet and its carpet fibres; - identify type of stain and cleaning techniques, cleaning equipment and chemicals required for the task, and; - correctly and safely handle waste. Students will also be expected to demonstrate the following knowledge: - carpet characteristics; - characteristics of different carpet stains and process for cleaning them according to type, duration of stain, and whether previous treatments and chemicals have been applied; - range and application of cleaning equipment and chemicals required to remove carpet stains; - environmental requirements relating to removing stains from carpets; - regulations, codes of practice and industry advisory standards relating to carpet cleaning, including AS/NZS 3733 textile floor coverings - cleaning maintenance of residential and commercial carpeting; - processes for safely handling and disposing of waste, and; - safe handling techniques for working with hazardous chemicals.

CPPCLO3009 Clean glass surfaces

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to clean glass surfaces, including mirrors, doors and windows, from the ground using extension poles to aid access if required. The unit covers assessing the extent of the cleaning task and selecting required equipment, chemicals and methods. All work is conducted according to job, health and safety, and company requirements. The unit supports cleaners who work alone or in teams. It applies to ordinary or frosted glass or mirrors as well as to textured glass surfaces in a range of commercial and residential work sites.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - must satisfy the requirements of the elements, performance criteria, foundation skills and range of conditions of this unit, and; - must also clean three different glass surfaces. In doing the above work, the person must: - identify and plan for work site hazards; - identify types and characteristics of glass surfaces and select cleaning equipment and chemicals required for the task; - use safe and efficient cleaning techniques, and; - correctly and safely handle waste, including contaminated materials. Students will also be expected to demonstrate the following knowledge: - types of glass surfaces, their characteristics and required cleaning methods; - types and characteristics of organic and inorganic soils and required cleaning chemicals, equipment and methods of treatment; - application methods for cleaning glass using microfibre products; - environmental requirements relating to cleaning glass surfaces; - methods for cleaning and maintaining cloths; - processes for safely handling and disposing of waste; - range and use of cleaning chemicals and equipment for cleaning glass surfaces, and; - safe handling techniques for working with hazardous chemicals.

CPPCLO3013 Clean window coverings

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to assess the condition of blinds, curtains, screens and associated fixtures, and select required equipment, chemicals and methods to remove dirt and grime from a range of

window coverings. The unit supports cleaners who work alone or in teams. It applies to a range of window coverings, including blinds, curtains and screens in commercial and residential work sites.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - must satisfy the requirements of the elements, performance criteria, foundation skills and range of conditions of this unit, and; - must also clean one fixed awning. In doing the above work, the person must select and prepare required cleaning chemicals to clean each window covering. By the end of the whole task, the person must have removed three of the following soil types: adhered soil; cobwebs; dust; mould and mildew; nicotine stains; oil; paint; road grime. In doing the above work, the person must demonstrate six of the following cleaning techniques: air blowing; dusting; low-water cleaning methods, such as using microfibre cleaning products pressure washing; rinsing; scrubbing; spot cleaning; water extraction; wiping. During the above work, the person must also: - identify type and characteristics of window coverings and fixtures; - select and prepare cleaning equipment, including personal protective equipment (PPE); - select and apply safe and efficient cleaning methods, and; - remove, clean and refit window coverings according to specified requirements. Students will also be expected to demonstrate the following knowledge: - environmental requirements relating to the use of chemicals and cleaning equipment when cleaning window coverings; - types of different window covering surfaces and their suitability for either wet or dry cleaning; - range of techniques and methods to clean window coverings; - cleaning chemicals and equipment suitable for cleaning window coverings, and their application for different window covering surfaces; - cleaning techniques for safely removing different soil types from different window coverings; - key requirements of legislation, regulations, codes of practice and industry advisory standards relating to cleaning window coverings; - processes for safely handling and disposing of waste; - safe handling techniques for working with hazardous chemicals, and; - types of window coverings and fixtures, their characteristics and methods of operation.

CPPCLO3017 Clean wet areas

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to clean wet areas, including bathrooms, toilets, change rooms and laundries and their associated fixtures and fittings, so that they are free from soil, odour and hazards. The unit covers assessing the extent of cleaning required; selecting required equipment, chemicals and methods; and performing the cleaning task safely and efficiently. The unit supports cleaners who work alone or in teams. It applies in a range of commercial and residential work sites.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - must satisfy the requirements of the elements, performance criteria, foundation skills and range of conditions of this unit; - must also clean three of the following wet areas, and their fixtures and fittings: bathroom, change rooms, laundry, shower facilities, toilet, and; - must select and use three of the following cleaning techniques: buffing, cobwebbing, dusting, hosing, mopping, polishing, pre-spraying, scrubbing, spot cleaning, sweeping, wet wiping. During the above work, the person must also: - identify site hazards and control risks before commencing task; - identify fittings, surfaces and soil types found in wet areas; - select and prepare cleaning equipment and chemicals required for the task; - use safe and efficient cleaning methods; - correctly and safely handle waste, including contaminated materials, and; - replenish three of the following consumables in each wet area: air fresheners, bin liners, cloth towels and tea towels, deodorant blocks, hand towels, liquid and bar soap, personal toiletries, toilet paper. Students will also be expected to demonstrate the following knowledge: - range, application and limitation of cleaning chemicals and equipment available for wet areas; - cleaning chemicals and methods suitable for wet area surfaces; - environmental requirements relating to cleaning wet areas; - processes for safely handling and disposing of waste, and; - routes of entry and potential symptoms of exposure to chemicals.

CPPCLO3019 Remove waste and recyclable materials

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to identify waste and recyclable materials to be removed, assess hazards associated with their removal, remove waste collected or created through the cleaning process, and safely transfer it to a dedicated waste disposal point for collection using required equipment and methods. Waste collection is conducted as part of a regular cleaning routine, usually on a daily basis and can include a range of materials, such as chemicals, contaminated materials and general waste. The unit also covers identifying recyclable materials and transferring them to required collection points. Recyclable materials are those that may be reused or made into another product. The unit supports cleaners who work alone or in teams. It applies in a range of commercial and residential work sites.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - must satisfy the requirements of the elements, performance criteria, foundation skills and range of conditions of this unit. The person must also use safe and efficient methods to remove waste at three different cleaning sites. Across all three sites they must remove both of the following types of waste: general; contaminated and hazardous biological waste. In doing the above work, the person must: - identify the different waste types and correct methods for dealing with each, including health and safety requirements; - identify site hazards and control risks before handling waste; - select and prepare cleaning equipment and chemicals required for the task; - identify items for recycling at each site and arrange for their transfer, and; - clean the rubbish bins and surrounds. Students will also be expected to demonstrate the following knowledge: -

environmental requirements relating to removing waste and recyclable materials; - key requirements of legislation, regulations, codes of practice and industry advisory standards relating to removing waste and recyclable materials; - processes for safely handling and treating waste; - safe handling techniques for working with hazardous chemicals, and; - waste transfer procedures.

CPPCLO3020 Pressure wash and clean surfaces

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to set up and use pressure-washing equipment to clean surfaces by producing a variable stream of water or cleaning chemical. The unit covers assessing the extent of the cleaning task, and selecting the equipment, chemicals and cleaning methods required for the task. The unit supports cleaners who work alone or in teams. It applies in a range of commercial and residential work sites.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - must satisfy the requirements of the elements, performance criteria, foundation skills and range of conditions of this unit, and; - must also pressure wash three of the following surface types: brick, including rendered brick surfaces; concrete, including polished concrete; metal surfaces, including industrial kitchen equipment and industrial machinery; painted; polyresin. In doing the above work, the person must: - remove three of the following different soil types: graffiti; grease and oil; mould and mildew; pollution marks; - identify site hazards and control risks before commencing the task; - identify surface and soil types; - select and prepare required cleaning equipment, including personal protective equipment (PPE) and cleaning chemicals, and; - use safe and efficient cleaning methods using pressure washing. Students will also be expected to demonstrate the following knowledge: - suitability of different surfaces for pressure washing; - key requirements of legislation, regulations, codes of practice and industry advisory standards relating to cleaning using pressure washing, including industry advisory standards and codes, such as dangerous goods codes; - processes for safely handling and disposing of waste; - safe handling techniques for working with hazardous chemicals; - range and functionality of equipment used in pressure washing, and; - procedures for selecting and applying cleaning chemicals required for different surfaces.

CPPCLO3035 Maintain cleaning storage areas

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to maintain cleaning consumable storage areas to ensure they are accessible to authorised personnel only, that their contents are safely stored, and that equipment is maintained in serviceable condition. It requires the ability to maintain and operate a safe and efficient cleaning storage area following established procedures for storing and using chemicals according to legislative and health and safety requirements. The unit includes the movement and control of equipment, chemicals and consumables used in the provision of cleaning services. The unit supports cleaners who work alone or in teams. It applies to storage areas in a range of commercial and residential

work sites, including cleaners' rooms at a client work site, chemical cupboards, equipment storage bays, and in-built vehicular storage arrangements to keep consumables and equipment secure during transportation.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - must satisfy the requirements of the elements, performance criteria, foundation skills and range of conditions of this unit, and; - must also maintain one of the following cleaning storage areas: cleaners' room located at client work site; in-vehicular cleaning storage facility used to transport cleaning equipment from site to site. In doing the above work, the person must: - maintain cleaning storage area and stock levels, ensuring correct storage of equipment, chemicals and consumables required for work site and client requirements; - maintain the security and accessibility of storage area; - maintain accurate labelling of chemicals; - maintain legible stock control records and documentation, and; - access each of the following documentation: accident and incident reporting documentation; job sheets; health and safety control procedures, forms and documentation; safety data sheets (SDS). In doing the above work, the person must also implement correct emergency response procedures in the event of a chemical spillage on site or inside the cleaning storage area, including: - undertaking correct clean-up procedures, including erecting required signs and barricades, and; - accurately and legibly completing required incident reporting documentation. Students will also be expected to demonstrate the following knowledge: - application and operation of on-site communication tools; - documentation requirements in the event of an incident or accident; - environmental requirements relating to maintaining cleaning storage areas; - key requirements of legislation, regulations, codes of practice and industry advisory standards relating to maintaining cleaning storage areas; - safe handling techniques for working with hazardous chemicals; - procedures for safe treatment and handling of the following waste; - processes for inventory and stock control and ordering replenishment stock, and; - manufacturer specifications for equipment and chemicals being used.

CPPCMN2002 Participate in workplace safety arrangements

Locations:Werribee, Sunshine.

Prerequisites:Nil.

Description:This unit of competency specifies outcomes required to participate in predetermined workplace safety arrangements in a range of workplace contexts. The unit applies to personnel who participate in workplace safety arrangements in a cleaning work context. It includes identifying workplace hazards, basic knowledge, and application of workplace emergency procedures. It applies to individuals who perform their duties alone or in a team environment, under routine supervision and without supervisory responsibilities.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communicating effectively with supervisors; - understanding workplace safety procedures; - applying basic safety principles in the workplace, and; - assessing and controlling workplace risks. Students will also be expected to demonstrate the following knowledge: - cleaning workplace safety policies and procedures, WHS standards, supervisory instructions relating to safety measures and PPE; - workplace requirements for undertaking all aspects of workplace safety arrangements tasks; - workplace procedures, and; - communicating and clarifying work requirements with supervisor, team members or client.

CPPCMN2004 Provide basic client services

Locations:Werribee, Sunshine.

Prerequisites:Nil.

Description:This unit of competency specifies the outcomes required to provide effective client services. The unit applies to cleaning personnel responsible for establishing effective client relationships. It includes identifying and meeting client needs by providing information/advice on products and services. Individuals undertaking this unit would perform their duties alone or in a team environment, under routine supervision and without supervisory responsibilities.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - two different clients with two different service requirements; - effectively communicating with clients; - understanding of basic communications methods, and; - addressing client's needs. Students will also be expected to demonstrate the following knowledge: - workplace requirements for undertaking all aspects of providing effective customer service, and; - workplace procedures.

CPPCMN3006 Provide effective client service

Locations:Industry, Werribee, Sunshine.

Prerequisites:Nil.

Description:This unit of competency specifies the outcomes required to establish client relationships, and identify and meet client needs through the delivery of services or by providing information and advice on products and services. The unit supports those who work alone or in teams. It applies in a range of work sites, and to new or repeat client encounters, either on company or client premises.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - unit must satisfy the requirements of the elements, performance criteria and foundation skills of this unit. The person must also provide a service to two different clients within the agreed service level agreement, in which the work must include: clarifying client needs and expectations and communicating the features and benefits of one product or service

to each client verbally or in writing; - confirming and coordinating human resource requirements for the task; - responding verbally or in writing to one question from each client; - confirming the services to be provided to the client verbally or in writing, including service costs and timelines for service provision; - delivering agreed service to client within agreed timelines, and; - responding accurately and positively to one client complaint according to company's complaints handling procedures. Students will also be expected to demonstrate the following knowledge: - communication techniques for establishing and building client rapport; - company expectations for maintaining personal presentation standards; - company standards relating to customer service standards and providing effective client services, including complaints handling procedures; - key requirements of consumer protection legislation, regulations and codes of practice relating to providing client service; - processes for accessing company products and services; - key features of effective negotiation processes and techniques, and; - range of company products and services available, including their features and benefits, and ways to communicate them to different clients.

CUAACD301 Produce drawings to communicate ideas

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to produce drawings that represent and communicate ideas. It does not relate to drawing as an art form.

It applies to individuals who use drawings, either electronic or hand drawn, for personal use or in response to a project or brief. Drawings may include design concepts for objects, processes or spaces, movement sequences for performances or screen productions, exhibitions, tenders, proposals or publications.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify and analyse drawing requirements; - explore techniques, materials and equipment safely, and; - produce a series of drawings that: show a command of selected techniques, and; successfully communicate the required ideas. Students will also be expected to demonstrate the following knowledge: - describe physical properties and capabilities of the range of materials, tools and equipment used in drawing; - identify sources of information about different approaches to drawing; - identify work health and safety issues associated with tools and materials used for drawing, and; - explain intellectual property issues and other legislation relevant to drawing.

CUAACD302 Produce computer-aided drawings

Locations: Industry, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to use a range of computer-aided design and drafting (CADD) program functions to produce drawings. The focus of this unit is on the technical skills required to operate CADD, not on design skills. It applies to individuals who use computer-aided drawing skills in various contexts.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - select computer-aided design and drafting (CADD) hardware and software to suit project requirements; - follow operating instructions and organisational procedures; - use features and functions of a CADD program to produce drawings that meet project objectives, and; - use feedback from others to refine and produce final drawings within specified timelines. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - outline the relevant hardware, software, tools and equipment used for CADD; - describe the ways in which CADD is used within the specific workplace situation, and; - describe typical features and functions of CADD programs, including drawing tools, view displays, edit functions, working with layers, plotting and printing.

CUAACD401 Integrate colour theory and design processes

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to investigate and combine colour theory and design processes into two-dimensional or three-dimensional work. It applies to individuals who use design processes in visual communication situations.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - research colour theory and the design process and analyse findings; - use practical exploration and experimentation to enhance idea development; - apply colour theory and design processes to communicate ideas in projects, and; - use strategies to evaluate work outcomes. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - explain how differences in individual perception and choice within the design process influences final outcomes; - discuss the effects of rigid application of colour theory to design processes and project outcomes; - explain ways in which colour theory and design processes can be explored and combined to meet the needs of a project; - list a range of materials, tools and equipment required for the production of samples that integrate colour theory and design processes; - explain how other artists and designers have applied colour theory and design processes to their work, and; - summarise intellectual property issues and legislation and their impact on aspects of design.

CUAACD501 Refine drawing and other visual representation tools

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to use drawing and other visual representation tools to develop, refine and communicate ideas for creative work. The unit focus is on manual drawing development and refinement, and visual representation as cognitive tools in a professional practice, rather than a

particular level of drawing technique. It applies to individuals who are professional practitioners working in any area related to visual communication using drawing and other visual representation tools to support their practice.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - analyse how the drawing process and visual representation techniques can support professional activities in own art and design practice; - create visuals and compositions that incorporate experimentation with materials, techniques and ideas, and; - critically evaluate final works. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - describe different approaches to drawing and visualising; - describe drawing techniques and visual communication devices and their roles in generating ideas or problem-solving; - describe the physical properties and capabilities of a wide range of materials and tools used in drawing and visual representation; - explain why the presentation context is important in the selection of techniques, tools and materials for drawing or visual representation, and; - explain the work health and safety considerations for drawing.

CUAACD505 Work with the human form in creative practice

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to explore and represent the human form in professional art or design practice. It applies to individuals who undertake two-dimensional or three-dimensional creative work that may or may not incorporate a direct representation of the human form. At this level, the practitioner works independently.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - research the representation of the human form in historical and contemporary contexts; - develop, refine and implement ideas about the use of the human form for application to own work; - produce a complete body of creative work that shows ability to work effectively with the human form, and; - use feedback and reflection to assess success of completed work and identify further creative opportunities. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - list and describe sources of information and ideas relevant to own practice; - outline commonly used research methodologies for creative practitioners; - describe in detail techniques used to represent or reflect the human form relevant to own area of practice; - explain the aspects of human physiology and anatomy that are relevant to own work, and; -

outline the requirements of intellectual property and other legislation associated with arts practice.

CUAACD506 Refine 2-D design ideas and processes

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to extend understanding and use of two-dimensional (2-D) design ideas and processes for the production of work at a professional level.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - originate and refine concepts for two-dimensional (2-D) designs that address a brief; - plan, develop and document effective 2-D design solutions and design processes that meet project requirements, and; - use feedback and own initiative to further develop proficiency and practice in 2-D design work. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - explain the techniques for creating 2-D designs in the particular area of work; - describe the basic principles of 2-D design; - describe physical properties and capabilities of the range of equipment, tools and materials used for 2-D design; - explain common presentation methods for finished 2-D designs; - outline work space requirements for the production of 2-D design, including set-up of work space for particular types of 2-D work; - describe typical issues and challenges that arise in the context of making 2-D designs, and; - outline the ethical, organisational and legislative requirements associated with 2-D designs.

CUAACD507 Refine 3-D design ideas and processes

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to extend understanding and use of three-dimensional (3-D) design ideas and processes for the production of work at a professional level. It applies to individuals who work with a wide and potentially complex range of ideas about 3-D design.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - originate and refine concept for three-dimensional (3-D) designs that meet the needs of the brief; - plan, develop and document effective 3-D design solutions and design processes that meet project requirements, and; - use feedback and own initiative to extend proficiency and practice in 3-D design work. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - explain the techniques for creating 3-D designs in the particular area of work; - describe the basic principles of 3-D design; -

describe physical properties and capabilities of the range of equipment, tools and materials used for 3-D design; - explain common presentation methods for finished 3-D designs; - outline work space requirements for the production of 3-D design, including set-up of work space for particular types of 3-D work; - describe typical issues and challenges that arise in the context of making 3-D designs, and; - outline the ethical, organisational and legislative requirements associated with 3-D designs.

CUAACD512 Work with photomedia in creative practice

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to work with any type of photomedia professional creative practice. It applies to individuals who work in many media and disciplines and use photomedia for the creative presentation or documentation of work, or to create parts or the whole of a finished work. It may include still images, film, video, music or interactive content. This unit does not address the specialised skills needed by photo imaging professionals.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - use research and analysis of traditional and contemporary photomedia practice to inform own work; - investigate and test performance of photomedia tools to refine ideas; - produce a coherent body of photomedia work using well-developed conceptual and technical skills; - apply safe work practices for the technologies being used, and; - assess the success of finished work to meet creative and technical project objectives. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - discuss the range of traditional, current and emerging options for the use of photomedia in creative practice; - describe traditional and contemporary issues that inform the use of photomedia in creative practice; - identify intellectual property issues and legislation that affect the use of photomedia, and; - detail the workplace health and safety requirements for working with photomedia.

CUACMP301 Implement copyright arrangements

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to implement individual or collaborative copyright arrangements including sourcing copyright information, gaining clearance to use other people's material, protecting material from unauthorised use and applying copyright notices for creative works.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - source information and seek assistance to organise copyright permission and clearance for creative works; -

correctly apply copyright notices on creative works; - recognise infringements of copyright, and; - correctly document and store copyright clearances claims and notices. Students will also be expected to demonstrate the following knowledge: - explain the concepts of exclusive rights, fair use, moral rights and performer's rights; - describe procedures to determine copyright ownership; - identify the range of sources of copyright information; - identify Australian organisations responsible for holding copyright collections, and; - identify laws and regulations that govern copyright in Australia.

CUACMP311 Implement copyright arrangements

Locations: Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to implement individual or collaborative copyright arrangements. This unit applies to individuals required to source copyright information, obtain permission to use other people's material, protect material from unauthorised use and applying copyright notices for creative works. Individuals that undertake this unit typically work under supervision with some responsibility regarding the planning and completion of work tasks.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - source information and seek assistance to organise copyright permission and clearance for creative works; - apply copyright notices on creative works in accordance with legal obligations and workplace policies and procedures; - communicate with copyright collecting societies; - recognise infringements of copyright, and; - document and store copyright clearances claims and notices in accordance with legal obligations and workplace policies and procedures. Students will also be expected to demonstrate the following knowledge: - key concepts of exclusive rights, fair use, moral rights and performer's rights; - procedures to determine copyright ownership; - sources of copyright information; - digital content copyright and common sources of infringement; - Australian organisations responsible for holding copyright collections and their roles and responsibilities, and; - key features of laws and regulations that govern copyright in Australia.

CUADES401 Research and apply techniques for the design of wearable objects

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to test and apply the design process to the production of prototypes of wearable objects. It applies to individuals who generate design ideas and solutions for wearable objects, including fashion accessories and clothing, costumes, footwear, millinery and jewellery.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - interpret requirements in a design brief in consultation with relevant people; - identify and prepare resources required to respond to the design brief; - test and use a range of approaches and techniques for the design of wearable objects, and document the results of testing, and; - create a prototype based on selected design approach. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - outline the role of testing and experimentation in the design process; - outline factors that impact on the selection and use of resources; - identify materials, tools and equipment, and their capabilities and application, to designing and making wearable objects; - describe the techniques used in the manufacture of wearable objects, and; - outline legislation and ethical considerations relevant to the design and making of wearable objects.

CUADIG304 Create visual design components

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to create visual designs for interactive media components that can be integrated into a range of media products.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - explore and experiment with design techniques and visual design and communication principles to produce ideas and concepts for visual design components; - use design techniques to create visual design components that respond effectively to a project brief; - present and discuss ideas, concepts and designs with relevant personnel, and; - save and archive files using standard industry or enterprise naming conventions. Students will also be expected to demonstrate the following knowledge: - describe differences between traditional and digital methods in creating visual images, and advantages and disadvantages of each; - describe visual design, typographic and communication principles used to construct visual design components; - explain safe work practices in relation to working on computers for periods of time, and; - explain the procedure for checking copyright clearance.

CUADIG401 Author interactive media

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to author a complete interactive media product, for example, an entire website. It applies to individuals who apply sound knowledge of mark-up and scripting languages to develop templates, themes styles sheets, forms and form objects for programmers and the technical support team. They may also use a variety of authoring software used to produce complex interactions such as digital simulations, games and puzzles. They work primarily on client-side technologies.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - discuss and determine requirements for an interactive media product; - use authoring software to create logical file directory structures and build a prototype of an interactive media product; - evaluate and incorporate feedback from user testing to the prototype; - use authoring software to develop a fully functional interactive media product that: - conforms to design and creative requirements specifications, and; - meets accessibility and interoperability standards. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - explain technical requirements for integrating media assets (video, audio, animation, images) for use on a range of delivery platforms; - describe interoperability and accessibility standards used in interactive media product design; - explain the purpose and process of script validation, and; - outline basic health and safety requirements when working on computers and keyboards.

CUADIG403 Create user interfaces

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to create a user interface for an interactive media product.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - create technically feasible and creative interface design ideas that consider: purpose of the interactive media product; target users; text content and media assets requirements; - use suitable software to create a user interface, and; - review ideas and user interface with relevant personnel. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - describe file output formats appropriate to a range of delivery platforms; - describe visual design and communication principles as they apply to interface designs; - explain user-centred design principles and their importance to creation of interactive media interfaces; - identify accessibility standards that apply to interface designs; - explain how typography influences user interface visual impact; - explain the purpose of copyright and outline copyright clearance procedures, and; - outline health and safety requirements when working for extended periods of time on computers and keyboards.

CUADIG404 Apply scripting language in authoring

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to write and apply scripting language in authoring interactive media. It applies to individuals who apply skills in writing and customising their own code for work in client-side technologies. They integrate and develop basic scripting routines to enhance interaction levels or

remedy functionality errors in interactive media products.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - use design specifications and discussion with relevant personnel, to identify scripting requirements; - create pseudo-code and flowcharts to structure functional logic prior to coding; - write scripting language code to meet functional requirements for interactive media products; - produce clean, logical and well-documented code, and; - test code and de-bug as required to ensure interactive functions work without fault. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - outline typical challenges when writing scripts for interactive products and how to handle these; - describe a range of authoring software, scripting languages and scripted elements; - explain different structures used in scripting languages for authoring multimedia products, including Document Object Model (DOM) and Object Oriented Programming (OOP), and; - identify basic health and safety requirements when working on computers and keyboards.

CUADIG406 Produce innovative video art

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to experiment with video art techniques and ideas to develop an individual style or voice. It applies to individuals who produce video art for electronic media or physical/online display in art publications and galleries.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - develop ideas and techniques for video art through a process of research and experimentation; - produce multiple finished video art pieces or a single major work that demonstrates a command of techniques; - articulate ideas and techniques in own video art work processes, and; - review own skills, performance and creative work and identify future areas for improvement. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - explain the role of experimentation in developing and refining ideas for video art; - describe ways to adapt, extend and combine the capabilities of a wide range of video art technologies and techniques; - identify characteristics of different materials under different treatments and describe different video art effects that can be achieved; - outline how the works of other practitioners may be used to inform individual practice; - describe sources of supply for video art resources; - outline intellectual property issues to be considered by video art practitioners, and; -

describe practices and procedures for working safely and sustainably with materials, tools and equipment for producing video art.

CUADIG508 Refine digital art techniques

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to refine digital media techniques and to develop own digital art style in a body of creative work. This occurs through a process of research, refinement and evaluation, and encompasses animation, video and sound production. It applies to individuals whose professional practice includes the creation of digital media works. Work could be completely digital or an integration of digital and traditional media.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - research and evaluate digital media techniques that can be applied to own style; - evolve and refine use of digital media techniques through experimentation and document how experiments have informed own work; - produce a coherent body of professional digital artwork that demonstrates developing expertise and individual style, and; - evaluate own performance and techniques to identify opportunities for own creative practice. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - describe the relationship between digital media technique, particular effects and ideas in the work of relevant artists and in the context of own practice; - identify a range of information sources that support research in digital media techniques; - outline the intellectual property considerations relevant to producing digital media works, and; - explain key safety requirements for digital media work.

CUADIG509 Investigate technologies for the creation of digital art

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to further application of technologies in own creative practice. It applies to individuals who produce creative digital media work or integrate digital and traditional media. Their technology exploration is conducted independently with mentoring and guidance as required.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - research, experiment with and integrate technologies to create individual styles of digital art, and; - use and adapt technologies in ways that support coherence of own creative works. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: -

explain the ways in which a range of digital technologies and processes are used, adapted, combined and challenged by professional artists in contemporary practice; - list cost and supply parameters issues for different technologies and types of equipment to support professional practice; - explain storage requirements and options for different materials used in digital work; - describe ways to remain informed of changes in digital art technologies, and; - explain key safety requirements for digital technologies in an art context.

CUADRA401 Experiment with techniques to produce drawings

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to proactively experiment and innovate with various drawing techniques and ideas to develop professional practice and an individual style. This unit relates to drawing as an art form and differs from units that focus on drawing as a visual representation tool. It applies to individuals who have well developed skills in design and technique and who often produce work at a pre-professional level for sale in outlets such as markets and fairs. They work independently with limited supervision and guidance as required.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - use a process of thorough research and experimentation to confirm ideas for own work; - identify and acquire resources required to complete chosen work; - adapt and use a range of drawing techniques to create a single major work or multiple drawings that: - shows technical proficiency in chosen techniques; - reflects understanding of elements and principles of design; - demonstrates innovation and the emergence of an individual style, and; - review and document the research and development process. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - describe intellectual property requirements relevant to producing drawing works. - summarise methods used to research creative and technical approaches to drawing; - explain how the works of other practitioners may be used to inform individual practice; - describe the role of experimentation in developing and refining ideas for drawings and how it relates to the development of an individual style; - explain ways to adapt, extend and combine the capabilities of a wide range of drawing techniques; - describe, for the elements and principles of design, the detailed characteristics, key interrelationships, use in drawings and how they may be challenged; - summarise, for a wide range of tools and equipment used to produce drawings, key physical features, uses and maintenance requirements; - list and describe the physical properties and capabilities of a wide range of materials used to produce drawing works; - list suppliers of resources for professional drawing practice with particular emphasis on raw, part-processed and processed drawing materials, and; - describe practices and procedures for working safely and sustainably with materials, tools and equipment for producing drawing work.

CUAEPV403 Install and dismantle exhibition elements

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to install and dismantle the physical elements of permanent and temporary exhibitions. It involves working in line with established exhibition plans and procedures. It applies to individuals who work under guidance and supervision as exhibition venue staff or independent exhibition contractors in both business and community environments. **Required Reading:** The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify exhibition requirements and confirm procedures and processes for installation and dismantling with relevant people; - work with others to prepare exhibition by agreed timelines, including: - confirming that the site has been prepared; - installing and dismantling exhibition elements according to requirements; - packing, unpacking, handling and moving physical elements of exhibitions with care; - using safe manual handling techniques; - identifying and resolving or referring problems to others, and; - follow procedures for recordkeeping, cleaning and returning elements. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - identify different exhibition components relevant to the work or industry context; - explain typical processes for installing and dismantling an exhibition; - outline roles and responsibilities of personnel involved in staging exhibitions; - explain packing materials and techniques used for a range of exhibition elements; - identify tools commonly used for installing and dismantling exhibitions; - explain key features of organisational procedures, guidelines and requirements relating to installing and dismantling exhibition elements: - cleaning; - purchasing required supplies; - record-keeping; - security issues when work is underway; - storage of packaging materials; - work health and safety requirements, and; - waste disposal.

CUAFOH501 Manage front of house services

Locations: Footscray Park, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to manage front of house services at venues during performances or events.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - manage the following front of house services on at least two occasions: all aspects of preparing a venue; briefing and supervising staff; closing a venue; - resolve problems that typically arise in the context of managing front of house services, and; - work cooperatively with others. Students will also be expected to demonstrate the following knowledge: - suggest ways to address issues and challenges that typically arise in the context of managing front of house services; - explain operational procedures for the following front of

house services: box office; cloakroom; food and beverage outlets; merchandising store or stand, and; - explain organisational policies and procedures.

CUAGR302 Use typography techniques

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to use typography techniques in design work.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - interpret briefs and source relevant reference information; - experiment with typography styles and techniques; - produce typography solutions that meet the creative and technical requirements of briefs and publishing processes; - perform quality checks and produce final product within timelines, and; - back up and store files according to requirements. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - outline the characteristics and uses of a range of typefaces; - describe work space requirements for typographic work, including selection and set-up of work space; - outline physical properties and capabilities of a range of materials, tools and equipment used for typographic work; - list typographic output devices and processes, and; describe procedures for working safely with typographic equipment and materials.

CUAGR501 Research visual communication history and theory

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to use drawing and other visual representation tools to develop, refine and communicate ideas for creative work. The unit focus is on manual drawing development and refinement, and visual representation as cognitive tools in a professional practice, rather than a particular level of drawing technique.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - analyse how the drawing process and visual representation techniques can support professional activities in own art and design practice; - create visuals and compositions that incorporate experimentation with materials, techniques and ideas, and; - critically evaluate final works. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - describe different approaches to drawing and visualising; - describe drawing techniques and visual communication devices and their roles in generating ideas or problem-solving; - describe the physical properties and capabilities of a wide

range of materials and tools used in drawing and visual representation; - explain why the presentation context is important in the selection of techniques, tools and materials for drawing or visual representation, and; - explain the work health and safety considerations for drawing.

CUAGR502 Produce graphic designs for 2-D and 3-D applications

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to plan and produce a body of two-dimensional (2-D) and three-dimensional (3-D) graphic design work in response to a variety of visual communication challenges. Design work will show a well-developed command of relevant software programs and the creative ability to generate ideas to meet the different needs of design briefs.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - interpret briefs to produce a body of two-dimensional (2-D) and three-dimensional (3-D) graphic design work that meets the creative and technical requirements; - organise and schedule creative and technical processes, production and presentation of design work within effective timeframes; - collaborate with others in design and evaluation processes; - write and present explanatory information to support graphic design visuals, and; - recognise and document professional development needs. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - outline typical information found in briefs for 2-D and 3-D graphic design work; - explain other information that could be sourced to support understanding of design briefs; - explain the elements and principles of design; - explain colour management techniques and theory; - discuss the application of typographic theory and practice to the development of effective design solutions; - explain pre-press processes and their function in the graphic design process; - summarise costing processes for graphic design work; - list typical visual representations used in graphic design work and outline the techniques for incorporating and manipulating them; - outline critical and creative thinking techniques and their application in graphic design practice; - identify typical problems that occur during the graphic design process, and how to avoid or resolve them; - describe current practice for documenting and presenting graphic design work; - outline basic project management techniques, particularly in relation to work planning, time management and resource management; - discuss intellectual property issues and legislation associated with graphic design practice, and; - outline key safety requirements for production processes in graphic design work.

CUAGR503 Produce typographic design solutions

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to produce professional typography for a wide range of communication needs. Typographic design solutions may include advertisements, headlines, logotypes, signage systems, posters, charts or mass text applications.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic

and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - assess historical and contemporary information about typography for relevance to graphic design practice; - interpret and evaluate design requirements in briefs and other information sources; - manipulate type with a high level of technical proficiency using graphics software programs; - develop and present typographic concepts; - integrate typography and other visual components into final design or layout; - develop multiple pieces of professional standard typography that convey the visual communication objectives defined in client briefs, and; - evaluate the effectiveness of typography solutions. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - identify characteristics and styles of graphic design briefs, particularly in relation to typography requirements; - identify sources of information on typography and the range of typography options available to the graphic designer; - explain the fundamentals of typography production and application; - describe the effective application of elements and principles of design to typography; - outline the interrelationships between text and visuals and the role of typography in the overall design solution; - identify current software programs available to graphic designers and explain their advanced features; - explain opportunities and constraints of digital and manual typography techniques, and; - identify different delivery platforms for graphic design work and the technical constraints and considerations these impose.

CUAGR504 Create and manipulate graphics

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to create and manipulate graphics using a combination of creative design skills and technical software proficiency.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - analyse graphics requirements in briefs and other information sources; - develop and present ideas for graphics; - create original graphics for at least two different graphic design projects; - use an extended range of tools and features of relevant software with a high level of technical proficiency; - integrate technical and creative processes to produce outcomes that meet design objectives, and; - evaluate the technical and aesthetic effectiveness of graphics work. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - explain the use of graphics within different types of communication, including corporate, editorial and promotional communication; - identify sources of information for developing ideas about different graphics options; - identify the current range of software programs available to graphic designers and discuss the tools and features; - identify the different types of graphic file formats and explain their use in different contexts; - explain technical

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requirements for the manipulation and formatting of visual components and file types; - outline file management protocols and procedures for a range of print and web-based publications, and; - explain key safety requirements for the use of computer and keyboard.

CUAGR505 Design and manipulate complex layouts

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to design complex publication layouts by combining creative design skills with technical software proficiency.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - analyse layout requirements in briefs and other information sources; - develop and present layout concepts; - create original designs for the layout of at least two publications; - use an extended range of tools and features of relevant software with a high level of technical proficiency; - integrate technical and creative processes to produce outcomes that meet design objectives, and; - evaluate the effectiveness of layouts. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - explain common features and formats of different types of publications; - identify sources of information for developing ideas about different layout options; - explain interrelationships between different visual design components within a complex layout; - identify the current range of software programs available to graphic designers and explain the opportunities and constraints of their application to different technologies; - identify different graphic file formats and explain how and why these are used in different contexts; - explain technical requirements for the manipulation and formatting of visual components and file types; - discuss file management protocols and procedures for a range of publications, both print and web-based, and; - explain key safety requirements for the use of computer and keyboard.

CUAGR506 Develop graphic design practice to meet industry needs

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to develop an industry focus for graphic design practice and to adapt that practice to meet both current and emerging industry opportunities.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - use a range of professional graphic design business practices in own work; - adopt intellectual property and

safety standards required for graphic design practice; - research and evaluate the effect of current and emerging trends on graphic design practice; - apply research outcomes to develop creative and commercial opportunities in own professional practice, and; - identify and address skill development needs. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - discuss the changing role of graphic design and its convergence with other design disciplines; - outline current and emerging graphic design technologies and trends at a global level; - discuss graphic design industry networks and professional development opportunities; - identify current graphic design business practice including key relationships and ways work is sourced and costed; - summarise broad global design trends that apply to design disciplines; - explain implications of emerging graphic design technologies on the business; - identify sources of information about graphic design; - explain intellectual property issues associated with professional graphic design practice, and; - describe key safety considerations for professional graphic design practice.

CUAGR601 Engage in the business of graphic design

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to adopt a professional, commercial approach to graphic design practice. It applies to individuals who work autonomously across a diverse range of industry and community contexts. They could be employed by others in small or large organisations, operate as freelancers or set up their own studios.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - research and evaluate a broad range of professional and commercial information about graphic design; - develop approaches and strategies for own practice based on research and reflection that address: - legal, ethical and moral obligations; - business and design practice skill development; - how to promote services; - how to pursue new work opportunities, and; - communicate with other professionals to collaborate and share ideas. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - explain factors that influence the client perspective on graphic design practice; - describe legal rights and obligations of graphic designer, particularly in relation to intellectual property; - identify common professional development opportunities in graphic design; - summarise the range of local and global work opportunities open to graphic designers; - summarise current trends in graphic design and their effects on professional practice; - identify key behaviour, skills and practices required in professional graphic design practice; - describe typical ways business is done in graphic design practice including key commercial relationships, and; - explain ways that graphic design work is costed and priced in different practice contexts.

CUAIND301A Work effectively in the creative arts industry

Locations: Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge

required to work effectively in the creative arts industry. These include relationship building, negotiation techniques, work prioritisation and personal development.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - conduct negotiations to identify realistic solutions to contractual issues; - establish and maintain contractual relationships through regular contact; - share industry information with colleagues and peers; - identify opportunities to maintain and enhance work performance; - seek feedback and integrate constructive advice into own work performance; - literacy skills to read and understand industry information and terminology; - prioritise work tasks; - work within deadlines; - monitor own work and introduce strategies to improve performance; - identify and plan for factors affecting completion of work tasks within deadlines, and; - recognise and resolve workplace issues when implementing new technology. Students will also be expected to demonstrate the following knowledge: - different sectors of the creative arts industry and their interrelationships; - terminology associated with relevant industry sector; - issues of etiquette and ethics as they apply to key work areas within the industry; - key work areas within the industry, how they interrelate, and key roles and responsibilities; - sources of information on the industry and ways of maintaining current industry knowledge; - awards and conditions of employment and copyright issues; - legal issues that affect negotiations and contracts; - major industry production and marketing issues; - nature, role and functions of unions and employer associations, including rights and responsibilities of employers and employees; - OHS requirements relevant to particular work contexts, and; - current and emerging technologies used within the relevant industry sector.

CUAIND303 Work effectively in the music industry

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to work in the music industry.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - apply information about industry trends and emergent technologies to own work practice; - establish and maintain work and contractual relationships; - comply with the requirements of relevant legislation and regulations, and; - prioritise and complete work tasks, in collaboration with others. Students will also be expected to demonstrate the following knowledge: - describe the key copyright issues that apply to the music industry, including why material is protected, how copyright is enforced and the consequences of infringement; - describe music industry piracy issues and their impact on the music industry; - describe the key sources of information on the music industry; - describe ways to keep up-to-date with trends and emergent technologies

in the music industry; - describe the legal issues that affect agreements and contracts in the music industry, and; - describe the work health and safety requirements that arise when negotiating work and contractual issues in the music industry.

CUAIND311 Work effectively in the creative industries

Locations: Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to work effectively in the creative arts industry. It applies to any field of the arts industry and is relevant to people in a wide range of occupations, for example, dancers, musicians, actors, cabaret performers, street performers, entertainment administrators, reviewers, film makers and public artists. These individuals are required to apply judgement and operate under broad supervision within an established framework of plans and procedures.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - apply information about creative arts industry trends and emergent technologies to own work practice; - negotiate terms of a contract; - establish and maintain work and contractual relationships; - comply with relevant regulations and organisational requirements, and; - prioritise and complete work tasks, in collaboration with others in the creative arts industry. Students will also be expected to demonstrate the following knowledge: - key features of creative arts industry workplace practice; - key features of copyright; - key features of a contract; - relationships between different sectors of the creative arts industry sector; - terminology associated with the creative arts industry sector; - key roles and responsibilities in the creative arts own industry sector; - key sources of creative arts industry information; - current and emerging technologies used in the creative arts industry sector, and; - revenue streams through digital content.

CUAIND402 Provide freelance services

Locations: Footscray Nicholson, City King St.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to work as an independent operator within the creative arts industry. It applies to individuals who use a high level of self-motivation and discipline, and an entrepreneurial attitude when pursuing work opportunities. They are engaged for specific projects and are responsible for promoting themselves to potential clients, negotiating their own contracts and managing their business affairs.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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. Students will be expected to demonstrate the following required skills: - participate in industry networks and develop a dynamic list of industry contacts; - prepare resume

and self-promotional materials and circulate using a variety of media outlets and platforms; - prepare a business plan that identifies a fee structure and work schedule to maintain a viable cash flow; - negotiate service contracts or agreements; - develop and maintain an effective financial and document records system; - develop and revise a strategic plan that identifies business opportunities and risks; - seek constructive feedback to identify professional development needs and opportunities, and; - review work objectives measured against quality of life, artistic and commercial goals. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - identify industry network opportunities for freelance services in screen and media industries; - identify professional expertise and services available to advise and support freelance services; - identify media outlets and platforms that may be relevant for promotional purposes, and; - identify sources of information about regulatory, taxation, insurance and other business requirements in relation to offering freelance services.

CUAIND502 Maintain and apply creative arts industry knowledge

Locations: Footscray Nicholson, City King St.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to maintain creative arts industry knowledge, and monitor and manage own professional practice. It applies to individuals with advanced research and analysis skills working as practitioners, administrators or managers. They could be working in the public or private sector in a variety of contexts.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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. Students will be expected to demonstrate the following required skills: - research, analyse and apply current and reliable industry information; - document detailed industry information and its sources; - record networking activities used to maintain and enhance industry knowledge, and; - identify and participate in professional development activities. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - explain how the listed points apply to day-to-day work activities in the relevant creative arts industry sector: - industry structure and operation; - employment obligations and opportunities; - laws and regulations; - industry protocols; - trends and emerging technologies; - identify sources of information on the creative arts industry, and; - describe ways of maintaining current industry knowledge.

CUAMCP303 Develop simple musical pieces using electronic media

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to prepare for and use computer based technology to develop simple musical pieces. It applies to individuals who apply knowledge of musical styles, elements and structures to create musical pieces, using computer based technology as the primary development tool. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading: The qualified trainer and assessor will provide teaching and

learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - develop a selection of simple musical works for specific purposes using electronic media, and deliver the completed pieces within an agreed timeline; - use appropriate musical techniques and conventions to match each work to its purpose; - discuss work with others and use feedback to improve musical piece; - use correct processes to protect copyright. Students will also be expected to demonstrate the following knowledge: - explain features of standard hardware and software tools/packages for developing and notating music; - outline the issues and challenges that typically arise in the context of developing music using electronic media and ways of overcoming them; - explain safe practices for listening and using a computer and keyboard for long periods of time.

CUAMCP501 Compose music using electronic media

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to compose a range of musical pieces using electronic music equipment and software. It applies to individuals who apply well developed skills in aural perception, harmony and counterpoint, and the use of technology based applications, to create music.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - use electronic media as a creative tool to compose a selection of musical pieces in response to different briefs; - discuss compositional requirements and apply well developed aural skills to the compositional process, and; - work collaboratively with others involved in creating, playing and evaluating own compositions. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - outline information to include in a plan for a composition project; - explain compositional techniques and musical elements used in a range of musical pieces; - describe features of a range of hardware and software tools/packages for composing music and generating music scores; - explain file formats used for electronic compositions; - outline copyright issues associated with composing music, and; - describe issues and challenges that typically arise in the context of composing music using electronic media and how they might be overcome.

CUAMCP502 Compose music for screen

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to apply music composition skills and create music that synchronises with sequences in screen productions. It applies to individuals who write music for varied purposes, such as to

create mood, reinforce genre or historical period, and complement action sequences, to meet tight timelines. Composers work closely with producers, directors, sound recordists and post-production personnel.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - interpret screen music briefs and film shot lists; - document plans for screen composition projects; - generate ideas and compose music for different screen productions; - discuss compositional requirements and work collaboratively with relevant personnel, and; - evaluate composition process and own role. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - outline the range of personnel with whom a composer is likely to consult when working on screen compositions; - explain key compositional considerations when creating music for screen productions; - explain production values for selected screen music briefs; - explain hardware and software tools/packages and other resources for composing music; - describe copyright, royalty and licensing issues relevant to writing music for screen productions, and; - describe issues and challenges that typically arise in the context of composing theme and incidental music for screen productions, and outline ways to resolve them.

CUAMCP503 Prepare compositions for publishing

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required by music copyists to prepare compositions for electronic or print publishing. It applies to individuals who work with publishing house editors on print based scores or take the hand written score of a composer and enter the notation into a computer program. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - interpret music publishing briefs; - prepare different types of compositions for publishing, including one that has parts; - notate and proofread music for publication, and; - evaluate own work and identify ways to improve. Students will also be expected to demonstrate the following knowledge: - explain publishers' requirements in relation to notation of music; - explain musical protocols and customs for notating and editing music for publication; - describe features of a range software tools/packages and other resources that might be required for notating music for publication; - explain file formats that might be used for publishing music; - describe copyright issues and intellectual property rights in the context of preparing compositions for publishing, and; - outline issues and challenges that typically arise in the context of preparing compositions for publishing, and how they might be overcome.

CUAMCP601 Extend techniques for arranging music

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to refine skills in arranging music for any music genre. It applies to individuals who apply commitment and high level skills in aural imagination, melodic and harmonic development, instrumentation and orchestration to extend the range of music arranging briefs to which they can confidently respond.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - practice, plan and monitor progress in own professional skill development; - arrange, in response to different briefs, a selection of musical pieces that demonstrate advanced skills in arranging techniques, and; - evaluate own arrangements, and seek and use feedback from others to extend arranging skills. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - explain factors and techniques that contribute to excellence in music arranging; - explain music and other criteria that might be used to measure skill development, and; - analyse issues and challenges that typically arise in the context of extending techniques for arranging music, and explain how they may be overcome.

CUAMCP602 Extend techniques for composing music

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to refine music composition skills in any music genre. It applies to individuals who apply commitment and high level skills in aural imagination, melodic development, instrumentation and orchestration to extend the range of compositional briefs to which they can confidently respond.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - practice, plan and monitor progress in own professional skill development; - compose, in response to different briefs, a selection of musical pieces that demonstrate advanced skills in compositional techniques, and; - evaluate own compositions, and seek and use feedback from others to extend compositional skills. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - explain factors and techniques that contribute to excellence in music composition; - explain music and compositional elements and other criteria that might be used to measure skill development, and; - analyse issues and challenges that typically arise in the context

of extending techniques for composing music, and explain how they may be overcome.

CUAMLT302 Apply knowledge of style and genre to music industry practice

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to apply knowledge of music genres and styles to music industry work and learning.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - develop, maintain and apply current music knowledge to own learning and industry practice; - differentiate music genres and styles; - discuss music performances with others using appropriate terminology, and; - listen and evaluate the music of a range of artists. Students will also be expected to demonstrate the following knowledge: - explain the features of styles and genres, and their conventions; - explain how elements of musical organisation and technology are used in identified genres and styles; - describe the key qualities and features of the work of selected artists, and; - outline critical listening techniques.

CUAMLT403 Develop skills in analysis of functional harmony

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to understand and use functional harmony. It applies to individuals who incorporate into their own practice a working knowledge of functional harmony and related theoretical language of music. They may be working as musicians, songwriters or music producers.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - complete at least three harmonic analyses, and; - harmonise at least three musical extracts using functional harmony and appropriate conventions of music writing and terminology. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - describe how to deconstruct musical examples into theoretical components for analysis; - describe elements of functional harmony; - summarise methods used for analysis of functional harmony, and; - describe the contribution of harmony to selected musical compositions and performances.

CUAMLT501 Refine aural perception skills

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description: This unit describes the skills and knowledge required to improve aural perception skills. It applies to individuals including musicians, songwriters, composers, arrangers, conductors and musical directors. These individuals use well developed aural perception skills, and knowledge of music structures and components in a range of contexts, including transcribing live or recorded music and preparing charts and other forms of notated music.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - plan, monitor and evaluate progress in refining own aural perception skills; - hear and recognise complex music structures accurately; - transcribe music structures using aural memory and aural perception skills, and; - discuss and apply aural perception skills relevant to own music practice. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - explain musical protocols, customs and terminology for listening to music relevant to the music specialisation; - describe techniques to improve aural memory and skills for aural identification; - explain conventions for music writing connected with aural transcription, and; - explain issues and challenges that arise in the context of improving aural perception skills and how they might be addressed.

CUAMLT502 Apply concepts of music and society to professional practice

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes skills and knowledge required to analyse and apply concepts about the social significance of music to one's own professional practice. It applies to individuals who require in-depth understanding of the function of music in society, particularly in relation to the cultural and commercial value of music.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - source information about the role of music and music and audio technologies, including its history, social and cultural functions, commercial value and impact in other disciplines; - analyse and synthesise research findings, and; - develop and implement a strategy to incorporate understanding of the social, cultural and commercial values of music into own practice. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - describe the historical evolution of music and music and audio technologies; - explain the significance of music in different cultural contexts; - describe the social impact of music, and; - explain the commercial value of music in the contemporary context.

CUAMLT602 Analyse harmony

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to analyse and deconstruct harmony for its component parts. It applies to individuals who apply high level knowledge of music theory to analyse harmony. They may work as musicians, composers, arrangers, music producers or music writers.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - complete at least three harmonic analyses that incorporate advanced harmonic theories and principles; - discuss harmony in relation to performance and compositional outcomes; - apply harmonic analysis to own professional practice, and; - evaluate own analysis of harmony for future improvement. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - explain methodologies and theories used for analysis of harmony, and; - describe harmonic elements and explain ways in which they can be used to achieve different aesthetic, technical and/or expressive musical outcomes. .

CUAMPF301 Develop technical skills in performance

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to build on basic technical skills in a chosen area of music specialisation, and to perform simple repertoire

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - practise and play or sing a selected set of exercises and/or studies; - perform at least three pieces in selected area of specialisation that demonstrate mastery of technical requirements of performance repertoire, including control of agreed tempi and musical markings, intonation, rhythm and appropriate sound colour; - implement practical plans to improve own performance, and; - incorporate feedback from others and own evaluations into development of performance skills. Students will also be expected to demonstrate the following knowledge: - describe instrument or voice parts, physical characteristics, applications, range and capabilities; - outline how to care for voice or instrument, and describe work health and safety principles as they apply to performance practice, and; - describe technical skills relevant to voice or instrument.

CUAMPF302 Prepare for performances

Locations: Industry, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to use practice time to prepare for performances. It applies to individuals who perform as musicians and/or vocalists and need to practise the pieces to be performed, applying strategies to overcome performance anxiety and take care of own health and safety.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - use personal practice time to reach the musical and technical standard required for performances; - plan and develop performance pieces in consultation with appropriate people; - incorporate feedback from others and own observations on own performance in practice sessions and rehearsals, and; - implement personal health and safety considerations during practice sessions. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - outline repertoire relevant to the selected instrument; - describe strategies to minimise performance anxiety; - outline requirements when preparing for performances, and; - describe health and safety principles as they apply to correct posture and prevention of personal injury.

CUAMPF305 Develop improvisation skills

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to develop and perform simple musical improvisation in a chosen area.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify and use a range of methods to practise and develop improvisation techniques; - perform simple solo improvisation in chosen area with members of an ensemble, and; - use feedback from others to improve own techniques. Students will also be expected to demonstrate the following knowledge: - explain features of chosen pieces and their musical forms and conventions for improvisation; - outline issues and challenges that typically arise in the context of developing improvisation performances and possible strategies to overcome them, and; - outline work health and safety (WHS) principles as they apply to using musical instruments and performing in a range of environments.

CUAMPF401 Rehearse music for group performances

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to rehearse for a group performance and perform to the required standard. It applies to musicians and vocalists in all genres who need to rehearse in a group prior to performances. In addition to knowing their repertoire and being able to perform to the required

standard, they must also be disciplined to practise, arrive at rehearsals on time and collaborate with other members of the group.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - perform proficiently and to the required standard on chosen instrument or voice in at least three rehearsals by: preparing adequately beforehand; listening effectively for and adjusting intonation and nuance in performance; sight reading accurately; applying interpretation and expression skills; giving and responding to cues, and; contributing to a respectful, productive and healthy culture. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - outline key components of rehearsal preparation; - explain the application of listening skills and music knowledge in rehearsals; - explain the key aspects of group performance; - identify and describe issues and challenges that typically arise in the context of group rehearsals, and ways in which they may be overcome, and; - explain the work health and safety (WHS) principles as they apply to using musical instruments and rehearsing in a range of environments.

CUAMPF402 Develop and maintain stagecraft skills

Locations: Industry, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to apply a well developed range of stagecraft skills during performances. It applies to musicians and performers in all genres, whose image and reputation rely on the way they approach performances and engage with audiences, and not just their ability to play an instrument or sing.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - use strategies to develop and improve own stagecraft skills; - apply a range of stagecraft skills appropriate to the style of performance on at least three occasions; - evaluate own stagecraft skills, and integrate with feedback from others to improve, and; - rehearse and perform safely in line with work health and safety (WHS) principles. Students will also be expected to demonstrate the following knowledge: - describe key stagecraft skills and outline strategies to develop these skills; - describe ways technology can be used to enhance stage image; - outline and evaluate issues and challenges that arise in the context of applying stagecraft skills to performances, and how they might be overcome, and; - outline work health and safety (WHS) principles as they apply to preventative practice against injury, healthy performance habits and performance anxiety.

CUAMPF403 Develop repertoire as part of a backup group

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to select and rehearse repertoire as part of a backup group. It applies to musicians and vocalists who accompany and support solo artists and contribute to the selection of repertoire. They could be performing in any genre.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - contribute, as a member of a backup group, to the selection of repertoire to suit particular performances, and; - participate in rehearsals in collaboration with others. Students will also be expected to demonstrate the following knowledge: - explain factors to consider when selecting repertoire; - outline issues that may arise in the context of developing repertoire and rehearsing as part of a backup group, and; - outline work health and safety principles as they apply to using musical instruments and performing in a range of environments.

CUAMPF404 Perform music as part of a group

Locations: Industry, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to perform music for an audience as part of a group. It applies to individuals who perform as instrumentalists and vocalists as members of a group. They may work in any musical genre. Performing in a group requires well developed interpersonal communication and collaboration skills, in addition to technical and musicianship skills.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - demonstrate techniques to prepare effectively for performance; - perform proficiently as a member of a group, before an audience on at least three occasions, and; - participate in evaluations of group performances. Students will also be expected to demonstrate the following knowledge: - describe pre-performance warm-up procedures; - explain factors required to be effective as a musician or singer in a group, and; - outline issues and challenges that arise in the context of performing music as part of a group for an audience, and how they might be overcome.

CUAMPF405 Develop instrumental techniques

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to develop instrumental techniques across a range of performance repertoire. It applies to individuals who perform as instrumentalists and are developing competence to perform in public. They plan practice regularly and willingly act on feedback from colleagues and mentors.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - demonstrate appropriate methods for caring, using, moving, tuning and storing instrument; - plan and practise a selected set of exercises and/or studies, using feedback from others to assess the need to adjust focus of practice; - demonstrate fluent performance on selected instrument for a range of repertoire, and; - use aural skills to monitor and adjust own performance to achieve the required sound. Students will also be expected to demonstrate the following knowledge: - describe accessories, applications, range, capabilities, tuning and care and maintenance for the selected instrument; - describe a repertoire relevant to the selected instrument and area of specialisation; - describe exercises for developing technique, and; - outline work health and safety (WHS) principles as they apply to correct posture and practices to avoid overuse injury.

CUAMPF406 Perform music as a soloist

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to perform live for audiences as a soloist. It applies to individuals who perform as solo instrumentalists or vocalists. They may perform in any musical genre. They apply technical and musicianship skills and well developed stagecraft skills to engage audiences.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - demonstrate pre-performance checks and warm-ups; - perform proficiently as a soloist before an audience on at least three occasions, and; - plan strategies to improve future performances. Students will also be expected to demonstrate the following knowledge: - describe pre-performance warm-up techniques; - explain how music knowledge is used by a soloist to enhance performance; - describe features of listening critically to own and others' performance; - explain the main requirements for an effective soloist musician or singer; - outline typical issues and challenges that arise in the context of performing as a soloist for audiences, and how they might be overcome, and; - outline work health and safety (WHS) principles as they apply to performing in a range of environments.

CUAMPF408 Develop performance techniques on a second instrument

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to develop performance techniques on an instrument other than the primary instrument. It applies to musicians who want to gain proficiency in a second instrument, including voice, and so develop flexibility in their repertoire. The techniques for playing instruments may be completely different however, the underpinning music

knowledge that needs to be applied in performance remains the same.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - demonstrate appropriate methods for caring, using, moving, tuning and storing instrument; - plan and practise a selected set of exercises and/or studies, using feedback from others to assess the need to adjust focus of practice; - perform at least three pieces that demonstrate an ability to achieve the required sound on an instrument other than the primary one; - aural discrimination to monitor and adjust own performance to achieve the required sound, and; - develop a personal skill development plan. Students will also be expected to demonstrate the following knowledge: - describe key considerations for developing performance techniques on a second instrument or voice; - explain physical characteristics, basic acoustic principles and tuning techniques relevant to selected instrument or voice; - describe use and care of second instrument and accessories, and; - outline work health and safety principles as they apply to playing and performing a second instrument.

CUAMPF501 Prepare a program for performance

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to plan and prepare a program for performance.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - prepare a program for performance in response to specific requirements and in collaboration with others; - organise all ancillary activities and arrangements for program performance, in collaboration with others, and; - achieve the required level of performance skills and musical interpretation prior to the performance. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - describe factors to consider when planning and preparing a program; - explain music elements relevant to interpretation of chosen repertoire; - outline the requirements for finalising a program and preparing for performances, and; - outline issues and challenges that arise in the context of preparing a program for performance, and describe how they might be overcome.

CUAMPF505 Develop technical skills and expand repertoire

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to refine instrumental techniques and expand the range of practical performance repertoire.

Required Reading:The qualified trainer and assessor will provide teaching and

learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - perform a specific set of technical exercises and/or studies; - demonstrate, in a performance program, fluency, individual style and musical expression in a range of repertoire on the selected instrument in area of specialisation, and; - monitor progress in own skill development. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - describe acoustic principles relevant to chosen instrument and area of specialisation; - explain tuning conventions for chosen instrument; - explain control in relation to chosen instrument; - explain strategies and exercises for developing technical techniques; - describe extended repertoire relevant to the chosen instrument and area of specialisation, and; - explain qualities of musical performance that would reflect refinement of technical playing skills.

CUAMPF601 Present a music performance

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to present music performances in any musical genre. It applies to individuals working as instrumentalists or vocalists who use high level technical, musicianship and stagecraft skills to engage audiences in a wide range of repertoire within an area of specialisation.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - plan at least two music performance programs according to requirements or brief; - present at least two music performance programs on the selected instrument or voice in area of specialisation; - engage the audience with high level performance mastery of repertoire and well developed stagecraft skills; - monitor and adjust own performance to achieve the required sound, and maintain performance flow and audience experience, and; - evaluate own performance, incorporating feedback from others for future improvement. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - explain requirements for planning the program and preparing for the performance; - explain technical and communication requirements for performing before an audience; - describe challenges that arise in the context of presenting a music performance, and explain how they might be overcome, and; - outline work, health and safety principles relevant to particular performance contexts. .

CUAMPF602 Manage stagecraft aspects of performances

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description: This unit describes the skills and knowledge required to plan and manage stagecraft of performances. It applies to individuals who are responsible for contributing ideas to the overall look, feel and sound of performances in collaboration with other creative and production personnel. They are also responsible for overseeing that stagecraft goes according to plan during performances.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - work collaboratively on the planning and management of stagecraft aspects of performances; - conduct rehearsals and pre-performance checks; - perform own role; - providing introductions and other remarks; - respond to unplanned events; - interact with other performers; - engage with the audience, and; - integrate feedback from others, and evaluate stagecraft aspects of performances. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - explain stagecraft and how it can be used to enhance performances; - describe roles and responsibilities of creative and technical personnel involved in stage performances; - explain requirements of leading a group prior to and during performances; - describe challenges that arise in the context of stagecraft aspects of performances, and explain how they might be overcome, and; - outline work health and safety requirements relevant to managing stagecraft.

CUAMPF603 Refine performance techniques and expand repertoire

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to expand repertoire and present an extended professional performance. It applies to musicians or vocalists with a higher level of skills in areas such as performance preparation, craft skills and musicianship as they seek regular professional performance opportunities. They may be refining skills on either a first or second instrument.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - develop and implement a plan to refine own performance technique; - plan and present a performance program of a professional standard, on at least two occasions, to an audience, and; - monitor progress of own skill development, expanding repertoire in area of specialisation and incorporating feedback on own performance. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - explain strategies and exercises for refining technical skills and performance techniques; - describe qualities that contribute to professional standard performance; - describe typical issues and challenges that arise in the context of refining performance technique and expanding

repertoire, and how to address them, and; - describe work health and safety principles relevant to professional performance contexts.

CUAMPF604 Extend improvisation techniques

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to develop high level improvisation skills. It applies to musicians who apply skills to compose or vary music 'in the moment' in response to stimuli. They have highly developed skills in aural awareness and in the musical practice of a chosen genre or musical tradition. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - plan and implement ways to refine own skills, and monitor skill development progress; - perform improvisations using a range of advanced musical techniques, and; - give and respond to cues during solo improvisations. Students will also be expected to demonstrate the following knowledge: - explain factors that contribute to excellence in improvisation; - describe typical ensemble customs, protocols and practices, in relation to improvisation; - describe issues that arise in the context of performing improvisations, and explain how they might be overcome, and; - outline work health and safety (WHS) principles relevant to performing improvisations.

CUAMPF607 Lead music rehearsals

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to direct performers in music rehearsals. It applies to individuals who have high level musicianship skills and advanced knowledge of the performance capabilities of instruments. They may work as musical directors or conductors, and are responsible for choosing repertoire, selecting musicians, overseeing the organisation of rehearsals, and providing musical leadership during rehearsals and solutions to performance problems.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify and implement ways to develop own direction skills; - provide musical leadership on at least three occasions; - discussing and selecting repertoire and program; - completing required preparations for rehearsals; - directing performers during rehearsals to achieve performance level required, and; - conduct and document post-rehearsal debriefing sessions to improve performances. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - explain factors that inform choice of

repertoire and the development of performance programs; - describe music knowledge, technical skills and communication skills required to organise and direct music rehearsals; - describe issues that typically arise in the context of leading music rehearsals, and explain how they might be overcome, and; - describe work health and safety (WHS) requirements and procedures in relation to conducting and performing. .

CUAMUP401 Design, apply and remove make-up

Locations:City King St.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to design, apply and remove standard make-up for performers and talent appearing in screen and entertainment industry productions. It applies to individuals who use their creative skills, working alone or as part of a team, to design make-up that meets production requirements and brings out the subject's best features. Good communication skills are essential since they need to create an environment where others feel at ease.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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. Students will be expected to demonstrate the following required skills: - generate make-up design ideas that consider production factors and specific requirements of performers; - incorporate colour design principles into make-up designs; - create make-up plans that take account of the condition of performers' skin and other special requirements of performers or talent; - submit requests for make-up products that fit within budget allocations; - follow health, hygiene and safety procedures when preparing, applying and removing make-up; - select appropriate make-up products and application techniques, and; - communicate effectively to explain make-up procedures and discuss specific requirements with performers or talent. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - describe roles and responsibilities of personnel in the screen and entertainment industries who need to be consulted in relation to make-up issues; - describe principles of make-up application; - describe effects of natural and artificial lighting on make-up and how make-up colours appear on the screen; - outline the relationship of colour design principles to make-up; - describe how and why skin can react to make-up products commonly used in screen and entertainment industry productions; - describe effects created by different make-up products and colour application techniques, and; - describe work health and safety (WHS) procedures that apply to providing make-up services.

CUAMUP402 Maintain make-up and hair continuity

Locations:City King St.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to provide continuity services for make-up and hair in screen productions. It applies to individuals who check the make-up and hair of performers is consistent when scenes are watched in the correct sequence, irrespective of the order in which they were shot. They are crucial in making sure there are smooth transitions between shots and scenes, thus facilitating post-production editing.

Required Reading:Lecturer will provide teaching and learning materials as required in

the form of Victoria Polytechnic produced workbooks.

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. Students will be expected to demonstrate the following required skills: - prepare for hair and make-up continuity activities by documenting requirements scene by scene; - recognise the effect the filming process has on the appearance of make-up and hair; - maintain continuity of performers' make-up and hair quickly and efficiently throughout productions; - create detailed records, including photographs, of hair and make-up continuity information for productions, and; - work collaboratively with cast and crew during productions. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - outline protocols for interaction between cast and crew during film shoots; - explain how the process of shooting film productions affects hair and make-up continuity operations; - describe creative and technical aspects of productions relevant to the process of maintaining make-up and hair continuity; - outline administrative procedures and documentation associated with maintaining hair and make-up continuity, and; - describe safety procedures that apply to providing make-up and hair services.

CUAMUP403 Style hair for performances or productions

Locations:City King St.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to provide a range of hair styles for productions in the film, television and live entertainment industries. It applies to individuals who use a range of cutting, temporary colouring, setting and dressing methods to produce current and period hairstyles for performers. They may work independently or as a member of a make-up and hair design team.

Required Reading:Lecturer will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks.

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. Students will be expected to demonstrate the following required skills: - discuss hair design requirements for productions with relevant personnel; - research hairstyles to inform design process and make reference materials available to others; - prepare hair designs that meet production requirements and take performers' hair and general appearance into account; - provide hair services in line with production schedule using appropriate hair products and application techniques; - re-create designs for all appearances during film shoots or performances during production runs; - maintain performers' hairstyles during productions; - create a documentary record of hair designs; - comply with health and hygiene requirements when providing hair services, and; - provide clear information to performers during hair styling sessions. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - outline roles and responsibilities of personnel who need to be consulted in relation to designing and styling hair; - identify typical problems with providing hairdressing services and briefly describe solutions; - explain health, hygiene and safety requirements that apply to the provision of hairdressing services; - describe the process for producing hair designs; - explain how hair design can

enhance characterisation; - outline key features of period hairstyles; - describe typical theatre salon procedures for creating period hairstyles; - explain how physical appearance can influence the process of designing hairstyles, and; - explain how skin tone can be affected by the way hair colour appears under lights.

CUAMUP404 Style wigs and hairpieces for performances or productions

Locations:City King St.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to style wigs and hairpieces for productions in the film, television and live entertainment industries. It applies to individuals who use a range of cutting, temporary colouring, setting and dressing methods to produce the required appearance of wigs and hairpieces for performers. They may work independently or as a member of a make-up and hair design team and are also responsible for the maintenance of wigs and hairpieces.

Required Reading:Lecturer will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks.

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. Students will be expected to demonstrate the following required skills: - prepare performers' wigs and hairpieces for styling in line with hairstyle design requirements; - fit wigs and hairpieces on performers and trim them to achieve the desired appearance; - maintain the condition of wigs and hairpieces; - style and apply finishes to wigs and hairpieces to meet hair design requirements; - create a documentary record of hair designs; - complete work within production timelines; - comply with health and hygiene requirements when providing hair services; - work collaboratively with others in creating hair designs that meet production requirements, and; - provide clear explanations to performers during wig and hairpiece fitting sessions. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - outline roles and responsibilities of personnel who need to be consulted in relation to designing and styling hair; - identify typical problems of styling wigs and hairpieces and briefly describe solutions; - describe health, hygiene and safety requirements for the provision of hairdressing services; - describe the relationship between face type and elements and principles of hair design; - outline characteristics of human and synthetic hair types used in wigs and hairpieces; - describe tools and techniques for applying design finishes to wigs and hairpieces; - explain the effects of lighting on hair colour and skin tone, and; - outline maintenance and storage requirements for wigs and hairpieces.

CUAMUP502 Design and apply specialised make-up

Locations:City King St.

Prerequisites:CUAMUP401 - Design, apply and remove make-up

Description:This unit describes the skills and knowledge required to provide specialised make-up services for productions in the screen, media and entertainment industries. It applies to individuals in senior roles who apply make-up creatively, to enhance the ability of actors to portray characters, and conduct thorough background research to ensure characters are accurately represented. They work alone or, on large-scale productions, they could be responsible for supervising others.

Required Reading:Lecturer will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks.

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. Students will be expected to demonstrate the following required skills: - undertake research and collaborate with others to inform development of specialised make-up designs; - develop and document specialised make-up designs and accompanying make-up plans that meet production and performer requirements, and budget constraints; - apply and remove make-up using appropriate products and application techniques; - maintain the appearance of performers' make-up during productions; - complete work within production schedules; - comply with health and hygiene requirements when providing make-up services, and; - establish any specific make-up requirements from performers and clearly explain procedures for applying and removing specialised make-up. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - explain roles and responsibilities of personnel who need to be consulted in relation to designing specialised make-up; - identify typical problems with designing and applying specialised make-up and briefly describe solutions; - outline techniques for applying and removing specialised make-up; - explain health, hygiene and safety requirements that relate to applying and removing make-up; - describe effects of natural and artificial lighting on make-up and how make-up colours appear on the screen; - outline how colour design principles are used in the context of designing specialised make-up, and; - explain how the use of specialised make-up can enhance characterisation.

CUAMUP503 Design and apply special make-up effects

Locations:City King St.

Prerequisites:CUAMUP401 - Design, apply and remove make-up

Description:This unit describes the skills and knowledge required to design special make-up effects and provide make-up services for productions in the screen and entertainment industries. It applies to individuals who create effects, such as scars, ageing and illness, and often have to attach prosthetics. Because application of special make-up effects can be a complex and lengthy process, these individuals need to be confident and diplomatic in the way they communicate with performers whose appearances they are transforming. They work alone or, on large-scale productions, they could be responsible for supervising others.

Required Reading:Lecturer will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks.

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. Students will be expected to demonstrate the following required skills: - undertake research to inform design of special make-up effects; - consider special requirements of performers and the need for prosthetic pieces when designing special make-up effects; - develop designs for special make-up effects incorporating feedback and ideas from others, and meet production requirements; - produce make-up plans that specify resources required and take account of budget constraints; - apply and remove special make-up effects and prosthetics using appropriate products and application techniques; - maintain the appearance of performers' special make-up effects during productions; - create a documentary record of designs for special make-up effects; - comply with health and hygiene requirements when providing make-up services; - complete work within production schedules; - work collaboratively with others in the development of special effects make-up designs, and; - establish any

specific make-up requirements from performers and clearly explain procedures for applying and removing special make-up effects. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - outline roles and responsibilities of personnel who need to be consulted in relation to designing special make-up effects; - identify typical problems with designing and applying special make-up effects and briefly describe solutions; - explain safety, health and hygiene requirements for applying and removing make-up; - outline effects of natural and artificial lighting on special make-up effects and how make-up colours appear on screen; - explain how colour design principles are used in the context of designing special make-up effects; - describe how and why skin can react to make-up products commonly used in screen and entertainment industry productions; - explain how the use of special make-up effects can enhance characterisation; - outline techniques for applying make-up to, and removing it from, prosthetic pieces, and; - explain effects created by different make-up products and colour application techniques.

CUAPH1507 Produce media photo images

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to produce photo images for media services.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - interpret an assignment with relevant personnel; - arrange insurances, releases, licences, permits and confirm intellectual property, privacy and other relevant legal requirements and codes of practice are met; - devise a shoot timetable and organise photo imaging equipment, subjects and locations to shoot media photo images; - apply imaging skills to capture and optimise media photo images that meet industry standards, in collaboration with others; - process, catalogue and archive photo images in accordance with industry standards; - package photo images for promotional purposes, and; - evaluate own performance and creative products for future improvement. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - describe styles and conceptual and aesthetic approaches as they apply to media photo images in a range of contexts; - describe the features and capabilities of photo imaging capture technologies; - explain techniques to optimise, process and transfer photo images for use in media; - describe professional practice arrangements and codes of practice as they apply to the media photographer, and; - outline personal health and safety factors that may affect a media photographer.

CUAPH1513 Employ colour management in a digital imaging workplace

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to manage the integrity of colour across digital imaging devices.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - document research into the principles and techniques of digital colour management; - evaluate digital colour management systems and strategies, and select a system to apply in a digital imaging context; - manage digital colour across a range of digital devices to achieve consistent quality in products, and; - evaluate outcomes and document ways to respond to future changes or opportunities. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - explain how colour is created, defined and managed in digital imaging devices; - describe how common colour charts, spaces, measurement, systems and models are used in photo imaging; - outline the key industry standards that apply to colour measurement and management; - describe typical issues that may arise in managing digital colour and briefly outline solutions, and; - identify trends and emerging technologies that may have impact on colour management systems.

CUAPOS201 Perform basic vision and sound editing

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to perform basic editing functions for screen productions. It applies to individuals responsible for digitising, cutting and logging pre-recorded image and audio content under the direction of an experienced editor. Within clearly defined parameters, they also edit content using the basic functions of editing software.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - transfer and digitise video content; - prepare vision and sound content segments for editing; - log single images, audio grabs and basic sequences according to enterprise procedures; - edit content using basic functions of editing software, within clearly defined parameters; - take direction and respond to feedback from a supervising editor; - follow procedures for completing workplace documentation, and; - meet work deadlines. Students will also be expected to demonstrate the following knowledge: - outline basic vision and sound editing conventions and techniques; - explain roles of post-production personnel; - outline basic features of digital vision and sound editing software, and; - describe health and safety procedures that apply to using computers and keyboards.

CUAPPR401 Realise a creative project

Locations: Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to experiment with ideas and techniques to find an individual style or voice throughout a creative project that results in a completed work. It applies to individuals who have sound technical, conceptual and theoretical skills in a particular area of creative practice, often at a pre-professional level.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - take responsibility for the complete process of planning and producing a creative project; - develop and refine conceptual and technical skills through a demonstrated process of exploration and experimentation; - produce creative work that reflects an emerging individual style, using safe and sustainable work practices; - document the creative work from initial idea to realisation in a format suitable to creative form; - communicate effectively with others about ideas and created work, integrating constructive feedback, and; - evaluate efficiency and effectiveness of completed creative project process. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - summarise the relationship between technique, materials and process in the relevant creative form; - discuss typical problems that occur during the development of a creative project, and how to avoid or resolve them; - describe commonly used research methodologies for creative practitioners; - describe current and emerging practices for documenting work in a creative context; - outline basic project management techniques, particularly in relation to work planning, time management and resource management; - discuss intellectual property issues and legislation associated with professional creative practice; - summarise sustainability issues associated with the tools and materials used in the chosen creative form, and; - outline work health and safety procedures in relation to chosen creative form.

CUAPPR501 Realise a body of creative work

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to integrate conceptual, technical and organisational skills to create a coherent body of work in any creative form. It applies to individuals who are at the beginning of their professional practice and whose completed work conveys a well developed command of materials, process and technique, and strong conceptual and theoretical development.

Required Reading:Lecturer will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks.

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. Students will be expected to demonstrate the following required skills: - discuss and evaluate ideas and options for work in response to research and analysis; - select and refine ideas for application to own work in consultation with relevant people; - safely and sustainably create a coherent body of creative work that is technically and conceptually resolved and consistent with the project concept; - finish body of work to a professional standard; - develop detailed documentation of work from initial idea to realization, and; - evaluate efficiency and effectiveness of completed creative project process. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the

following knowledge: - describe commonly used research methodologies for creative practitioners; - outline influences on chosen area of work in historical and contemporary contexts; - explain how critical and creative thinking techniques can be used in the context of creative practice; - explain the relationships between technique, materials and process in the relevant creative form; - explain basic project management techniques, particularly in relation to work planning, time management and resource management; - discuss essential considerations when determining scope and objectives of a piece of creative work; - discuss factors to be considered when determining a realistic timeframe for a piece of creative work; - identify typical problems that occur during the production of a body of creative work, and how to avoid or resolve them; - summarise options for documenting and recording work, including the type and amount of information to include; - discuss intellectual property considerations associated with professional creative practice; - outline sustainability issues associated with the tools and materials used in the chosen creative form, and; - explain organisational and legislative work health and safety procedures in relation to chosen creative form.

CUAPPR502 Develop own sustainable professional practice

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to establish goals for own professional practice and to determine how one's practice can be developed in a sustainable way, taking account of all aspects of sustainability - individual, social, environmental and economic. It applies to individuals who must consider the sustainability of their practice in any sector or area of expertise.

Required Reading:Lecturer will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks.

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. Students will be expected to demonstrate the following required skills: - research and collaborate with informed others to identify development ideas and issues relevant to own practice; - develop realistic goals for own practice based on research and review; - identify opportunities to enhance sustainability in own practice and implement strategies to harness them, and; - develop and implement professional development activities that enhance the sustainability of own practice. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - outline the professional context for a given area of practice in terms of opportunities and constraints; - describe how the following factors affect contemporary practice: - buying trends; - economic considerations; - impacts of technology on practice; - lifestyle trends; - location of practice; - social issues; - intellectual property considerations; - summarise the tools, techniques and strategies used by practitioners to build sustainable practice, and; - explain key aspects of individual, social, economic, environmental sustainability, and how they impact on a particular area of practice.

CUAPPR503 Present a body of own creative work

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to use creative, technical and project management skills to produce a professional and innovative presentation of own creative work. It applies to individuals who maintain an up-to-date presentation package or portfolio of creative work. The presentation or portfolio

may be physical or virtual.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - research new or innovative ways for presenting portfolios of creative work; - design a presentation concept that includes key proposed objectives and messages; - realise a presentation concept within required budget and timeframes; - present creative product in a manner suited to the intended audience and purpose, and; - evaluate presentation and document ways to respond to future presentation opportunities. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - analyse typical ways in which portfolios of work are presented by creative practitioners; - explain current and emerging professional trends in presentation options and technologies relevant to the particular area of work, including design, layout, typography, interactivity and accessibility; - explain how critical thinking techniques can inform the development of a presentation concept, and; - outline intellectual property considerations in relation to the use of information in a professional presentation.

CUAPPR505 Establish and maintain safe creative practice

Locations:Footscray Nicholson, City King St.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to determine and respond effectively to broad and specific safety requirements in a professional practice. It applies to individuals who are sole practitioners or working in collaborative teams across all sectors and areas of expertise, who are responsible for managing safety. The practitioner applies a self-directed approach to ensuring safety. The unit could apply to a range of internal and external work environments, including workshops, studios, offices, field locations and performance venues. The unit does not apply to individuals employed by organisations to manage the safety of a practice.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - analyse the needs of a particular practice and develop a set of systems, procedures and practices to support safety in that context; - identify key safety issues, including specific hazards and risks in the relevant area of practice, and; - apply general work health and safety (WHS) legislation and specific codes, standards or guidelines relevant to own practice. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - explain essential components of work health and safety (WHS) legislation, regulations and codes of practice relevant to the specific area of practice; - explain essential WHS responsibilities of employers, manufacturers, suppliers, employees and

other parties with legal responsibilities; - explain relevant industry or process-specific safety guidelines that apply to particular fields of work and particular work environments; - describe hazards and their associated risks that exist in the specific professional practice; - explain the potential impact of not addressing hazards and risks in the specific area of practice; - explain organisational systems, procedures and practices that support WHS management and regulatory compliance for a professional practice; - business planning, especially new technology and organisational change; - purchasing policies and procedures; - reporting on financial, technical and other resource needs, and; - maintenance of WHS systems and procedures.

CUAPPR603 Engage in the business of creative practice

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to approach the business aspects of working as a creative practitioner in a professional manner. It applies to individuals who, depending on the creative practice, operate as sole practitioners, in artist cooperatives, or as freelance or contract workers. Regardless of the business model, all practitioners earning income from their practice engage with the professional business requirements for a sustainable creative practice. Independent creative practitioners sometimes work as employees in small and large organisations.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - research and evaluate a broad range of complex and varied business information, including business structures, financial considerations, and legal rights and obligations; - develop cohesive approaches and strategies, that are grounded in research and analysis, for developing and managing own practice; - interact with other professionals on management and development issues; - identify professional work opportunities within and beyond the creative sectors, including new and emerging opportunities, and; - apply relevant legal and moral rights and obligations in own practice. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - summarise the types of behaviour, skills and practice that constitute a professional way of working in the specific area of creative practice; - outline professional development opportunities for the specific area of creative practice; - identify types and sources of external expertise and professional advice for creative practitioners that could be used in professional practice, including different industry organisations; - explain general business structures, practices, systems and procedures that apply to all professional practitioners, as well as typical ways that business is done in the specific area of creative practice; - summarise the physical resources needed for different types of professional practice and different ways they may be set up or accessed; - explain the financial management practices that apply to all professional practitioners, including financial models and structures that apply to the specific area of creative practice; - identify the factors to consider when costing and selling work and methods of selling work, including commissions; - summarise trends in the consumption of culture and creative products and their impact on professional

creative practice, and; - list and describe the legal and moral obligations of creative practitioners, including intellectual property, work health and safety, and sustainability considerations.

CUAPRE401 Implement preventive conservation activities

Locations: Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to provide preventive care of collection material through a sound knowledge of conservation principles, practices and ethics. It applies to individuals who apply their skills in organisations responsible for the care of cultural material, including archives, museums, libraries, galleries and cultural centres. They monitor environmental conditions, assess the condition of collection material and take action to conserve it.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify changes in the condition of collection material and take appropriate routine preventive action to protect collection material from damage and potential hazards and to conserve material; - identify agents of deterioration and assess their impact on collections in a timely manner; - apply basic conservation techniques and methods that reflect current industry methods when handling equipment, tools and materials during routine examination and conservation of collection material; - demonstrate a collaborative approach to the discussion of issues, new techniques and current approaches to conservation, and; - record and report preservation and preventive conservation activities. Students will also be expected to demonstrate the following knowledge: - describe the roles of personnel responsible for care of cultural material, including the roles of conservators and unqualified personnel; - identify sources of expert assistance on collection care; - describe the role of preventive conservation in relation to collections; - describe the critical factors contributing to deterioration of collections; - clarify the distinction between preservation, conservation and restoration; - discuss the application of cultural considerations and protocols for the handling, storage and display of collection material, and; - describe methods of protecting collection material from damage and potential hazards.

CUAPRI501 Refine printmaking techniques

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to research and experiment with a broad range of printmaking techniques to refine and evaluate an individual professional style. It applies to highly skilled visual artists who integrate the use of those different techniques explored, to realise a coherent body of creative work. They work with a high level of independence seeking mentoring and guidance as required.

Required Reading: Lecturer will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks.

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. Students will be expected to demonstrate the following required skills: - research an extensive range of printmaking techniques to inform own work practice; - refine printmaking technique through a process of thorough experimentation and practice to create a coherent body of printmaking work which: - shows a command of chosen techniques; - demonstrates the development of an individual style, and; - supports own ideas for work. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - describe copyright, trademarks, design licences and permissions relevant to producing print works; - identify an extensive range of information sources that support research in printmaking practice; - summarise, for historical and contemporary printmaking, the main cultural, sociological, philosophical, aesthetic, political and commercial influences; - explain, for own work practice and that of other artists, the relationship between printmaking technique and particular effects and design ideas; - explain, for an extensive range of printmaking techniques, how they work to achieve effects and their limitations and constraints in achieving effects; - describe a range of creative thinking techniques and how they can be used to encourage new ideas; - describe, for the elements and principles of design, the detailed characteristics, complex interrelationships, use in prints and how they may be challenged; - discuss formal and informal professional development opportunities for professional arts practitioners working with prints, and; - explain key safety requirements for printmaking work. .

CUAPRI502 Investigate printmaking materials and processes

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to research and explore a range of printmaking materials and processes to develop an individual professional style. It applies to highly skilled visual artists who integrate the use of those different materials and processes explored, to realise a body of creative work. They work with a high level of independence seeking mentoring and guidance as required.

Required Reading: Lecturer will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks.

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. Students will be expected to demonstrate the following required skills: - research the properties, capabilities and use of an extensive range of printmaking materials to inform own work practice; - create a coherent body of printmaking work which demonstrates: - new or refined ways of working with materials through a process of experimentation; - technical proficiency in the use of selected materials and processes; - integration of materials and processes into own style, and; - use of safe and sustainable work practices. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - describe intellectual property considerations relevant to producing print works; - identify useful information sources that support research in printmaking materials; - describe the physical properties, characteristics, capabilities and storage requirements of a wide range of materials used in printmaking; - describe how different materials and printmaking techniques combine to achieve different technical effects; - explain ways to use, adapt, combine and challenge the capabilities of an extensive range of printmaking materials to develop

an individual professional style; - summarise supply sources for printmaking materials used in professional practice; - explain the function of Safety Data Sheets, and; - explain key safety and sustainability requirements for painting work.

CUARES202 Source and use information relevant to own arts practice

Locations:Werribee.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to access relevant historical and theoretical information relevant to one's own area of creative work.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - source general history and theory information; - identify and use information related to own area of work in compliance with cultural and copyright requirements; - organise and update information, and; - initiate and respond to feedback. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - list sources of general information on history and theory arts practice and specific information related to own area of practice; - outline techniques for organising history and theory information and information specific to own area of work; - identify protocols to be observed when gathering information of a culturally sensitive nature, and; - explain intellectual property principles and legislation related to collection and use of information in own work.

CUARES402 Conduct research

Locations:Footscray Nicholson, Online.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to conduct research in response to a brief in the creative industries on any topic. It applies to individuals who work with a significant degree of autonomy, but who usually report to a manager or client. Individuals might be full-time research officers or those for whom research forms part of their job. Alternatively, they may provide research services on a contract basis.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - analyse research briefs and agree on requirements with relevant personnel; - gather valid and reliable information from a range of sources according to an agreed methodology; - analyse and interpret research findings to develop appropriate conclusions and recommendations; - present research findings to relevant personnel, in an appropriate format, by agreed deadlines; - maintain a system to store, retrieve and maintain contacts and research information, and; - discuss key issues and seek feedback from relevant personnel to improve quality of research. Note: If a specific volume or

frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - explain features of commonly used quantitative and qualitative research methodologies; - explain how to evaluate validity and reliability of an information source; - explain typical legal issues that can affect research activities including copyright, intellectual property and privacy legislation; - identify reliable sources of advice on legal issues; - explain requirements for gathering information with cultural sensitivities, and; - identify work health and safety standards as they relate to working for periods of time on screens and keyboards.

CUARES403 Research history and theory to inform own arts practice

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to use investigative and critical thinking techniques to evaluate history and theory information and distil key themes and ideas. It applies to individuals working in all areas of arts practice.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - use research and critical thinking techniques to evaluate theoretical and historical information and distil key themes and ideas; - organise research materials and outcomes for application to own arts practice; - use discussion with others to inform research ideas and methodology, and; - identify and use opportunities to update knowledge information. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - identify sources of information about history and theory relating to own arts practice and the work of others; - explain formal and informal research techniques, and; - outline how information can be organised so that it can be easily accessed and applied to own arts practice.

CUARES503 Analyse cultural history and theory

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to research, analyse and debate cultural history and theory, and to use those processes to develop individual approaches to creative work. It applies to individuals working across all cultural sectors. It might also apply to individuals working much more broadly in business and community roles. At this level, the individual mostly works independently, although the research may be guided by others in terms of its scope and objectives.

Required Reading:Lecturer will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks.

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. Students will be expected to demonstrate the following required skills: - select an appropriate research focus and relevant information sources; - analyse complex

cultural ideas and information; - develop substantiated opinions to advance professional practice; - participate in informed discussion of cultural history and theory, and; - determine ways to use research in own professional practice. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - explain criteria for selection of a meaningful individual research focus; - list and describe historical and contemporary sources for cultural research; - explain the characteristics of a 'substantiated opinion or idea'; - explain in detail the value of cultural history and theory to contemporary practice, and; - explain how intellectual property issues and legislation relates to the research process.

CUASOU201 Develop basic audio skills and knowledge

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to complete basic audio tasks in a range of production contexts.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - complete a range of audio tasks safely and according to instructions; - apply knowledge of key features and purpose of audio equipment and accessories to work activities; - apply knowledge of signal flow through the audio chain when undertaking audio set-up tasks, and; - work collaboratively. Students will also be expected to demonstrate the following knowledge: - describe the general scope of audio operations in different live production contexts and the relationship between audio operations and other technical and performance areas; - describe the features and meaning of a signal flow chart for a typical sound system; - in the context of completing audio tasks, explain what is meant by: basic sound pressure level measurement; decibel levels; phase and phase cancellation; power isolation; - describe basic safety procedures for handling, operating and storing audio equipment and accessories, and; - describe the key features of, purpose and basic operating procedures for the following audio equipment: audio mixing consoles; common accessories; input source equipment; loudspeakers; signal processing equipment.

CUASOU202 Perform basic sound editing

Locations: Industry, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required for basic digital sound editing.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - prepare and edit audio content to meet creative and technical production requirements; - use editing

software and equipment proficiently, manipulating and applying effects where required; - digitise audio content in compatible formats; - assess and optimise quality of sound sequences; - accurately mark, log, document and archive edited sequences, and; - seek feedback from others to improve own technical and creative performance. Students will also be expected to demonstrate the following knowledge: - describe a range of digital formats compatible with various editing processes, platforms and equipment; - outline procedures to log and document edited sequences; - outline typical challenges that arise collecting and organising content for broadcast and publication, and how to handle these; - identify characteristics of sound that can be manipulated to achieve high quality output, and; - outline work health and safety requirements for working with sound.

CUASOU301 Undertake live audio operations

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to interpret audio production requirements, participate in technical run-throughs and operate professional audio equipment during live performances in the screen, media, entertainment and events industries. At this level, individuals are required to use some discretion and judgement and operate under broad supervision within an established framework of plans and procedures. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading: Lecturer will provide teaching and learning materials as required in the form of VU produced workbooks.

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. Students will be expected to demonstrate the following required skills: - operate professional audio equipment to meet production requirements on at least two occasions; - follow safety procedures when operating audio equipment; - work collaboratively during productions. Students will also be expected to demonstrate the following knowledge: - describe features, formats and purpose of audio production documentation; - describe features of, and operating procedures for, industry-standard audio mixing consoles, amplifiers, speakers and equalisers; - describe the characteristics of sound in a range of environments; - explain audio effects and provide examples of when to use them; - describe techniques for amplifying music to suit varying live environment conditions; - describe typical faults and problems that occur in a live audio environment, and provide examples of how to address them; - provide examples of health and safety issues relevant to working with electricity and noise.

CUASOU307 Record and mix a basic music demo

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to plan, record and mix a basic music demonstration (demo). It applies to individuals who work collaboratively with performers to produce basic music recordings that are intended for limited circulation or reference purposes, rather than general public release. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading: Lecturer will provide teaching and learning materials as required in the form of VU produced workbooks.

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. Students will be expected to demonstrate the following required skills: - collaborate with others to prepare basic recording plans; - record, mix and finalise at least two basic music demos according to requirements. Students will also be expected to demonstrate the following knowledge: - list and briefly describe the components of a basic recording plan; - describe the different types of equipment used to produce a music demo; - explain the issues and challenges that typically arise when recording and mixing a basic music demo, and how to address them; - outline the safe work practices that relate to the use of sound recording and mixing equipment.

CUASOU308 Install and disassemble audio equipment

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to install and disassemble audio equipment for a range of live performance and entertainment productions. It applies to individuals who work collaboratively as part of a production team to install, align, test and disassemble audio equipment for playback, mixing and recording purposes. The model Work Health and Safety (WHS) Regulations list the work that requires a high risk work licence, including dogging and rigging. Completion of the following units is required for certification at basic, intermediate and advanced levels: - CPCCLDG3001A Licence to perform dogging; - CPCCLRG3001A Licence to perform rigging basic level; - CPCCLRG3002A Licence to perform rigging intermediate level; - CPCCLRG4001A Licence to perform rigging advanced level. Sets and staging for some productions may fall within the definition of construction work. Under section 274 of the WHS Act, it is a requirement of the approved Code of Practice for Construction Work that any person entering a construction site must successfully complete general construction induction training through a Registered Training Organisation. Completion of the unit CPCCOHS1001A Work safely in the construction industry fulfils this requirement.

Required Reading: Lecturer will provide teaching and learning materials as required in the form of VU produced workbooks.

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. Students will be expected to demonstrate the following required skills: - interpret production documentation and requirements in collaboration with others; - safely install and disassemble audio equipment for at least three productions; - test audio equipment and accessories in line with production requirements. Students will also be expected to demonstrate the following knowledge: - audio equipment; - suitable venue; - relevant production documentation; - interaction with others.

CUASOU401 Mix live audio

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to mix audio for live shows in the screen, media, entertainment and events industries. Individuals who apply these skills work autonomously in a team environment as they take responsibility for the front of house mix, which involves creating quality sound for audiences. They may also be responsible for supervising others. No licensing, legislative or certification requirements apply to this unit at the

time of publication.

Required Reading: Lecturer will provide teaching and learning materials as required in the form of VU produced workbooks.

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. Students will be expected to demonstrate the following required skills: - mix live audio for at least two performances or productions in line with production requirements; - mix live audio using both analogue and digital mixing desks; - work collaboratively. Students will also be expected to demonstrate the following knowledge: - explain the features and mixing capabilities of a range of analogue and digital front of house consoles; - explain how the matrix and main outputs of consoles are used; - explain how signal processing options can be used for troubleshooting and for creative effects; - describe techniques for adding and patching sub-mixers into sound systems; - describe how the following apply when mixing live audio: - automation and cue delivery; - contemporary audio effectors and digital system processing (DSP) effects; - SMPTE time code and musical instrument digital interface (MIDI) to fire cues and automation; - voltage control amplifier (VCA) masters.

CUASOU402 Manage audio input sources

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to select and manage microphones and other audio input sources for productions in the screen, media, entertainment and events industries. Individuals who apply these skills work autonomously in a team environment as they work to achieve the best possible audio outcomes for performances or shows. They may also be responsible for supervising others. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading: Lecturer will provide teaching and learning materials as required in the form of VU produced workbooks.

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. Students will be expected to demonstrate the following required skills: - set up and test complex microphone plots and other audio input sources for at least two productions or events; - apply in-depth knowledge of microphone technology and product options to work activities; - manage a range of microphone and other audio inputs during technical run-throughs or rehearsals on at least two occasions; - correctly use terminology associated with input source management; - work collaboratively. Students will also be expected to demonstrate the following knowledge: - explain the features of a range of different microphone and the contexts in which they are best used; - explain the acoustic consequences of signal phase problems and when to use phantom power; - provide examples of current trends in microphone development and the availability of products; - provide examples of issues and challenges that typically arise when managing audio input sources, along with solutions to address them; - provide example of issues to consider when preparing microphone plots and input signal failure plans.

CUASOU405 Record sound

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to record sound and supervise sound recording operations. It applies to individuals who work as part of a production team to record sound in a range of environments, including recording studios, live performances, broadcast studios and film/sound archives. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading: Lecturer will provide teaching and learning materials as required in the form of VU produced workbooks.

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. Students will be expected to demonstrate the following required skills: - develop a sound recording plan that clearly specifies all requirements; - set up recording equipment, conduct sound checks and make adjustments as required; - implement recording plan as part of a collaborative team; - produce a final sound recording and related documentation according to production requirements. Students will also be expected to demonstrate the following knowledge: - describe the information normally found in production documentation; - explain the principles of microphone operation and the techniques used in sound recording; - list and describe commonly used sound equipment, accessories and consumables; - explain the issues and challenges that typically arise when making sound recordings, and how to address them; - outline the work health and safety (WHS) principles relevant to sound recording.

CUASOU407 Edit sound

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to edit sound material to meet production requirements. This involves assessing the quality of source materials, preparing source materials for sound editing, making technically accurate sound edits, and applying sound effects to enhance the final product. It applies to individuals who work as part of a production team to edit sound material for a range of productions. It also applies to individuals working in film and sound archives. Individuals work with minimal supervision and guidance, and may supervise others. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading: Lecturer will provide teaching and learning materials as required in the form of VU produced workbooks.

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. Students will be expected to demonstrate the following required skills: - edit sound material and create final mix for productions; - incorporate appropriate sound effects into final mix; - work collaboratively as part of a production team within set deadlines; - use the features of a range of industry current sound editing software and equipment in line with production requirements and industry standards. Students will also be expected to demonstrate the following knowledge: - explain the different purposes for which sound is used in productions; - explain the copyright implications

that relate to sound editing; - explain the main principles and techniques of sound editing; - explain the issues and challenges that typically arise when editing sound material, and how to address them; - explain the work health and safety (WHS) procedures and principles that relate to sound editing.

CUASOU409 Mix recorded music

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to mix music that has been recorded live or in a studio. It involves balancing all instrumentals, vocals and recorded/imported sounds, and adding effects.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - mix a range of existing multi-track recordings to formats ready for mastering, in collaboration with colleagues and clients; - use the features of a range of industry current sound mixing software and equipment in line with industry standards; - balance instruments, vocals and recorded/imported sounds, and; - incorporate appropriate effects into the final mix. Students will also be expected to demonstrate the following knowledge: - describe the main techniques and methods of mixing music; - outline mixing conventions for different music genres and explain techniques used to balance instruments and vocals; - list and describe effects that can be used to enhance a music mix; - briefly outline the operational principles for the available sound mixing software and equipment; - describe the issues and challenges that typically arise in the context of mixing music, and how to address them, and; - explain work health and safety considerations for mixing sound.

CUASOU504 Produce sound recordings

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to plan, organise and produce audio recordings. It applies to individuals who work collaboratively and creatively with artists and performers to produce audio recordings for distribution via any media.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - develop creative sound concepts for recording projects; - work creatively, collaboratively and constructively with others to produce at least two sound recordings for distribution; - adjust recordings to achieve project outcomes, and; - document the evaluation of the recording process, outcomes and own role. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - describe the production

requirements that may impact decisions about recording projects; - explain the legislative requirements that relate to sound recording; - explain how different recording and performance environments affect sound, and what adjustments can be made to produce required sound recordings; - explain the sound equipment required for a range of recording situations; - describe techniques for evaluating the quality of a sound recording, and; - explain the issues and challenges that typically arise when producing sound recordings, and how to address them.

CUAWHS302 Apply work health and safety practices

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to follow work health and safety (WHS) requirements in the creative industries. It applies to those who are required to identify their individual WHS responsibilities and implement procedures to work safely in various creative industry work contexts.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - complete work tasks according to work health and safety (WHS) legislative and workplace requirements; - participate in consultation about WHS issues; - identify and report hazards according to workplace requirements; - assess and control risks and document risk control measures according to own level of responsibility, and; - follow procedures for responding to incidents and emergencies. Students will also be expected to demonstrate the following knowledge: - outline the WHS rights and responsibilities that apply to own role; - explain the term 'duty of care'; - describe typical health and safety roles in the workplace; - list and describe common safety signs and symbols; - explain procedures for reporting hazards, risks, incidents and accidents; - identify and describe common hazards and major causes of accidents relevant to the workplace; - explain what the term 'risk control' means, and; - list and describe potential emergency situations and how to respond to them.

CUAWRT301 Write content for a range of media

Locations: Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to write content for a range of purposes and platforms. It applies to individuals who could be expected to write both original and re-purposed non-narrative content for websites, social media or for announcements on radio and television.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - write media content that engages target user / audience and meets production deadlines; - apply principles of writing and communication in developing content for a range of purposes, and; -

structure content and apply presentation techniques to enhance readability and navigation. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - outline a range of writing styles and their purpose; - describe techniques for effective writing; - describe how layout and presentation techniques may affect ways readers read and scan written content in various media; - identify media laws and codes of practice relevant to copyright, defamation, privacy, court reporting and vilification; - outline types of data that may provide information on users and audience, and; - outline health and safety requirements as they relate to working for periods of time on screens and keyboards.

CUAWRT404 Perform writing and editing tasks

Locations: Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to apply the conventions of plain English to writing and editing tasks of different forms. It also includes editing and proofreading techniques. It applies to individuals in various writing contexts who write and edit texts using appropriate language, style, grammar, spelling, and standard conventions for editing and proofreading.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - write and edit at least one written material (2500-4000 words) and edit another material written by another author (2500-4000 words), of different forms (e.g. blog, journal, book) that demonstrate use of: clear and concise language; clear and logical paragraph structures; appropriate voice, tone, tense and language; plain English grammar, spelling and punctuation; accepted grammar conventions for a range of written contexts including use of numbers, quotation and tables; standard editing conventions; - complete editing and proofreading tasks using handwritten and digital methods; - accurately follow a style guide where required, and; - follow relevant health and safety practices for writing tasks. Students will also be expected to demonstrate the following knowledge: - main features of clear, concise and plain English language for written material; - grammar, punctuation and spelling conventions that meet the task requirements; - editing conventions used in substantive editing and copy-editing of written material, and; - basic software used to write and collect feedback.

CUAWRT405 Write fiction material

Locations: Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to write fiction material in a range of forms and to use basic editing and proofreading skills to refine work. It applies to individuals who draw on a range of information sources and writing techniques to compose fiction materials in a variety of text types and styles.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each

unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communicate with relevant stakeholders to confirm the purpose and requirements; - plan and acquire the resources and information required to write the fiction material; - develop timelines for completion according to contractual and regulatory requirements; - write original material using technique, form, style, structure and perspective voice, point of view, appropriate to the publication media and the requirements of the fiction material; - comply with relevant regulatory, copyright and intellectual property requirements; - identify and use at least two methods for collecting and tracking feedback on draft material from relevant people, and; - follow relevant health and safety practices for writing tasks. Students will also be expected to demonstrate the following knowledge: - various forms and text types of fiction material; - techniques and styles used to develop various forms of fiction writing; - types of media used to publish fiction material, and describe the particular characteristics of each; - basic proofreading and editing techniques, including the use of style guides; - copyright and intellectual property requirements as they relate to writing and publishing fiction works, and; - basic operations of word-processing software used to produce, edit and track changes in written material.

CUAWRT406 Write nonfiction material

Locations:Footscray Nicholson, Online.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to write nonfiction material in a range of forms and to use basic editing and proofreading skills to refine work. It applies to individuals who draw on a range of information sources and writing techniques to produce nonfiction materials in variety of forms and delivery media.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communicate with relevant stakeholders to confirm the purpose and requirements; - plan and acquire the necessary resources to write the nonfiction material; - develop timelines for completion of the nonfiction according to contractual and regulatory requirements; - write original material using technique, form, style, structure and perspective voice, point of view appropriate to the publication media and the requirements of the nonfiction material; - identify and use at least two methods for collecting and tracking feedback on draft material from relevant people; - comply with relevant copyright and intellectual property requirements; - edit and proofread draft material and discuss modifications with relevant people, and; - follow relevant health and safety practices for writing tasks. Students will also be expected to demonstrate the following knowledge: - forms and text types of nonfiction material; - different purposes and audiences for nonfiction material; - techniques and styles used to develop various forms of nonfiction writing; - types of media used to publish nonfiction material, and describe the particular characteristics of each; - basic proofreading and editing techniques, including the use of style guides; - regulatory, copyright and intellectual property requirements as they relate to writing and

publishing works, and; - basic operations of word-processing software used to produce, edit and track changes in written material.

CUAWRT407 Develop content for publication

Locations:Footscray Nicholson, Online.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to research and produce content for a range of media suitable for electronic or hardcopy publications such as blogs, webpages, and journal articles. It applies to writers who seek to refine their content development techniques and approaches. This would usually be carried out independently, with some guidance from editors, agents or other relevant people.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the evidence of the ability to complete at least two different content development pieces of work (e.g. one blog and one infographic) of different lengths (with at least one of 2500-4000 words) and for each: - identify requirements for writing for different platforms, including social media; - develop the content concept and seek feedback for refinement; - plan and organise resources to develop the content within timelines; - develop work that meets the purpose and the needs of the intended audience and where appropriate, make use of content development software; - apply basic editing techniques to refine work; - ensure timelines and other requirements for the work are met, and; - follow relevant health and safety practices for writing tasks. Students will also be expected to demonstrate the following knowledge: - forms and examples of content including, but not limited to: blogs, webpages, infographics, eBooks, journal articles, news articles, opinion pieces, videography and photography, and web-based content; - content development techniques and their application; - basic editing techniques used to refine content; - typical constraints that impact the development of content; - copyright and intellectual property requirements that relate to content development, and; - common content development software and their application.

CUAWRT411 Write for young children

Locations:Footscray Nicholson, Online.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to write a variety of written material for young children aged between three and nine years. Writers for children work on a wide range of texts with limited words and concepts. These include, but are not limited to, picture books, board books, rhyming and free verse works, magazines, chapter books, animations, short TV shows and series and both fiction and nonfiction books and series. It applies to writers for young children who draw on a range of experiences, observations and research. The process involves conception, drafting, seeking feedback and redrafting with special consideration of this particular audience.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each

unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate evidence of the ability to write at least two texts for young children (each of 500 words or more) in different forms (e.g. picture book, chapter book, short nonfiction text, performance script, web-based content with other media included) and for each text:- determine appropriate style and form of output according to the text's purpose; - conduct required planning and research to write the text; - develop timelines for completion of the text; - determine appropriateness of illustrations to support written text; - write original material using technique, form, style, structure, perspective and voice appropriate to the publication media and the requirements of the text; - proofread and edit draft material to meet standards for publication; - collect feedback on draft text from appropriate sources and amend in response to feedback; - comply with relevant copyright and intellectual property requirements, and; - follow relevant health and safety practices for writing tasks. Students will also be expected to demonstrate the following knowledge: - forms and text types including but not limited to: picture book story, picture book in verse, chapter book, short nonfiction text, performance script, and web-based content; - use of appropriate illustrations and other visual elements to accompany and support written text; - techniques, stylistic and cultural contexts, purpose and audience which contribute to various forms of children's text; - types of media used to present children's texts, including the particular characteristics of each media type; - basic proofreading and editing techniques, including the use of style guides; - copyright and intellectual property requirements as they relate to writing and publishing, and; - basic operations of word-processing software used to produce, edit and track changes in written material.

CUAWRT413 Write poetry

Locations: Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit describes skills and knowledge required to write poetry in a range of forms including free verse, forms, anthologies, collections, verse novels, children's books, dedications, odes, song lyrics, advertising copy, magazines and web-based material. Poetry may also be written for other occasions, radio, live performances, slams, TV and films. It applies to individuals who draw on different experiences and ideas to draft poems that may be performed or published. The process involves conception, drafting, redrafting and consideration of audience.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate evidence of the ability to write at least two poems of different forms (e.g. free verse, traditional verse, song, commercial advertising script, performance script, web-based verse with other media included) and for each: - determine the appropriate style and form for a poetic work according to the poetic work's purpose; - conduct planning required to write the poetic work; - develop timelines for completion of the poetic work; - write original material using technique, form, style, structure, perspective and voice appropriate to the publication media and the requirements of the poetic work; - proofread and edit draft material to meet standards for publication; - collect feedback on draft poetic work from appropriate sources and amend in response to feedback; - comply with relevant copyright and

intellectual property requirements, and; - follow relevant health and safety practices for writing tasks. Students will also be expected to demonstrate the following knowledge: - forms of poetic work including but not limited to: free verse; traditional verse; song; commercial advertising script; performance script, and web-based verse with other media included; - techniques, literary devices, stylistic and cultural contexts, purpose and audience which contribute to various forms of poetic work; - types of media used to present poetic work, including the particular characteristics of each media type; - basic proofreading and editing techniques, including the use of style guides; - copyright and intellectual property requirements as they relate to writing and publishing works, and; - basic operations of word-processing software used to produce, edit and track changes in written material.

CUAWRT414 Write narratives

Locations: Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit describes skills and knowledge required to write narratives for print, electronic publications and a range of other media. It applies to individuals who write narratives for different audiences and in different formats, and who develop knowledge of the elements of narrative such as theme, form, characterisation, dialogue, point of view and style in order to write narratives.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate evidence of the ability to write either one extended narrative (5000 words or more), or at least two short narratives (500-2000 words) of different forms (e.g. blog, journal, and book) and for each written material: - determine the appropriate style and form of output for the narrative according to the narrative's purpose; - conduct planning and research required to write the narrative; - develop timelines for completion of the narrative; - write original material using technique, form, style, structure, perspective and voice appropriate to the publication media and the requirements of the narrative; - proofread and edit draft material to meet standards for publication; - collect feedback on draft narrative from appropriate sources and amend draft narrative in response to feedback; - comply with relevant copyright and intellectual property requirements, and; - follow relevant health and safety practices for writing tasks. Students will also be expected to demonstrate the following knowledge: - forms and text types of narrative including but not limited to: flash fiction, micro fiction, apps, short fiction, long short stories, e-books, e-serials, and web-based content; - techniques, stylistic and cultural contexts, purpose and audience which contribute to various forms of narrative writing; - types of media used to present narratives, including the particular characteristics of each media type; - basic proofreading and editing techniques, including the use of style guides; - copyright and intellectual property requirements as they relate to writing and publishing, and; - basic operations of word-processing software used to produce, edit and track changes in written material.

CUAWRT504 Perform advanced editing tasks

Locations: Footscray Nicholson.

Prerequisites: CUAWRT404 - Perform writing and editing tasks

Description: This unit describes the skills and knowledge required to apply advanced editing skills to a range of written texts in different forms. It applies to editors who

independently evaluate and refine print-based or screen-based written materials to publication standards. The editing process includes the review of substance and structure to enhance the clarity of written communication. Collaboration with authors, clients, publishers and colleagues plays a significant role in the refinement of the product.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - discuss and confirm purpose, actions, roles, timelines and other requirements with relevant parties; - complete editing of written material, in accordance with required conventions; - complete proofreading tasks of written material; - identify and comply with relevant legislative, copyright and intellectual property requirements; - ensure materials meet all requirements and deliver within agreed timelines, and; - follow relevant health and safety practices for work tasks. Students will also be expected to demonstrate the following knowledge: - steps in the editing process; - use of style guides in the editing process; - key features of citation conventions typically used; - standard conventions for text mark-up and proofreading correction in hardcopy and electronic works; - relevant copyright and intellectual property requirements as they relate to writing and publishing works, and; - basic operations of word-processing software used to produce, edit and track changes in written material.

CUAWRT505 Perform advanced writing tasks

Locations: Footscray Nicholson.

Prerequisites: CUAWRT404 - Perform writing and editing tasks

Description: This unit describes the skills and knowledge required to research and apply advanced writing techniques in a range of forms. It applies to competent writers who seek to refine their writing techniques and approaches. This would usually be carried out independently, with some guidance from editors, agents or other relevant people.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - research writing techniques and implement within a range of writing tasks (e.g. blog, journal, book); - complete one extended writing task of 8000-10,000 words and one short writing task of 4000 words or complete one extended writing task of 8000-10,000 words and two short writing tasks of 2,500-3,000 words of different forms (e.g. blog, journal, and book), and; - follow relevant health and safety practices for writing tasks. Students will also be expected to demonstrate the following knowledge: - writing techniques for a range of writing media and their application; - editing techniques used to refine writing; - use of style guides for editing of publications; - typical constraints that impact on the development of writing tasks; - copyright and intellectual property

requirements as they relate to writing and publishing works, and; - purpose, use and function of word-processing software.

CUAWRT506 Develop nonfiction works for publication

Locations: Footscray Nicholson.

Prerequisites: CUAWRT406 - Write nonfiction material

Description: This unit describes the skills and knowledge required to develop works of nonfiction suitable for publication. It applies to individuals, working as commissioned or independent writers, who write nonfiction works. Research of the topic of nonfiction material, alongside text types and method of delivery are significant steps in the process of creating nonfiction work. Guidance from others and rigorous testing for accuracy play significant roles in the refinement of the final product.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - research, discuss and refine a concept for nonfiction work; - create a proposal to develop the nonfiction work for a particular purpose and audience; - identify timelines, information and resource requirements for developing the nonfiction work; - develop an outline of the nonfiction work; - write and proofread draft nonfiction work; - check the draft meets purpose and desired outcome; - collect feedback on draft from relevant people by using at least two methods of tracking feedback; - proofread and edit draft material and discuss modifications with relevant people; - produce a final draft of the nonfiction work, and; - follow relevant health and safety practices for work tasks. Students will also be expected to demonstrate the following knowledge: - current markets for nonfiction works; - methods for identifying audiences for nonfiction works; - strategies for developing concepts for nonfiction works; - criteria used to determine feasibility of concepts; - methods for gathering and authenticating reliability of information; - important features of a proposal to develop a nonfiction work; - possible ethical, copyright and intellectual property implications of nonfiction works; - suitable techniques for writing nonfiction work; - the role of style guides for proofreading and editing of publications, and; - purpose, use and function of word-processing software.

CUAWRT508 Develop children's and young adults' written works for publication

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes skills and knowledge required to produce written material for children and young adults. Written material includes a range of delivery media including print media, internet, radio, film, television, game consoles and podcasts. It applies to individuals who produce written material relevant to children and young adults. These writers draw on their knowledge of children's and young adults abilities and interests, as well as knowledge of the market for this type of written material. Producers of children's and young adults' written works undertake work either as freelance or commissioned writers.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge

and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - create concept written work appropriate for children and young adults; - communicate with relevant stakeholders to confirm the purpose and requirements, and work collaboratively in order to develop the written work; - clarify and work to a project brief; - plan and acquire the necessary resources to write written material; - develop timelines for completion of written material according to contractual and regulatory requirements; - write original material using technique, form, style, structure, perspective and voice appropriate to the publication media and the requirements of the written material; - develop written material to ensure that plot, characters and theme will engage proposed audience; - comply with relevant copyright and intellectual property requirements; - proofread and edit draft material and discuss modifications with relevant people; - collect feedback regarding draft written material from relevant people by using at least two methods of tracking feedback, and; - follow relevant health and safety practices for work tasks. Students will also be expected to demonstrate the following knowledge: - forms of children's and young adults' written works including but not limited to online blogs, social media posts, junior novels, picture books, graphic texts, non-fiction books, magazine articles and stories, comics, film/TV scripts, game scripts and electronic books; - techniques, stylistic and cultural contexts, purpose and audience which contribute to various forms of children's and young adults written work; - social and ethical impacts of children's and young adults' written work; - delivery platforms used to publish written work, and the particular characteristics of each media type; - characteristics of the leisure and educational markets for written work for young adults and children; - basic proofreading and editing techniques, including the use of style guides; - publishing houses that specialise in works for children; - copyright and intellectual property requirements as they relate to writing and publishing, and; - purpose, use and function of word-processing software.

CUAWRT509 Develop fiction works for publication

Locations: Footscray Nicholson.

Prerequisites: CUAWRT405 - Write fiction material

Description: This unit describes the skills and knowledge required to develop works of fiction suitable for publication. It applies to individuals, working as commissioned or independent writers, who write fiction works. Consideration of the audience and purpose of writing will assist in deciding upon the form and style of the fiction work. Significant planning and preparation prior to writing the fiction work must take place, while guidance from others and careful editing play significant roles in the refining the final product.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate evidence of the ability to write at least one extended written fiction material (8000 words or more) and one smaller written nonfiction material (2500-4000 words), of different forms (e.g. blog, journal, and book), and for each fiction work: - research, discuss and refine a concept for fiction work; - create a proposal to develop the fiction work for a particular purpose and audience; - identify timelines, information and resource requirements for development of fiction

work; - develop an outline of the fiction work; - write and proofread draft fiction work; - check the draft meets purpose and desired outcome; - collect feedback on draft fiction material from relevant people by using at least two methods of tracking feedback; - proofread and edit draft material and discuss modifications with relevant people; - produce a final draft of the fiction work, and; - follow relevant health and safety practices for work tasks. Students will also be expected to demonstrate the following knowledge: - current markets that exist for fiction works; - methods for identifying audiences for fiction works; - strategies and creative processes for developing concepts for fiction works; - criteria used to determine feasibility of concepts; - important features of a proposal to develop a fiction work; - possible ethical, copyright and intellectual property implications of fiction works; - suitable techniques for writing fiction work; - role of style guides when proofreading and editing of publications, and; - purpose, use and function of word-processing software.

CUFCMP301A Implement copyright arrangements

Locations: Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to implement individual or collaborative copyright arrangements.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - numeracy skills sufficient to determine the duration of copyright arrangements; - literacy skills sufficient to read copyright information and to complete copyright documentation; - learning skills sufficient to maintain knowledge of copyright issues; - teamwork skills sufficient to work with collaborators when discussing copyright ownership; - problem solving skills sufficient to recognise problems that arise from copyright ownership discussions and to seek expert advice on solving them, and; - technology skills sufficient to use documentation systems for tracking copyright requirements and for accessing/downloading copyright material. Students will also be expected to demonstrate the following knowledge: - basic understanding of copyright principles/legislation relevant to implementing copyright arrangements; - recognised procedures to determine copyright ownership, and; - function of the Australian Copyright Council as it relates to own work context.

CUFIND201A Develop and apply creative arts industry knowledge

Locations: Online, 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: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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.

CUFIND401A Provide services on a freelance basis

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

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to operate as a freelancer within the creative arts industry. Success as a freelancer requires a high level of self motivation and discipline, an ability to develop industry networks and an entrepreneurial attitude when pursuing work opportunities. Freelancers are usually responsible for negotiating their own contracts.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system. School of Personal Services. (2009). Provide services on a freelance basis. Melbourne: Vic Uni

Assessment: Integrated assessment with other units relevant to the industry sector, workplace and job role where the student is required to demonstrate competency with effective preparation of resume and other material to promote ones self to potential clients or employers with the ability to negotiate work contract and develop and maintain industry contacts. To participate in industry networks whilst developing and maintaining an effective financial record keeping system. That takes in account the need for adequate cash flow. 22091 Diploma of Professional Writing and Editing Assessment may include: assignments; classwork; projects; case studies; presentations; demonstration and observation.

CUFRES401A Conduct research

Locations: Footscray Nicholson, Online.

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: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - present information and research findings in a way that is easily understood by others; - use industry and community networks as sources of information; - negotiate changes to research briefs; - participate in and act on feedback sessions with colleagues; - follow new leads in the course of research activities; - respond to difficulties encountered during the course of research activities; - organise information logically in line with its intended purpose; - document research findings clearly and concisely; - analytical and literacy skills sufficient to interpret and summarise information and research findings, and; - self-management skills sufficient to work under pressure and meet deadlines. Students will also be expected to demonstrate the following knowledge: - effective communication techniques, including effective listening, questioning and non-verbal cues; - legal issues that affect research activities, e.g. copyright, intellectual property and privacy legislation; - reliable sources of advice on legal issues; - features of

commonly used quantitative and qualitative research methodologies; - protocols to be observed when collecting information of a culturally sensitive nature, and; - OHS standards as they relate to working for periods of time on computers.

CUFWRT301A Write content for a range of media

Locations: Footscray Nicholson, Online.

Prerequisites: Nil.

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

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - interpret and clarify written or verbal instructions; - write content in a style appropriate to target users and audience; - communicate information to specific audiences; - structure text-based content effectively for target audiences and delivery format; - work collaboratively in a team environment - both independently on assignment and under direction; - respond positively to constructive feedback; - conceptual skills sufficient to generate a range of text-based content ideas in response to a brief; - technical skills sufficient to: proficiently use word processing tools; check and proofread written content using manual and automated systems, and; - self-management and planning skills. Students will also be expected to demonstrate the following knowledge: - industry knowledge, including: roles and responsibilities of project team members; issues and challenges that arise when writing content; - understanding the way readers scan and read written material; - writing and communication principles for the relevant medium; - writing and presentation techniques for the relevant medium; - sound knowledge of grammar and punctuation; - media laws sufficient to identify defamation and obscenity and seek expert advice on issues that could lead to legal action; - copyright clearance procedures, and; - OHS as it relates to working for periods of time on computers.

CUFWRT401A Edit texts

Locations: Industry, St Albans, Online.

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: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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.

CUFWRT601A Write scripts

Locations: Industry, St Albans, Online.

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: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

CUVACD303A Produce technical drawings

Locations: Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to apply a range of techniques to produce technical drawings that meet required standards and conventions.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - learning skills to improve own skills in technical drawing; - literacy skills to interpret material required to produce technical drawings; - numeracy skills to interpret and apply calculations and measurements in technical drawing; - planning and organising skills to plan work tasks in a logical sequence; - problem-solving skills to select technical drawing techniques that best suit the purpose and make adjustments as required, and; - self-management skills to complete work within agreed timeframes. Students will also be expected to demonstrate the following knowledge: - physical properties and capabilities of the range of materials, tools and equipment used for technical drawing work; - technical drawing techniques and their application to a range of contexts and subject matter; - technical drawing practices, history and theory, including current standards and conventions; - intellectual property issues and legislation associated with technical drawing work, and; - OHS procedures for technical drawing work.

CUVPRP301A Produce creative work

Locations: Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit describes the performance outcomes skills and knowledge required to plan and produce creative work in any media through the exploration of ideas and techniques.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: discuss and present ideas for creative work; document the development of creative work; - learning skills to apply feedback to future work and plan skills development; - literacy skills to review information to assist the development of ideas for creative work; - numeracy skills to interpret technical data and calculate quantities and costs; - planning and organising skills to organise resources and work processes; - problem-solving skills to resolve common technical challenges in the given area of practice, and; - technical skills to use techniques specific to the creative form with some proficiency. Students will also be expected to demonstrate the following knowledge: - ways to source information and develop, refine and communicate ideas for creative work; - physical properties and capabilities of the range of materials, tools and equipment used in creative work; - work space requirements for creative work, including ways of organising and maintaining space; - ways of exploring, adapting and combining techniques and materials to achieve different effects; - formal elements and principles of design and their application to the production of creative work in the relevant context; - cleaning and maintenance techniques for tools and equipment used in creative work; - historical and theoretical contexts for creative work; - intellectual property issues and legislation that affect makers of creative work; - sustainability issues associated with tools and materials used in creative work, and; - OHS procedures for the specific area of creative work.

CUVPRP401A Realise a creative project

Locations: Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to organise and realise a creative project from the development of ideas to the creation of the work. The result may be creative work in any media.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to engage with others about conceptual and technical issues in creative work; - critical thinking and analytical skills to develop ideas and skills from exploration and experimentation; - initiative and enterprise skills to recognise and act on opportunities for refinement; - receive and integrate constructive criticism from others; - engage in

an ongoing process of skills development; - interpret information dealing with complex or abstract ideas; - document work in ways that communicate processes and ideas; - research and evaluate source materials for the development of ideas; - numeracy skills to calculate project costs; - problem-solving skills to identify and respond to conceptual and technical issues in creative work; - self-management and planning skills to organise a creative project, and; - technical skills to apply and adapt specialised skills relevant to the particular creative form. Students will also be expected to demonstrate the following knowledge: - relationship between technique, materials and process in the relevant creative form; - historical and contemporary references in chosen area of practice; - typical problems that occur during the development of a creative project, and how to avoid or resolve them; - commonly used research methodologies for creative practitioners; - current and emerging practices for documenting work in a creative context; - basic project management techniques, particularly in relation to work planning, time management and resource management; - intellectual property issues and legislation associated with professional creative practice; - sustainability issues associated with the tools and materials used in the chosen creative form, and; - OHS procedures in relation to chosen creative form.

CUVPRP405A Develop and discuss ideas for own creative work

Locations: Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to develop and discuss ideas for creative work. The unit includes research and analysis, as well as the ability to participate in critical and informed discussion with others about creative work.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to engage in informed discussion about potentially abstract ideas; - critical thinking skills to evaluate, distil and select ideas from research; - learning skills to learn from discussion with others, and; - literacy skills to interpret a wide range of source materials for the development of ideas. Students will also be expected to demonstrate the following knowledge: - historical and contemporary references in chosen area of practice; - different ways to communicate and collaborate in creative practice, and; - intellectual property issues and legislation that affect the development of ideas for creative work in the relevant context.

CUVRES401A Research history and theory to inform own arts practice

Locations: Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to research history and theory for application to artistic practice.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting

of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to engage in discussions about history and theory relevant to own arts practice; - critical thinking skills to analyse and interpret complex and varied references; - initiative and enterprise skills to make connections between own arts practice and conclusions drawn from research; - learning skills to continually monitor sources of information to expand knowledge base; - literacy skills to interpret and summarise information and research findings; - planning and organising skills to document and store research findings in a way that enables easy access in the future, and; - technology skills to access and download information from the internet. Students will also be expected to demonstrate the following knowledge: - sources of information about history and theory relating to own arts practice and the work of others; - information-organisation practices and how they can be applied to own arts practice and the practices of others, and; - intellectual property issues and legislation and how they relate to the use of information in own arts practice.

DHCCCG503 Coach clients to achieve health and wellbeing goals

Locations: Online.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to work with clients to motivate and empower them to set and achieve their health and wellbeing goals. It requires the ability to establish an effective coach-client relationship, to apply micro-counselling and coaching techniques and to take a collaborative and supportive approach to goal setting and monitoring progress. It also requires the ability to work within professional boundaries, as well as to identify when it is appropriate to refer clients to other health and/or allied health professionals either to achieve their health and wellbeing goals or in response to clients displaying at-risk behaviours during the coaching period. This unit applies to individuals operating within the role and limitations of a health coach. Such individuals may operate in a range of settings, including, but not limited to, community centres, clinical environments, gyms, schools or in their own, autonomous practice.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - for at least three (3) different people ranging in age and with different health and medical conditions: established an effective coach-client relationship; applied micro-counselling, coaching and behaviour modification techniques specific to the client; demonstrated a collaborative and supportive approach to goal setting and monitoring client progress against agreed goals, and; maintained accurate records of coach-client relationship that comply with organisational requirements; - modified coaching practice and re-evaluated client goals for at least two (2) different people, and; - identified and referred at least one (1) client requiring health and/or allied health professional care. Students will also be expected to demonstrate the following knowledge: - micro-counselling techniques, including but not limited to: eye contact; attending to client; reflective listening, and; establishing acceptance; - communication and negotiation skills to interact effectively, including effective questioning techniques; - motivational interviewing; - behaviour modification techniques for positive outcomes

and increasing positive behaviour; - stages of change models; - collaborative goal setting methods; - coaching techniques; - positive psychology, and; - accessibility factors that impact coaching, including culture, age, disability; - role of other health professionals, including evidence based medical model and complementary/alternative therapies in the health and rehab continuum; - changing role of the client - from passive in the medical model to active model encouraged in coaching (taking on personal responsibility for own health); - key indicators of coaching end points - goal to establish independent functioning; - lifestyle factors that impact on wellness goals, including: high stress; poor time management; unhealthy relationships; lack of work life balance, and; inability to prioritise tasks; and tools to help manage the impact of these factors; - at risk behaviours and indicators of underlying mental health factors including but not limited to depression, anxiety, eating disorders, addictive behaviours, and; - organisational requirements and procedures relating to client referral and maintenance of records relating to the coaching relationship.

DHCCHI501 Collect and evaluate client health information

Locations:Online.

Prerequisites:Nil.

Description:This unit describes the performance outcomes, skills and knowledge required to obtain and evaluate information about client health and medical history for the purposes of understanding the impact of client health on personal health and wellbeing goals. It includes knowing when it is appropriate to refer clients for medical or specialist care. It requires the ability to communicate effectively with clients to obtain and record comprehensive health and medical information and to identify and access credible sources to evaluate the impact of disclosed conditions on client health and wellbeing goals. The unit applies to individuals working directly with clients in the capacity of a health coach to empower them to take control of their health and wellbeing. The skills in this unit must be applied within the individual's own role responsibilities and limitations.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - for at least three (3) different people ranging in age and with different health and medical conditions: collected and correctly evaluated medical and health information with respect to disclosed conditions, impact on general health and wellbeing and on health and wellbeing goals; communicated respectfully and interacted effectively, and; recorded health history and meeting details, and; - identified and referred at least one (1) client requiring medical or specialised care. Students will also be expected to demonstrate the following knowledge: - own role responsibilities and limitations and when to refer clients for medical or specialist care - health information to be collected from clients, including medical clearance for exercise from general practitioner for at risk clients - function of body systems: circulatory and respiratory system; digestive system, and; energy system; - general signs and symptoms of: good health, and; general medical conditions; - a range of: chronic conditions, and; acute health conditions; - health services available to help manage acute and chronic conditions; - approaches to establishing the credibility of sources of health information; - established evidence-based sources of information about health conditions and health

status; - contraindications and risk factors including: blood pressure and acceptable range; allergies/Asthma/Anaphylaxis; hypoglycaemia/diabetic coma; signs of stroke, and; risk of fall - unsteady gait, peripheral neuropathy; - contra-indications to health and wellbeing goals outside of scope of practice of health coach - lifestyle factors influencing health, including but not limited to: smoking; relationship with alcohol; activity level; drug use; dependence on prescription medication; nutritional habits; overweight and obesity; fatigue/sleep patterns, and; stress level; - risks associated with lifestyle factors and common health conditions; - cultural influences impacting on health beliefs and behaviours; - procedure for requesting documented evidence of disclosed medical and health related information and the circumstances under which it is appropriate to make such a request, and; - communication skills to establish rapport and trust.

DHCSEM502 Promote safe exercise and movement

Locations:Online.

Prerequisites:Nil.

Description:This unit describes the performance outcomes, skills and knowledge required to promote healthy and safe exercise and movement habits and to assist clients to set movement and exercise-related goals to improve health and wellbeing. It requires the ability to use clients' medical and health history to identify risks and contraindications to movement and to work with clients to identify individual barriers to movement and to devise and implement strategies to overcome such barriers. It also requires the ability to identify when it is appropriate to refer clients to other health and/or allied health professionals to achieve their health goals. The unit applies to individuals working directly with clients in the capacity of a health coach to empower them to take control of their health and wellbeing. The skills in this unit must be applied within the individual's own role responsibilities and limitations.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - for at least three (3) different people ranging in age and with different health and medical conditions and exercise ability: accurately identified risks and contraindications to movement; discussed options and negotiated exercise and movement goals with reference to client individual health status, preferences and accessibility considerations; negotiated strategies to overcome identified barriers to the achievement of movement goals, and; documented meeting discussion and movement goals and strategies. Students will also be expected to demonstrate the following knowledge: - medications and interactions with exercise; - injury/recent surgery management; - common pain indicators; - common health conditions and chronic diseases: asthma; arthritis; high blood pressure; blood glucose level; cardiovascular disease; diabetes - Type 1 and 2; obesity, and; thyroid disease; - musculoskeletal system and disorders including most common injuries: lower back; shoulder; knee; ankle, and; neck; - common mental health disorders; - commonly used exercise terminology; - benefits of being physically active on health and wellbeing, including mental, physical, emotional and social health; - cultural and religious considerations and implications for physical activity; - impact of poor nutrition; - physical and emotional factors of each life stage; - features and benefits of most common types of exercise; - current and emerging exercise trends; - types and benefits of incidental exercise; - accessibility considerations to be assessed when exploring client movement experiences and preferences including, but

not limited to: geographical location; transport options; financial options, and; time available; - barriers to the achievement of movement goals; - goal setting techniques; - communication and negotiation skills to interact effectively; - risks and contraindications to movement; - organisational requirements and procedures relating to the maintenance, and; - client consultation records.

EN011 English 1

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: In this unit, students read and respond to texts analytically and creatively. They analyse arguments and the use of persuasive language in texts and create their own texts intended to position audiences. In Area of Study 1, students explore how meaning is created in a text. Students identify, discuss and analyse decisions authors have made. They explore how authors use structures, conventions and language to represent characters, settings, events, explore themes, and build the world of the text for the reader. Students investigate how the meaning of a text is affected by the contexts in which it is created and read. In Area of Study 2, students focus on the analysis and construction of texts that attempt to influence an audience. Students read a range of texts that attempt to position audiences in a variety of ways. They explore the use of language for persuasive effect and the structure and presentation of argument. They consider different types of persuasive language, including written, spoken, and visual, and combinations of these, and how language is used to position the reader. This unit is delivered in Year 11.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge in accordance with each unit's learning outcomes, including the setting of practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following knowledge: Outcome 1 On completion of this unit the student should be able to produce analytical and creative responses to texts. Outcome 2 On completion of this unit the student should be able to analyse how argument and persuasive language can be used to position audiences, and create their own texts intended to position audiences. Assessment will follow the requirements set out in the VCE English and English as an Additional Language Study Guide: The award of satisfactory completion for a unit is based on whether the student has demonstrated the set of outcomes specified for the unit. A variety of learning activities and assessment tasks will provide a range of opportunities for students to demonstrate the key knowledge and key skills in the outcomes. Assessment will be a part of the regular teaching and learning program and will be completed mainly in class and within a limited time-frame. All assessments at Units 1 and 2 are school-based. For this unit students are required to demonstrate achievement of two outcomes. As a set these outcomes encompass all areas of study in the unit.

EN012 English 2

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: In this unit students compare the presentation of ideas, issues and themes in texts. They analyse arguments presented and the use of persuasive language in texts and create their own texts intended to position audiences. In Area of Study 1, students explore how comparing texts can provide a deeper understanding of ideas, issues and themes. They investigate how the reader's understanding of one text is broadened and deepened when considered in relation to

another text. Students explore how features of texts, including structures, conventions and language convey ideas, issues and themes that reflect and explore the world and human experiences, including historical and social contexts. Students practise their listening and speaking skills through discussion, developing their ideas and thinking in relation to the texts studied. In Area of Study 2, students build on their understanding of argument and the use of persuasive language in texts that attempt to influence an audience. Students consider a range of texts where the primary purpose is to convince an audience to share a point of view. They develop an understanding of how texts are constructed for specific persuasive effects by identifying and discussing the impact of argument and persuasive language used to influence an audience. This unit is delivered in Year 11.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge in accordance with each unit's learning outcomes, including the setting of practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following knowledge: Outcome 1 On completion of this unit the student should be able to compare the presentation of ideas, issues and themes in two texts. Outcome 2 On completion of this unit the student should be able to identify and analyse how argument and persuasive language are used in text/s that attempt to influence an audience, and create a text which presents a point of view. Assessment will follow the requirements set out in the VCE English and English as an Additional Language Study Guide: The award of satisfactory completion for a unit is based on whether the student has demonstrated the set of outcomes specified for the unit. A variety of learning activities and assessment tasks will provide a range of opportunities for students to demonstrate the key knowledge and key skills in the outcomes. Assessment will be a part of the regular teaching and learning program and will be completed mainly in class and within a limited time-frame. All assessments at Units 1 and 2 are school-based. For this unit students are required to demonstrate achievement of two outcomes. As a set these outcomes encompass all areas of study in the unit.

EN013 English 3

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: In this unit students read and respond to texts analytically and creatively. They analyse arguments and the use of persuasive language in texts. In Area of Study 1, students identify, discuss and analyse how the features of selected texts create meaning and how they influence interpretation. In identifying and analysing explicit and implied ideas and values in texts, students examine the ways in which readers are invited to respond to texts. They develop and justify their own detailed interpretations of texts. In Area of Study 2, students analyse and compare the use of argument and language in texts that debate a topical issue. The texts must have appeared in the media. Students read and view media texts in a variety of forms, including print, non-print and multimodal, and develop their understanding of the way in which language and argument complement one another in positioning the reader. This unit is delivered in Year 12.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge in accordance with each unit's learning outcomes, including the setting of practical

application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following knowledge: Outcome 1 On completion of this unit the student should be able to produce an analytical interpretation of a selected text, and a creative response to a different selected text. Outcome 2 On completion of this unit the student should be able to analyse and compare the use of argument and persuasive language in texts that present a point of view on an issue currently debated in the media. Assessment will follow the requirements set out in the VCE English and English as an Additional Language Study Guide: SCHOOL-BASED ASSESSMENT 1. Satisfactory completion The award of satisfactory completion for a unit is based on whether the student has demonstrated the set of outcomes specified for the unit. A variety of assessment tasks will provide a range of opportunities for students to demonstrate the key knowledge and key skills in the outcomes. 2. Assessment of levels of achievement The student's level of achievement in Unit 3 will be determined by School-assessed Coursework (SAC). SAC will be completed mainly in class and within a limited time-frame. SAC for Unit 3 will contribute 25 per cent to the study score. SAC for Unit 4 will contribute 25 per cent to the study score (EN014 English 4). EXTERNAL ASSESSMENT The level of achievement for Units 3 and 4 is also assessed by an end-of-year examination, which will contribute 50 per cent to the study score.

EN014 English 4

Locations: Footscray Nicholson.

Prerequisites: EN013 - English 3

Description: In this unit students compare the presentation of ideas, issues and themes in texts. In Area of Study 1, students explore the meaningful connections between two texts. They analyse texts, including the interplay between character and setting, voice and structure, and how ideas, issues and themes are conveyed. By comparing the texts, they gain a deeper understanding of the ideas, issues and themes that reflect the world and human experiences. In Area of Study 2, students build their understanding of both the analysis and construction of texts that attempt to influence audiences. They use their knowledge of argument and persuasive language as a basis for the development of their own persuasive texts in relation to a topical issue that has appeared in the media. This unit is delivered in Year 12.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge in accordance with each unit's learning outcomes, including the setting of practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following knowledge: Outcome 1 On completion of this unit the student should be able to produce a detailed comparison which analyses how two selected texts present ideas, issues and themes. Outcome 2 On completion of this unit the student should be able to construct a sustained and reasoned point of view on an issue currently debated in the media. Assessment will follow the requirements set out in the VCE English and English as an Additional Language Study Guide: SCHOOL-BASED ASSESSMENT 1. Satisfactory completion The award of satisfactory completion for a unit is based on whether the student has demonstrated the set of outcomes specified for the unit. A variety of assessment tasks will provide a range of opportunities for students to demonstrate the key knowledge and key skills in the outcomes. 2. Assessment of levels of achievement The student's level of achievement in Unit 4 will be determined by School-assessed Coursework (SAC). SAC will be completed mainly in class and within a limited time-frame. SAC for Unit 3 will contribute 25 per

cent to the study score (EN013 English 3). SAC for Unit 4 will contribute 25 per cent to the study score EXTERNAL ASSESSMENT The level of achievement for Units 3 and 4 is also assessed by an end-of-year examination, which will contribute 50 per cent to the study score.

EN023 English (NHT) 3

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: In this unit students read and respond to texts analytically and creatively. They analyse arguments and the use of persuasive language in texts. In Area of Study 1, students identify, discuss and analyse how the features of selected texts create meaning and how they influence interpretation. In identifying and analysing explicit and implied ideas and values in texts, students examine the ways in which readers are invited to respond to texts. They develop and justify their own detailed interpretations of texts. In Area of Study 2, students analyse and compare the use of argument and language in texts that debate a topical issue. The texts must have appeared in the media. Students read and view media texts in a variety of forms, including print, non-print and multimodal, and develop their understanding of the way in which language and argument complement one another in positioning the reader. This unit is delivered in Year 12.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge in accordance with each unit's learning outcomes, including the setting of practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following knowledge: Outcome 1 On completion of this unit the student should be able to produce an analytical interpretation of a selected text, and a creative response to a different selected text. Outcome 2 On completion of this unit the student should be able to analyse and compare the use of argument and persuasive language in texts that present a point of view on an issue currently debated in the media. Assessment will follow the requirements set out in the VCE English and English as an Additional Language Study Guide: SCHOOL-BASED ASSESSMENT 1. Satisfactory completion The award of satisfactory completion for a unit is based on whether the student has demonstrated the set of outcomes specified for the unit. A variety of assessment tasks will provide a range of opportunities for students to demonstrate the key knowledge and key skills in the outcomes. 2. Assessment of levels of achievement The student's level of achievement in Unit 3 will be determined by School-assessed Coursework (SAC). SAC will be completed mainly in class and within a limited time-frame. SAC for Unit 3 will contribute 25 per cent to the study score. SAC for Unit 4 will contribute 25 per cent to the study score (EN024 English (NHT) 4). EXTERNAL ASSESSMENT The level of achievement for Units 3 and 4 is also assessed by an end-of-year examination, which will contribute 50 per cent to the study score.

EN024 English (NHT) 4

Locations: Footscray Nicholson.

Prerequisites: EN023 - English (NHT) 3

Description: In this unit students compare the presentation of ideas, issues and themes in texts. In Area of Study 1, students explore the meaningful connections between two texts. They analyse texts, including the interplay between character and setting, voice and structure, and how ideas, issues and themes are conveyed. By comparing the texts, they gain a deeper understanding of the ideas, issues and

themes that reflect the world and human experiences. In Area of Study 2, students build their understanding of both the analysis and construction of texts that attempt to influence audiences. They use their knowledge of argument and persuasive language as a basis for the development of their own persuasive texts in relation to a topical issue that has appeared in the media. This unit is delivered in Year 12.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge in accordance with each unit's learning outcomes, including the setting of practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following knowledge: Outcome 1 On completion of this unit the student should be able to produce a detailed comparison which analyses how two selected texts present ideas, issues and themes. Outcome 2 On completion of this unit the student should be able to construct a sustained and reasoned point of view on an issue currently debated in the media. Assessment will follow the requirements set out in the VCE English and English as an Additional Language Study Guide: SCHOOL-BASED ASSESSMENT 1. Satisfactory completion The award of satisfactory completion for a unit is based on whether the student has demonstrated the set of outcomes specified for the unit. A variety of assessment tasks will provide a range of opportunities for students to demonstrate the key knowledge and key skills in the outcomes. 2. Assessment of levels of achievement The student's level of achievement in Unit 4 will be determined by School-assessed Coursework (SAC). SAC will be completed mainly in class and within a limited time-frame. SAC for Unit 3 will contribute 25 per cent to the study score (EN023 English (NHT) 3). SAC for Unit 4 will contribute 25 per cent to the study score. EXTERNAL ASSESSMENT The level of achievement for Units 3 and 4 is also assessed by an end-of-year examination, which will contribute 50 per cent to the study score.

EN093 English (EAL) 3

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:In this unit students read and respond to texts analytically and creatively. They analyse arguments and the use of persuasive language in texts. In Area of Study 1, students identify, discuss and analyse how the features of selected texts create meaning and how they influence interpretation. In identifying and analysing explicit and implied ideas and values in texts, students examine the ways in which readers are invited to respond to texts. They develop and justify their own detailed interpretations of texts. In Area of Study 2, students analyse and compare the use of argument and language in texts that debate a topical issue. The texts must have appeared in the media. Students read and view media texts in a variety of forms, including print, non-print and multimodal, and develop their understanding of the way in which language and argument complement one another in positioning the reader. In Area of Study 3, students develop and refine their listening skills. They listen to a range of spoken texts and use active listening strategies to understand information, ideas and opinions presented in texts. Listening skills are developed in the context of Areas of Study 1 and 2 and specific speaking and listening activities. This unit is delivered in Year 12.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge in accordance with each unit's learning outcomes, including the setting of practical

application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following knowledge: Outcome 1 On completion of this unit the student should be able to produce an analytical interpretation of a selected text, and a creative response to a different selected text. Outcome 2 On completion of this unit the student should be able to analyse and compare the use of argument and persuasive language in texts that present a point of view on an issue currently debated in the media. Outcome 3 On completion of this unit the student should be able to comprehend a spoken text. Assessment will follow the requirements set out in the VCE English and English as an Additional Language Study Guide: SCHOOL-BASED ASSESSMENT 1. Satisfactory completion The award of satisfactory completion for a unit is based on whether the student has demonstrated the set of outcomes specified for the unit. A variety of assessment tasks will provide a range of opportunities for students to demonstrate the key knowledge and key skills in the outcomes. 2. Assessment of levels of achievement The student's level of achievement in Unit 3 will be determined by School-assessed Coursework (SAC). SAC will be completed mainly in class and within a limited time-frame. SAC for Unit 3 will contribute 25 per cent to the study score. SAC for Unit 4 will contribute 25 per cent to the study score (EN094 English (EAL) 4). EXTERNAL ASSESSMENT The level of achievement for Units 3 and 4 is also assessed by an end-of-year examination, which will contribute 50 per cent to the study score.

EN094 English (EAL) 4

Locations:Footscray Nicholson.

Prerequisites:EN093 - English (EAL) 3

Description:In this unit students compare the presentation of ideas, issues and themes in texts. In Area of Study 1, students explore the meaningful connections between two texts. They analyse texts, including the interplay between character and setting, voice and structure, and how ideas, issues and themes are conveyed. By comparing the texts, they gain a deeper understanding of the ideas, issues and themes that reflect the world and human experiences. In Area of Study 2, students build their understanding of both the analysis and construction of texts that attempt to influence audiences. They use their knowledge of argument and persuasive language as a basis for the development of their own persuasive texts in relation to a topical issue that has appeared in the media. This unit is delivered in Year 12.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge in accordance with each unit's learning outcomes, including the setting of practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following knowledge: Outcome 1 On completion of this unit the student should be able to produce a detailed comparison which analyses how two selected texts present ideas, issues and themes. Outcome 2 On completion of this unit the student should be able to construct a sustained and reasoned point of view on an issue currently debated in the media. Assessment will follow the requirements set out in the VCE English and English as an Additional Language Study Guide: SCHOOL-BASED ASSESSMENT 1. Satisfactory completion The award of satisfactory completion for a unit is based on whether the student has demonstrated the set of outcomes specified for the unit. A variety of assessment tasks will provide a range of opportunities for students to demonstrate the key knowledge and key skills in the outcomes. 2. Assessment of levels of achievement The student's level of achievement in Unit 4 will be determined by School-assessed Coursework (SAC). SAC will be completed

mainly in class and within a limited time-frame. SAC for Unit 3 will contribute 25 per cent to the study score (EN093 English (EAL) 3). SAC for Unit 4 will contribute 25 per cent to the study score EXTERNAL ASSESSMENT The level of achievement for Units 3 and 4 is also assessed by an end-of-year examination, which will contribute 50 per cent to the study score.

FBPOPR3002 Prepare food products using basic cooking methods

Locations: Industry, Footscray Nicholson, Online.

Prerequisites: FDFFS2001A - Implement the food safety program and procedures

Description: This unit of competency describes the skills and knowledge required to prepare food products using basic cooking methods. This unit applies to individuals who work under broad direction and take responsibility for their own work in a food processing environment. All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace.

Required Reading: Not applicable. This unit is assessed through Skilled Migration Assessment Services (SMAS) only.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identifying and accessing ingredients; - reading and interpreting recipe requirements; - safely and correctly using work utensils and equipment; - interpreting numerical information on quantities and conducting measurements; - applying safe work and food safety standards; - selecting, fitting and using personal protective clothing and equipment; - planning operations; - applying cooking method to achieve quality standards for food item; - identifying cooking problems and taking corrective action, including reporting abnormalities or problems, repeating processes and/or making required adjustments; - maintaining work area to meet housekeeping standards, and; - following relevant work health and safety procedures. Students will also be expected to demonstrate the following knowledge: - uses and characteristics of basic food ingredients; - major food groups and classifications; - range of ingredients typically used in the workplace and their characteristics and effect on food quality and taste; - principles of basic cookery; - food safety standards in the workplace; - common terminology used in cooking; - maintenance requirements for knives and other utensils; - basic cooking methods and their effect on quality, taste and nutritional value, and; - waste minimisation and environmental considerations related to preparing food products using basic cooking methods.

FBPRBK2002 Use food preparation equipment to prepare fillings

Locations: Industry, Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit of competency describes the skills and knowledge required to prepare fillings for use in bread, cake or pastry products using food preparation equipment in a commercial baking environment. The unit applies to individuals who undertake routine work under supervision. This includes identifying and providing solutions to a limited range of predictable problems. All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

Required Reading: Not applicable. This unit is assessed through Skilled Migration Assessment Services (SMAS) only.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each

unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - preparing and using the following ingredients in fillings: fruit; meat and vegetables or poultry and vegetables; dairy; - preparing the following three types of fillings: cold fruit filling; hot meat and vegetables or hot poultry and vegetables filling; hot custard filling; - checking condition of ingredients used; - using the following nine items of food preparation equipment: knife sharpening steels or stones; cook's knife; paring knife; scales; peelers, corers or slicers; thermometers; fine or coarse stainless steel wire whisks; cutting boards and cooking pots; - preparing and cutting fruits and vegetables; - boiling; - shallow frying (pan-fry, sauté or stir-fry), and; - microwaving. Students will also be expected to demonstrate the following knowledge: - workplace health and safety requirements, including personal protective equipment (PPE), applicable to using food preparation equipment to prepare fillings; - food safety conditions applicable to using food preparation equipment to prepare fillings; - types and storage requirements of ingredients; - cookery methods, including: boiling; shallow frying, including pan-fry, sauté or stir-fry and microwaving; - meaning and role of mise en place in the process of preparing and cooking fillings; - procedures for storing fillings, including refrigeration, freezing and shelf-life; - techniques for preparing and cutting fruit and vegetables; - time and temperature requirements; - safe use and functions of food preparation equipment; - techniques for measuring ingredients; - typical cooking parameters; - required characteristics of fillings; - typical filling preparation faults; - contamination and cross-contamination risks associated with ingredients and processes; - techniques for cleaning equipment for food preparation; - techniques for cleaning the work area used for food preparation; - techniques for disposing of waste from food preparation, and; - filling and filling preparation terminology. .

FBPRBK3001 Produce laminated pastry products

Locations: Industry, Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit of competency describes the skills and knowledge required to produce laminated pastry products using pastry fats in a commercial baking environment. This unit applies to individuals who apply a broad range of knowledge and skills with responsibility for their own work. This includes applying and communicating known solutions to predictable problems. All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

Required Reading: Not applicable. This unit is assessed through Skilled Migration Assessment Services (SMAS) only.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - producing laminated puff or flaky pastry from scratch ingredients using two lamination styles and fat incorporation methods; - producing the following five laminated pastry products: sweet filled laminated pastry slice; vegetable filled product; meat filled product; cream or custard filled product and fruit filled product; - using the following two ratios of fat to flour: 50% half puff and 75% three quarter puff; - using the following two folding techniques: three fold and book fold; - using the following four finishing

techniques; - producing four ingredients for filling laminated pastry products; - incorporating the following seven processes: folding; sheeting; laminating; filling; glazing; baking and finishing/decorating; - using two types of equipment for folding; - selecting, using and cleaning the pastry cooking equipment listed in the range of conditions, including controlling electrical hazards applicable to cleaning, and; - documenting the production schedule. Students will also be expected to demonstrate the following knowledge: - workplace health and safety requirements, including personal protective equipment (PPE), applicable to producing laminated pastry products; - safe use and cleaning of pastry cooking equipment listed in the range of conditions, including electrical hazards; - regulatory requirements for food safety applicable to producing laminated pastry products, including temperature control and prevention of cross-contamination in the use of dairy, meat, poultry, fish and vegetable products; - considerations for production scheduling; - characteristics and storage requirements of ingredients used in laminated pastry production; - mixing methods for laminated pastry; - fat ratios and incorporation into laminated pastry; - development of protein; - methods for folding pastry; - purpose, techniques and requirements for finishing; - settings for baking for pastry product types; - techniques to identify and rectify causes of shrinkage and its effect on the end product; - techniques for retrieval of scrap, blending with unworked pastry and disposing of waste, and; - laminated pastry production terminology.

FBPRBK3002 Produce non laminated pastry products

Locations: Industry, Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit of competency describes the skills and knowledge required to produce non laminated pastry products using pastry fats in a commercial baking environment. This unit applies to individuals who apply a broad range of knowledge and skills with responsibility for their own work. This includes applying and communicating known solutions to predictable problems. All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

Required Reading: Not applicable. This unit is assessed through Skilled Migration Assessment Services (SMAS) only.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - preparing three non laminated pastry types from scratch; - producing five non laminated pastry products; - applying four finishes to non laminated pastry products; - using five fillings: meat filling; vegetable filling; fruit filling; custard filling and cream filling; - using three mixing methods; - using seven production processes; - selecting, using and cleaning the pastry cooking equipment listed in the range of conditions, including controlling electrical hazards applicable to cleaning, and; - documenting the production schedule. Students will also be expected to demonstrate the following knowledge: - workplace health and safety requirements, including personal protective equipment (PPE), applicable to producing non laminated pastry products; - safe use and cleaning of pastry cooking equipment listed in the range of conditions, including electrical hazards; - regulatory requirements for food safety applicable to producing non laminated pastry products, including temperature control and prevention of cross-contamination in the use of dairy, meat, poultry, fish and vegetable products; - considerations for production scheduling; - storage and serving temperatures of finished non laminated products used; - characteristics and storage requirements of

ingredients used in non laminated pastry production; - types, functions, settings, safety features, safe use and cleaning of pastry cooking equipment listed in the range of conditions, including electrical hazards and risk controls applicable to cleaning; - preparing and storing fillings; - mixing methods for producing non laminated pastry products; - processes and techniques for producing non laminated pastry products; - causes and corrective action for predictable and sometimes unpredictable non laminated pastry production problems; - techniques for retrieval of scrap, blending with virgin and disposing of waste, and; - non laminated pastry production terminology.

FBPRBK3004 Produce meringue products

Locations: Industry, Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit of competency describes the skills and knowledge required to produce meringue products in a commercial baking environment. This unit applies to individuals who apply a broad range of knowledge and skills with responsibility for their own work. This includes applying and communicating known solutions to predictable problems. All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

Required Reading: Not applicable. This unit is assessed through Skilled Migration Assessment Services (SMAS) only.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - producing the following three meringue types: French meringue using cold meringue method; Swiss meringue using warm meringue method; Italian meringue using hot meringue method; - producing the following four meringue-based products: meringue-based gateaux or torte; meringue gamish or figurine; meringue-based confection; meringue-based dessert; - using the following three creams and icings: chocolate ganache; chocolate glaze; butter cream; - using the following four decorated finishes: fruit decorated; cream decorated; chocolate decorated; scorched meringue, and; - selecting, using and cleaning the baking equipment listed in the range of conditions, including controlling electrical hazards applicable to cleaning documenting the production schedule. Students will also be expected to demonstrate the following knowledge: - workplace health and safety requirements, including personal protective equipment (PPE), applicable to producing meringue products; - safe use and cleaning of baking equipment listed in the range of conditions, including electrical hazards; - regulatory requirements for food safety applicable to producing meringue products; - considerations for production scheduling; - characteristics and processes of meringue types; - types of meringue-based products; - using butter creams, ganache and glazes; - types, functions and characteristics of ingredients used in meringue products production; - processes for producing meringue products; - requirements for finishing; - purpose and functions of production settings; - techniques for testing bake of meringue by feel and sight; - required characteristics of meringue products; - causes and corrective action for predictable and sometimes unpredictable meringue production problems, and; - meringue product terminology.

FBPRBK3005 Produce basic bread products

Locations: Industry, Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit of competency describes the skills and knowledge required to

produce basic bread products in a commercial baking environment. This unit applies to individuals who apply a broad range of knowledge and skills with responsibility for their own work. This includes applying and communicating known solutions to predictable problems. All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

Required Reading:Not applicable. This unit is assessed through Skilled Migration Assessment Services (SMAS) only.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - mixing and using three dough types; - producing two basic bread types; - producing six bread product varieties and shapes; - retarding one of the following three product types produced: soft/enriched bread roll variety; crusty/lean bread roll variety and crusty/lean loaf - plaited, Vienna, French stick or cob; - selecting and using tins and trays appropriate for dough piece scale weight, volume and size; - using eight moulding techniques; - using four bread dough finishing techniques; - using five baking techniques; - selecting, using and cleaning the bread baking equipment listed in the range of conditions, including controlling electrical hazards applicable to cleaning, and; - documenting the production schedule. Students will also be expected to demonstrate the following knowledge: - workplace health and safety requirements, including personal protective equipment, applicable to producing basic bread products; - safe use and cleaning of bread baking equipment listed in the range of conditions, including electrical hazards; - regulatory requirements applicable to producing basic bread products; - techniques and considerations for production scheduling; - functions and characteristics of ingredients used in basic bread production; - mixing processes and gluten development for basic bread doughs; - sequencing of the rapid or no time basic bread production processes; - purpose and techniques for pre-bake finishing basic breads; - characteristics and techniques for moulding basic bread doughs; - impacts of factors on production of different retarded basic bread products; - techniques for calculating yields, adjusting recipes, converting units of measurement and measuring ingredients; - techniques for selecting tins and trays appropriate for dough piece scale weight, volume and size; - required baked characteristics of basic bread products; - the effects of common bread faults in basic bread production; - techniques for disposing of waste from bread production, and; - basic bread production terminology.

FBPRBK3006 Produce savoury bread products

Locations:Industry, Footscray Nicholson, Online.

Prerequisites:Nil.

Description:This unit of competency describes the skills and knowledge required to produce savoury bread products in a commercial baking environment. This unit applies to individuals who apply a broad range of knowledge and skills with responsibility for their own work. This includes applying and communicating known solutions to predictable problems. All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

Required Reading:Not applicable. This unit is assessed through Skilled Migration Assessment Services (SMAS) only.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting

of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - producing the six types of savoury bread products: savoury flat bread; savoury bread loaf; savoury bread roll; savoury filled bread; savoury steamed bread and savoury unleavened product; - processing one savoury bread product as a retarded product; - meeting one of the following two ingredient-specific special dietary requirements in one of the above savoury bread products: vegetarian or vegan; - meeting one of the four religious special dietary needs in one of the above savoury bread products: Buddhism; Hinduism; Islam or Judaism; - mixing and using three types of dough mixes: instant/scratch mix/no time dough; bulk ferment dough and unleavened dough; - meeting two food safety requirements: identifying temperature control points of savoury ingredients used and handling and storing savoury ingredients and products; - preparing and adding five types of filling and topping ingredients; - adding the savoury fillings and toppings to savoury bread doughs using the following three methods: incorporating into dough during mixing; incorporating on top of savoury dough prior to baking and using the savoury filling as a filling inside savoury bread; - selecting, using and cleaning the savoury bread baking equipment listed in the range of conditions, including controlling electrical hazards applicable to cleaning; - selecting and using tins and trays appropriate for dough piece scale, weight, volume and size, and; - documenting a production schedule, including the following seven considerations. Students will also be expected to demonstrate the following knowledge: - workplace health and safety requirements, including personal protective equipment, applicable to producing savoury bread; - safe use and cleaning of bread baking equipment listed in the range of conditions, including electrical hazards; - regulatory requirements for food safety applicable to producing savoury bread products, including temperature control and prevention of cross-contamination in the use of dairy, meat, poultry, fish and vegetable products; - nature of special dietary requirements suitable for savoury bread products; - nature of religious special dietary needs as they relate to savoury products; - nature of ingredient-specific special dietary needs as they relate to savoury products, including: vegetarian and vegan; - techniques and considerations for production scheduling; - safe handling, shelf life and storage requirements of ingredients used in savoury bread production; - effects of seasonal changes on dairy products; - storage requirements for: cooked savoury fillings and cold savoury fillings; - principles of the production processes; - purpose and principles of the bulk fermentation process; - techniques for retarding savoury bread products; - impacts on production of the following: salted ingredients and stability of breads using savoury products; - required characteristics of savoury bread products, including: visual appeal and flavour; - techniques for disposing of waste from bread production, and; - savoury bread production terminology.

FBPRBK3007 Produce specialty flour bread products

Locations:Industry, Footscray Nicholson, Online.

Prerequisites:Nil.

Description:This unit of competency describes the skills and knowledge required to produce specialty flour bread products in a commercial baking environment. Specialty flour bread products include organic flour breads, non-wheat flour breads, gluten-free breads, rye breads, whole grain flour breads and wholemeal breads. This unit applies to individuals who apply a broad range of knowledge and skills with responsibility for their own work. This includes applying and communicating known solutions to predictable problems. All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

Required Reading:Not applicable. This unit is assessed through Skilled Migration Assessment Services (SMAS) only.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - producing six types of specialty flour bread products; - mixing and using the following three doughs: scratch mix/no time/instant dough; bulk ferment sour doughs and all in mix; - using the following five product shapes: baton/Vienna; boule/cob; loaf; rolls and specialty shape; - using one of the following five sourdoughs for rye bread: lactic sour; acetic sour; natural sour; powdered sour and liquor sour; - incorporating pre-soaked grain into grain bread; - finishing bread using the following four finishing methods: post-prove scoring; seeding; dusting and steaming; - selecting, using and cleaning the bread baking equipment listed in the range of conditions, including controlling electrical hazards applicable to cleaning; - selecting and using bread shaping equipment, tins and trays appropriate for dough piece scale, weight, volume and size, and; - documenting the production schedule. Students will also be expected to demonstrate the following knowledge: - workplace health and safety requirements, including personal protective equipment, applicable to producing specialty flour bread products; - safe use and cleaning of bread baking equipment listed in the range of conditions, including electrical hazards; - regulatory requirements for food applicable to producing specialty flour bread products; - considerations for production scheduling; - types, characteristics and storage requirements of ingredients used in specialty flour bread production; - hydration rates for grain breads and wholemeal breads, and purpose and techniques for the soaking of grains; - benefits of organics in flours; - nature of special dietary requirements and gluten intolerance as they relate to dietary-suitable flours and specialty flour bread products; - reformulation of grain and fibre breads; - mixing processes and mixing outcomes for: scratch mix/no time/instant dough; bulk ferment sour doughs; all in mix; specialty flour doughs and rye breads; - principles of processing and hearth baking specialty flour breads; - techniques for producing rye breads; - processing and baking techniques required for using specialty flours; - impacts on production; - techniques for selecting tins and trays appropriate for dough piece scale weight, volume and size; - causes and corrective action for predictable and sometimes unpredictable specialty flour bread production problems; - techniques for disposing of waste from bread production, and; - specialty flour bread production terminology.

FBPRBK3008 Produce sponge cake products

Locations: Industry, Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit of competency describes the skills and knowledge required to produce and finish sponge cake products in a commercial baking environment. This unit applies to individuals who apply a broad range of knowledge and skills with responsibility for their own work. This includes applying and communicating known solutions to predictable problems. All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

Required Reading: Not applicable. This unit is assessed through Skilled Migration Assessment Services (SMAS) only.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - producing four types of

sponge products; - mixing and using the following two sponge cake batters: mixing scratch mix sponge with or without emulsifier and mixing premix sponge; - incorporating four sponge cake processing techniques; - selecting, using and cleaning the baking equipment listed in the range of conditions, including controlling electrical hazards applicable to cleaning; - finishing and decorating using the following four methods: masking and combing; splitting and filling; applying piped finishes with cream or icing and garnishing; - adding creams and icings: fresh cream or imitation cream; icing or basic butter cream; - applying two of the following four piped finishing types: rosettes; scrolls; rope and swirls; - preparing and using chocolate decorations, and; - documenting the production schedule, including the following six considerations. Students will also be expected to demonstrate the following knowledge: - workplace health and safety requirements, including personal protective equipment, applicable to producing sponge products; - safe use and cleaning of baking equipment listed in the range of conditions, including electrical hazards; - regulatory requirements for food safety applicable to producing sponge cake products; - techniques and considerations for production scheduling; - characteristics and storage requirements of ingredients used in sponge products production; - determining the correct quantity of colourings and flavourings to match sponge batter size; - selecting and preparing tins and trays to match sponge cake types; - recipe formulations for sponge cake; - processes required for producing sponge cake batters; - preparation and applications of finishes; - storage requirements for finished sponge cake products; - techniques for testing bake of sponge by feel and sight; - causes and corrective action for predictable and sometimes unpredictable sponge cake production problems; - techniques for disposing of waste, and; - sponge products production terminology.

FBPRBK3009 Produce biscuit and cookie products

Locations: Industry, Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit of competency describes the skills and knowledge required to produce and finish biscuit and cookie products in a commercial baking environment. This unit applies to individuals who apply a broad range of knowledge and skills with responsibility for their own work. This includes applying and communicating known solutions to predictable problems. Food safety legislation applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with their food safety authority for specific requirements.

Required Reading: Not applicable. This unit is assessed through Skilled Migration Assessment Services (SMAS) only.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - producing the four types of biscuit and cookie products: deposited cookie; piped shortbread; cut or portioned rolled biscuit and moulded and portioned biscuit; - using three biscuit and cookie mixing methods: creamed method; whisked method and melted method; - applying the following nine production processes: piping shortbread; depositing; conditioning fruit; roasting nuts; cutting biscuits with cutters; rolling biscuit dough; moulding biscuit dough; portioning biscuit doughs and inclusion of glace fruits or nuts into biscuit and cookie doughs; - selecting, using and cleaning the baking equipment listed in the range of conditions, including controlling electrical hazards applicable to cleaning; - applying five finishing and decorating methods; - using three finishing ingredients: fondant icing; melted chocolate and icing sugar, and; - documenting the

production schedule. Students will also be expected to demonstrate the following knowledge: - workplace health and safety requirements, including personal protective equipment, applicable to producing biscuit and cookie products; - safe use and cleaning of baking equipment listed in the range of conditions, including electrical hazards; - regulatory requirements for food safety applicable to producing biscuit and cookie products; - considerations for production scheduling; - characteristics and storage requirements of ingredients used in biscuit and cookie products production; - preparing and using finishes; - processes and techniques for producing biscuit and cookie products; - techniques for preparing tins and trays to match biscuit and cookie types; - mixing processes for: creamed method and whisked method; - shelf life of biscuit and cookie products; - purpose and functions of baking settings; - techniques for testing bake of biscuit and cookie by feel and sight; - required characteristics of biscuit and cookie products; - causes and corrective action for predictable and sometimes unpredictable biscuit and cookie production problems; - techniques for disposing of waste from biscuit and cookie production, and; - biscuit and cookie products production terminology.

FBPRBK3010 Produce cake and pudding products

Locations: Industry, Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit of competency describes the skills and knowledge required to produce and finish cake and pudding products in a commercial baking environment. This unit applies to individuals who apply a broad range of knowledge and skills with responsibility for their own work. This includes applying and communicating known solutions to predictable problems. All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

Required Reading: Not applicable. This unit is assessed through Skilled Migration Assessment Services (SMAS) only.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - producing and decorating the following six cake and pudding product varieties: fruit cake decorated with fondant or plastic icing; steamed pudding; flavoured bar cake decorated with icing; cake slice decorated with icing or glaze; flavoured cupcake or muffin and special dietary cake; - producing specialty dietary cake; - using three cake and pudding mixing methods; - using five production processes and techniques: depositing cake and pudding batter; steaming of puddings; baking of cakes; conditioning of dried fruit and portioning and slicing of cakes and slices; - using two decorating and finishing techniques; - conditioning of dried fruit for use in batter; - selecting, using and cleaning the baking equipment listed in the range of conditions, including controlling electrical hazards applicable to cleaning, and; - documenting the production schedule. Students will also be expected to demonstrate the following knowledge: - workplace health and safety requirements, including personal protective equipment, applicable to producing cake and pudding products; - safe use and cleaning of baking equipment listed in the range of conditions, including electrical hazards; - regulatory requirements for food safety applicable to producing cake and pudding products; - considerations for production scheduling; - types, functions and storage requirements of ingredients as used in cake and pudding products production; - special dietary requirements for cakes, including both vegan and gluten-free; - techniques for preparing tins and trays to match cake and pudding types; - ingredient ratios and mixing processes; - processes for producing cake and pudding products; - types of finishing mediums,

including: icings; glazes and RTR icing, fondant and plastic icing; - techniques for portioning cakes and cake slices to suit end-product and finishing requirements; - shelf life of cakes and puddings; - techniques for selecting tins and trays appropriate for cake and pudding product size and shape; - purpose and functions of production settings: oven temperatures to match richness of cakes; baking times to match richness of cakes and steaming times and temperatures for pudding batter type and volume; - techniques for testing bake of cakes and puddings by feel, sight and skewer; - causes and corrective action for predictable and sometimes unpredictable cake and pudding production problems; - techniques for disposing of waste from cake and pudding production, and; - cake and pudding products production terminology. .

FBPRBK3011 Produce frozen dough products

Locations: Industry, Footscray Nicholson, Online.

Prerequisites: FBPRBK3005 - Produce basic bread products

Description: This unit of competency describes the skills and knowledge required to produce frozen dough products in a commercial baking environment. This unit applies to individuals who apply a broad range of knowledge and skills with responsibility for their own work. This includes applying and communicating known solutions to predictable problems. All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

Required Reading: Not applicable. This unit is assessed through Skilled Migration Assessment Services (SMAS) only.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - producing the following five frozen dough baked products: laminated frozen dough product; basic bread frozen dough product; sweet yeast bread frozen dough product; specialty flour bread frozen dough product; chemical leavened frozen dough; - incorporating the following four frozen dough processes: ready-to-prove frozen dough; ready-to-bake frozen dough; par baked frozen dough; finishing frozen dough; - using one of the following two simple fillings: simple sweet filling; simple savoury filling; - producing the following four product shapes: baguette; round or long roll; croissant or danish; cut or portioned; - producing the following three product styles: decorated frozen dough; undecorated frozen dough; undecorated par baked dough; - finishing the products using the following four techniques: dusting; glazing; piping; scoring; - selecting tins and trays appropriate for dough piece scale weight, volume and size; - selecting, using and cleaning the baking equipment listed in the range of conditions, including controlling electrical hazards applicable to cleaning, and; - documenting the production schedule. Students will also be expected to demonstrate the following knowledge: - workplace health and safety requirements, including personal protective equipment, applicable to producing frozen dough products; - safe use and cleaning of baking equipment listed in the range of conditions, including electrical hazards; - regulatory requirements for food safety applicable to producing frozen dough products, including temperature control; - techniques and considerations for production scheduling; - characteristics and storage requirements of frozen dough types; - functions and characteristics for frozen and par baked dough ingredients; - principles and techniques of freezing doughs; - principles of thawing frozen and par baked doughs; - types, functions, safe use, cleaning and freezing capacity of dough freezing equipment; - handling requirements for made-up and proved doughs to preserve dough structure; - impacts of factors on production of different frozen dough

products; - techniques for calculating yields, adjusting recipes and measuring ingredients; - causes and corrective action for predictable and sometimes unpredictable frozen dough product production problems; - techniques for disposing of waste from frozen dough product production, and; - frozen dough product production terminology.

FBPRBK3014 Produce sweet yeast products

Locations: Industry, Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit of competency describes the skills and knowledge required to produce sweet yeast products in a commercial baking environment. Sweet yeast products include enriched breads and fruited enriched breads. This unit applies to individuals who apply a broad range of knowledge and skills with responsibility for their own work. This includes applying and communicating known solutions to predictable problems. All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

Required Reading: Not applicable. This unit is assessed through Skilled Migration Assessment Services (SMAS) only.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - producing the following five enriched sweet yeast products: filled sweet yeast product; fruited sweet yeast product; spiced sweet yeast bun or loaf; cream decorated sweet yeast bun and iced decorated sweet yeast bun; - mixing and using the following three enriched doughs: premix dough; instant dough/no time dough/scratch mix dough and bulk ferment dough; - using retarding for one of the sweet yeast doughs listed above; - using the following six moulding techniques: rounding; batons; degassing; curling/rolling; sealing and scrolls; - using the following three finishing and decorating techniques: using cream to decorate sweet yeast product and using icing to decorate sweet yeast product and using fondant to decorate sweet yeast product; - selecting, using and cleaning the baking equipment listed in the range of conditions, including controlling electrical hazards applicable to cleaning; - selecting tins and trays appropriate for dough piece scale, weight, volume and size, and; - documenting the production schedule. Students will also be expected to demonstrate the following knowledge: - workplace health and safety requirements, including personal protective equipment, applicable to producing sweet yeast products; - safe use and cleaning of baking equipment listed in the range of conditions, including electrical hazards; - regulatory requirements for food safety applicable to producing sweet yeast products; - considerations for production scheduling; - recipe ratios and limits for enriched doughs; - types, functions, characteristics, and storage requirements of ingredients; - purpose and techniques for the cleaning, conditioning and use of fruits; - ingredient interactions for sweet yeast products; - characteristics of sweet yeast products; - mixing processes and gluten development for enriched doughs; - principles of the sweet yeast production processes; - techniques and requirements for finishing sweet yeast products; - impacts on production of different sweet yeast products, including: dough temperature; mixing time and gluten development; water addition and consistency of dough and yeast activity; - techniques for calculating yields, adjusting recipes and measuring ingredients; - techniques for selecting tins and trays appropriate for dough piece scale weight, volume and size; - purpose and functions of sweet yeast settings; - required characteristics of sweet yeast products, including:

crumb softness; shelf life; flavour and visual appearance, and; - causes and corrective action for predictable and sometimes unpredictable sweet yeast problems.

FBPRBK3015 Schedule and produce bakery production

Locations: Industry, Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit of competency describes the skills and knowledge required to schedule and produce bakery production in a commercial baking environment. This unit applies to individuals who apply a broad range of knowledge and skills with responsibility for their own work. This includes applying and communicating known solutions to predictable problems. All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

Required Reading: Not applicable. This unit is assessed through Skilled Migration Assessment Services (SMAS) only.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - producing ten baked product types; - producing seven of the following twelve baked product types: crusty loaf with no more than 2% enriching agents that is plaited, Vienna, French stick or cob; soft/enriched bread roll variety; crusty/lean bread rolls varieties; fruited sweet yeast product; savoury flat breads; fried basic artisan product as decorated donuts; wholemeal breads; sponge roll; cake slice decorated with icing or glaze; moulded and portioned biscuit; sweet filled pastry slice and filled sweet non laminated pies or tarts; - mixing, processing, baking and finishing each of the following four types of baked products per shift: bread; cake or sponge; cookie or biscuit and laminated or non laminated pastry; - monitoring operations and addressing variations to the production schedule, ensuring end-product specifications and production targets are met; - documenting and implementing four daily production schedules, including the following production scheduling considerations, and; - documenting production reports for each of the four shifts that include: scheduling efficiencies for use of equipment and labour in relation to items produced; wastage efficiencies of products produced; improvements on the scheduling to meet performance; product quantities produced in relation to products scheduled; completion times of product and product quality outcomes. Students will also be expected to demonstrate the following knowledge: - workplace health and safety requirements applicable to scheduling and producing bakery products; - regulatory requirements for food safety applicable to producing bakery products, including temperature control and the prevention of cross-contamination in the use of dairy, meat, poultry, fish and vegetable products; - considerations relevant to scheduling bakery production; - considerations relevant to reporting on production outcomes; - techniques used to regulate dough and batter maturation and proving; - predictable causes of production variation and their likely impact on production targets; - production processes for different product ranges, and; - baking industry terminology relevant to production scheduling.

FBPRBK3018 Produce basic artisan products

Locations: Industry, Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit of competency describes the skills and knowledge required to produce basic artisan products in a commercial baking environment. Basic artisan products include European basic artisan products, cultural basic artisan products, laminated basic artisan products, fried basic artisan products, highly enriched basic

artisan products and festive occasion basic artisan products. This unit applies to individuals who apply a broad range of specialised knowledge and skills with responsibility for their own work. This includes applying and communicating non-routine technical solutions to predictable and unpredictable problems. All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

Required Reading:Not applicable. This unit is assessed through Skilled Migration Assessment Services (SMAS) only.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - producing seven basic artisan products; - processing one of the above basic artisan bread products as a retarded product; - mixing and using the following three doughs: instant dough/scratch mix/no time dough; ferment and salted/dead display dough; - using the following three moulding techniques: hand moulding; machine moulding and laminating yeast dough; - using the following two finishing techniques: pre-bake finishing using pastes, washes or glazes and using creams, icings, chocolate or fondant to finish baked or fried product; - selecting, using and cleaning the basic artisan baking equipment listed in the range of conditions, including controlling electrical hazards applicable to cleaning; - selecting and using tins and trays appropriate for dough piece scale, weight, volume and size, and; - documenting the production schedule, including the following six considerations: timings; volume requirements; product processing requirements; recipe reformulation to minimise waste; finishing requirements for basic artisan product and baked parameters for basic artisan product. Students will also be expected to demonstrate the following knowledge: - workplace health and safety requirements, including personal protective equipment, applicable to producing basic artisan products; - safe use and cleaning of baking equipment listed in the range of conditions, including electrical hazards; - regulatory requirements for food safety applicable to producing basic artisan products; - considerations for production scheduling; - functions and characteristics of ingredients used in basic artisan production; - processes for making: instant dough/scratch mix/no time dough; ferments and display doughs; - principles of retarding basic artisan products; - mixing processes and gluten development for: highly enriched doughs; laminated doughs and display doughs; - types and use of pre-baked finishing for basic artisan products; - types and use of post-baked finishing for basic artisan products; - techniques for shaping basic artisan products; - storage and shelf life of basic artisan products; - processing techniques for laminated doughs; - processing of dough for display purposes; - techniques for calculating yields, adjusting recipes and measuring ingredients; - purpose and functions of basic artisan baking and frying processes; - causes of and corrective action for predictable and sometimes unpredictable basic artisan production problems; - techniques for disposing of waste from basic artisan product production, and; - basic artisan product production terminology.

FBPRBK4003 Produce gateaux, tortes and entremets

Locations: Industry, Footscray Nicholson, Online.

Prerequisites:FBPRBK3010 - Produce cake and pudding products

Description:This unit of competency describes the skills and knowledge required to produce and finish gateaux, tortes and entremets in a commercial baking or hospitality environment. This unit applies to individuals who apply a broad range of knowledge and skills with responsibility for their own work. This includes applying

and communicating known solutions to predictable problems. All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

Required Reading:Not applicable. This unit is assessed through Skilled Migration Assessment Services (SMAS) only.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - producing the following three products: gateaux; torte; small entremets; - presenting entremets on plateware appropriate for the entremets type, with the following three finishes: using a sauce or coulis to present entremets; using a garnish of sugar or chocolate to present entremets; using an ice cream or sorbet to present with entremets; - producing gateaux and tortes using the following two bases made from scratch ingredients: non laminated or laminated pastry; cake; - using the following three processes for producing gateaux, tortes and entremets: chilling; freezing; baking; - using the following eight fillings and finishes prepared from scratch ingredients: sabayon or custard; aerated creams; chocolate-based glazes or sauces; tempered couverture chocolate; fruit fillings; bavaois or mousse; meringue or butter cream; chocolate or sugar garnishes; - using the following three decorating techniques for gateaux and tortes: couverture chocolate; glazing; prepared garnishes; - using the following three garnishes: chocolate garnishes; sugar garnishes; baked garnish; - selecting, using and cleaning the baking equipment listed in the range of conditions, including controlling electrical hazards applicable to cleaning, and; - documenting the production schedule. Students will also be expected to demonstrate the following knowledge: - workplace health and safety requirements, including personal protective equipment, applicable to producing gateaux, tortes and entremets; - safe use and cleaning of baking equipment listed in the range of conditions, including electrical hazards; - regulatory requirements for food safety applicable to producing gateaux, tortes and entremets; - considerations for production scheduling; - distinguishing characteristics of types of gateaux, tortes and entremets; - types of fillings and finishes; - techniques for presenting entremets; - techniques for finishing; - assembling gateaux, tortes and entremets; - preparing cake tins and hoops; - purpose and functions of production settings; - required characteristics of gateaux, tortes and entremets; - causes and corrective action for predictable and sometimes unpredictable production problems; - techniques for disposing of waste from product production; - requirements for chilling and freezing gateaux, tortes and entremets, and; - product production terminology for gateaux, tortes and entremets.

FDFFS2001A Implement the food safety program and procedures

Locations: Industry, Footscray Nicholson, Online.

Prerequisites:Nil.

Description:This unit of competency covers the skills and knowledge required to maintain personal hygiene and conduct food handling, housekeeping and waste disposal related to work tasks and responsibilities where work involves operation of production and/or packaging equipment and processes.

Required Reading:Not applicable. This unit is assessed through Skilled Migration Assessment Services (SMAS) only.

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. Students will be expected to demonstrate the following required skills: - locate and follow workplace information; - follow workplace procedures; - monitor food safety hazards; - record results of monitoring, and maintain records; - identify and report situations that do not meet the requirements of the food safety program; - take corrective action as required by food safety program; - handle, clean and store equipment, utensils, packaging materials and similar items; - maintain personal hygiene; - take necessary precautions when moving around the workplace; - wear and maintain appropriate clothing/footwear; - report health conditions and illness as appropriate; - handle and dispose of out-of-specification or contaminated food, waste and recyclable material; - maintain the work area in a clean and tidy state; - identify and report signs of pest infestation; - record food safety information in appropriate format; - clean and sanitise equipment according to enterprise procedures; - collect samples and conduct tests; - participate in investigating food safety breaches; - use oral communication skills/language competence to fulfil the job role, and; - work cooperatively within a culturally diverse workforce. Students will also be expected to demonstrate the following knowledge: - sources of information and expertise on procedures and responsibilities for food safety; - basic concepts of HACCP-based food safety; - food safety management arrangements in the workplace; - awareness of common microbiological, physical and chemical hazards related to the foods handled in the work area; - basic understanding of the properties, handling and storage requirements of ingredients, materials and products handled and used; - suitable standard for materials, measuring devices, equipment and utensils used in the work area; - food safety requirements related to work responsibilities; - methods used to monitor that food safety is under control; - action required in the event of non-compliance; - purpose of keeping records and the recording requirements of the food safety program; - methods used in the workplace to isolate or quarantine food which may be unsafe; - product and ingredient traceability procedures; - clothing and footwear requirements for working in and/or moving between food handling areas; - personal clothing maintenance, laundering and storage requirements; - appropriate bandages and dressings to be used when undertaking food handling; - housekeeping requirements and responsibilities relating to own work; - procedures to follow in the event of pest sighting or discovery of infestation; - purpose and importance of cleaning and sanitation procedures; - waste collection, recycling and handling procedures relevant to own work responsibilities; - cleaning and sanitation procedures; - impact of rework handling/addition on food safety, and; - sampling and test methods.

FDFOHS2001A Participate in OHS processes

Locations: Industry, Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit of competency specifies the workplace performance 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 those in the workplace who may be affected by their actions.

Required Reading: Not applicable. This unit is assessed through Skilled Migration Assessment Services (SMAS) only.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - follow clear, logical verbal or clear, logical Plain English written instructions; - interpret selected pictorial/graphical and written signs/instructions; - clarify meaning with peers and supervisors; - give

accurate verbal or written descriptions of incidents or hazards, and; - participate in OHS activities, including inspections, meetings and risk assessments. Students will also be expected to demonstrate the following knowledge: - applicable commonwealth, state or territory OHS legislation, regulations, standards, codes of practice and industry standards/guidance notes relevant to own work, role and responsibilities; - safety signs and their meanings, including signs for: personal protective equipment; emergency equipment; dangerous goods class signs and specific hazards, such as sharps and radiation; - legal rights and responsibilities of the workplace parties; - the difference between hazard and risk; - nature of common workplace hazards, such as chemicals, bodily fluids, sharps, noise, manual handling, work postures, underfoot hazards and moving parts of machinery; - standard emergency signals, alarms and required responses; - the elements within the hierarchy of control; - safety measures related to common workplace hazards; - sources of OHS information in the workplace; - the roles and responsibilities of employees, supervisors and managers in the workplace; - roles and responsibilities of OHS representatives, OHS committees and employers, and; - workplace specific information, including: hazards of the particular work environment; potential emergencies relevant to the workplace; designated person for raising OHS issues; organisation and work procedures particularly those related to performance of own work, specific hazards and risk control, reporting of hazards, incidents and injuries, consultation, use of personal protective equipment and emergency response and potential emergency situations, alarms and signals, and required response.

FDFOF2061A Use numerical applications in the workplace

Locations: Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine, Online.

Prerequisites: Nil.

Description: This unit of competency covers the skills and knowledge required to apply basic mathematical functions of addition, subtraction, multiplication and division to undertake workplace calculations or to estimate approximate answers when exact calculations are not required.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify whether a calculation or estimation is required to meet workplace requirements; - carry out calculations involving basic addition, subtraction, division and multiplication to support work role (this may involve use of a calculator and conversion tables where required); - use estimation techniques to check quantities, ratios, speed and other required data estimates; - use estimation techniques to check calculated results and workplace data; - record calculations and measurement information accurately according to enterprise procedures; - use oral communication skills/language competence to fulfil the job role as specified by the organisation, including questioning, active listening, asking for clarification and seeking advice from supervisor, and; - work cooperatively within a culturally diverse workforce. Students will also be expected to demonstrate the following knowledge: - mathematical processes, including addition, subtraction, multiplication and division; - application of calculation and estimation techniques to meet work requirements; - units of measurement used in the workplace, including whole numbers, fractions and decimals (to one decimal point) (this may include use of conversion charts); - representation of numerical information relevant to work

requirements, such as charts, graphs and tables, and; - recording requirements and responsibilities where relevant.

FNSACC301 Process financial transactions and extract interim reports

Locations: Footscray Nicholson, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to prepare and process routine financial documents, prepare journal entries, post journals to ledgers, prepare banking and reconcile financial receipts, and extract a trial balance and interim reports. It applies to individuals who use specialised knowledge and follow agreed processes to carefully check and process detailed financial information to ensure standards are maintained. Work functions in the occupational areas where this unit may be used are subject to regulatory requirements. Refer to the FNS Implementation Guide Companion Volume or the relevant regulator for specific guidance on requirements.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - accurately enter and balance deposits and withdrawals; - process and balance petty cash transactions; - check and verify supporting documentation; - apply relevant security measures for preparing and banking receipts; - batch monetary items and prepare deposit facilities; - accurately enter data into accounting systems and process journal entries according to organisational policy and procedures and legislative requirements; - prepare and authorise journals and check journal processing reports; - extract, check and correct a trial balance, and; - file documentation to meet all organisational and regulatory requirements. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - identify a range of accounting conventions, processes and procedures; - describe banking procedures and guidelines; - outline typical errors that can be made in processing financial transactions; - describe forms of 'proof of lodgement'; - describe types of 'special transactions'; - industry codes of practice; - legislative and regulatory requirements relevant to the work; - organisational policy and procedures; - explain the security procedures for handling cheques, vouchers and cash, and; - describe the key features of a range of reports.

FNSACC311 Process financial transactions and extract interim reports

Locations: Footscray Nicholson, St Albans, Werribee, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to prepare and process routine financial documents, prepare journal entries, post journal entries to ledgers, prepare banking and reconcile financial receipts, and extract a trial balance and interim reports. It applies to individuals who use specialised knowledge and follow agreed processes to carefully check and process detailed financial information to ensure standards are maintained.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each

unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - enter and balance deposits and payments; - reconcile banking documentation and process and balance petty cash transactions; - check and verify financial transaction supporting documentation; - apply security and safety measures when preparing and banking receipts; - prepare deposit facilities; - enter data into financial systems and process general and special (cash and credit) journal entries, identifying and correcting errors; - process special transactions; - prepare and authorise journals and check journal processing interim reports; - extract, check and correct a trial balance; - file documentation according to organisational and regulatory requirements, and;. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - key principles and practices of double-entry accounting and accrual accounting systems; - range of industry-accepted accounting conventions, processes and procedures for the work tasks described in the performance evidence; - standard industry banking procedures and guidelines; - key features of legislative and regulatory requirements relating to processing financial transactions; - key features of organisational policies and procedures relating to processing financial transaction, and; - key features of routine financial report.

FNSACC312 Administer subsidiary accounts and ledgers

Locations: Footscray Nicholson, St Albans, Werribee, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to reconcile and monitor subsidiary accounts in financial accounts receivable systems, identify bad and doubtful debts and plan a recovery action, record creditor invoices, and remit payments to sundry creditors. It applies to individuals who use specialised knowledge and follow agreed processes to problem solve within the scope of own responsibility. Work functions in the occupational areas where this unit may be used are subject to regulatory requirements. Refer to the FNS Financial Services Training Package Companion Volume Implementation Guide or the relevant regulator for specific guidance on regulatory requirements.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reconcile and monitor subsidiary accounts according to industry compliance requirements and organisational policies and procedures. Students will also be expected to demonstrate the following knowledge: - key features of debits and credits, and their role in accounting systems; - procedures for identifying bad or doubtful debts; - key requirements relating to the administration of subsidiary accounts and ledgers; - key requirements of organisational policies and procedures relating to reconciling and monitoring financial accounts, including organisational credit policy; - industry-accepted measures and protocols to remit and collect monies, and; - key features of debt recovery plans.

FNSACC313 Perform financial calculations

Locations: Footscray Nicholson, St Albans, Werribee, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to use a range of routine calculation methods and techniques when performing routine financial calculations and checking calculation outcomes. It applies to individuals who use literacy and numeracy skills to perform routine computational tasks as part of their operational job role.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - apply mathematical techniques and methods of calculation; - effectively use office equipment and software to enter data and complete calculations; - check for accuracy of computational results and correct errors where required, and; - record calculation worksheets for future reference and use. Students will also be expected to demonstrate the following knowledge: - Industry-standard techniques and methods to perform routine calculations; - typical computational errors and ways to check for them, and; - key features of equipment and software required to conduct routine financial calculations.

FNSACC402 Prepare operational budgets

Locations: Footscray Park, Footscray Nicholson, Werribee, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to prepare and document operational budgets for a variety of organisations. It applies to individuals who use specialised knowledge and systematic approaches to undertake strategic financial activity for an organisation.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - establish and confirm budgetary milestones and performance indicators; - prepare budgets for a variety of purposes and organisations, and; - accurately record and document budget reports. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - identify and explain the key principles of budgetary control; - describe a variety of forecasting techniques; - explain the principles of double-entry bookkeeping; - outline the key principles of statistical analysis and measures of variance, and; - describe the key features of organisational procedures and policy for financial administration.

FNSACC408 Work effectively in the accounting and bookkeeping industry

Locations: Footscray Nicholson, St Albans, Werribee, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to work autonomously and in teams to complete work activities relating to the provision of accounting and bookkeeping services. It applies to individuals who occupy roles with

some responsibility and use a range of research and organisational techniques to establish and carry out their work requirements in the accounting industry. Work functions in the occupational areas where this unit may be used are subject to regulatory requirements. Refer to the FNS Financial Services Training Package Companion Volume Implementation Guide or the relevant regulator for specific guidance on regulatory requirements.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - establish and maintain effective relationships with clients and colleagues; - research and identify organisational policies and procedures relevant to own role; - develop systems and guidelines for work procedures that comply with legislative requirements; - analyse, evaluate and organise information required for own role; - effectively plan work and contribute to team environment, taking into account constraints and available resources, and; - identify and evaluate opportunities for own professional development. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - avenues for identifying other professionals in the accounting and bookkeeping industry; - requirements of accounting and bookkeeping industry codes of practice; - policies and procedures required for own role in the accounting and bookkeeping industry, and; - statutory, legislative and regulatory requirements for documenting accounting procedures.

FNSACC411 Process business tax requirements

Locations: Footscray Nicholson, St Albans, Werribee, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to maintain business taxation accounting records, and to process lodgements and returns according to Australian Taxation Office (ATO) requirements, excluding income tax. Documentation for business activity statements (BAS) must be authorised by a registered BAS agent. It applies to individuals who use specialised knowledge and follow defined procedures to administer and process taxation-related information within the scope of own responsibility. Work functions in the occupational areas where this unit may be used are subject to regulatory requirements. Refer to the FNS Financial Services Training Package Companion Volume Implementation Guide or the relevant regulator for specific guidance on regulatory requirements.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - maintain accounting records for taxation purposes; - establish and maintain an administrative process for managing business taxation returns, excluding income tax, and; - prepare and process business taxation returns using validated data according to Australian

taxation requirements. Students will also be expected to demonstrate the following knowledge: - key requirements of Australian Taxation Office (ATO) and legislation relating to business taxation returns; - accounting terminology used when processing business taxation requirements, including terminology found in: business activity statements; fringe benefits tax (FBT); pay as you go (PAYG) tax; company tax; wine equalisation tax; luxury car tax; payroll tax and stamp duty; - key ATO and organisational requirements for tax lodgement schedules; - key administrative procedures in a financial services organisation or business unit relating to taxation accounting, and; - records, and lodgements and returns.

FNSACC412 Prepare operational budgets

Locations: Footscray Park, Footscray Nicholson, City King St.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to prepare and document operational budgets for a variety of organisations. It applies to individuals who use specialised knowledge and systematic approaches to undertake strategic financial activity for an organisation.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - establish and confirm budgetary milestones and performance indicators; - collect financial data and prepare operational budgets for a range of organisations; - identify budget variances and report variances to designated stakeholders, and; - record and document budget reports. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - key principles of budgetary control; - range of forecasting techniques used when preparing operational budgets; - key principles of statistical analysis and measures of variance in the context of financial data analysis and operational budgets, and; - key features of organisational policies and procedures for financial administration as they relate to budgeting.

FNSACC414 Prepare financial statements for non-reporting entities

Locations: Footscray Nicholson, St Albans, Werribee, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to prepare financial statements for entities that do not have a statutory duty to file financial reports with government agencies and regulators. It applies to individuals who use specialised knowledge and systematic approaches to collate and prepare financial information in line with accounting standards. Work functions in the occupational areas where this unit may be used are subject to regulatory requirements. Refer to the FNS Financial Services Training Package Companion Volume Implementation Guide or the relevant regulator for specific guidance on regulatory requirements.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - access, analyse and compile required financial data for non-reporting entities; - calculate financial ratios for liquidity, activity and profitability, and analyse the significance of those calculations, and; - prepare financial accounts and comprehensive statements showing financial position, performance and cash flow for: a partnership and a not-for-profit organisation. Students will also be expected to demonstrate the following knowledge: - differences between non-reporting entities and reporting entities; - different types of non-reporting entities and their key characteristics; - purpose of preparing financial statements for non-reporting entities; - key features of organisational guidelines and procedures relating to preparing financial statements for non-reporting entities; - key features of financial legislation covering taxable transactions and reporting requirements, and; - advantages and disadvantages of ratios and comparison techniques and methods of presenting financial data.

FNSACC416 Set up and operate a computerised accounting system

Locations: Footscray Nicholson, St Albans, Werribee, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to establish, operate, and modify an integrated computerised accounting system. This is generally under supervision and encompasses processing transactions in the system, maintaining the system, producing reports, and ensuring system integrity. It applies to individuals who, within the scope of own responsibility, use specialised knowledge, information technology, and planning and organising skills to establish and maintain an organisational system in service and trading environments.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - set up the chart of accounts for one organisation by modifying an established integrated financial software system; - implement an integrated computerised accounting system, ensuring integrity of the data; - process transactions in the integrated system; - generate reports in the integrated system over at least two reporting periods, and; - maintain computerised accounting system information securely. Students will also be expected to demonstrate the following knowledge: - key features of desktop and cloud-based computerised accounting systems; - key features of organisational policies and procedures relating to setting up and operating a computerised accounting system; - key requirements of financial services industry legislation relating to information privacy when using computerised accounting systems, and; - key features and characteristics of information included in source documents of financial data.

FNSACC501 Provide financial and business performance information

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the 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. It applies to individuals who, within their level of authority, apply specialised knowledge, systematic approaches and analytical techniques to research and prepare customised information for clients. Work functions in the occupational areas where

this unit may be used are subject to regulatory requirements. Refer to the FNS Implementation Guide Companion Volume or the relevant regulator for specific guidance on requirements.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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. Students will be expected to demonstrate the following required skills: - access clients' needs and analyse their financial data; - prepare and document appropriate advice for clients that: - complies with financial legislation and accounting standards, practices and principles; - assesses taxation, compliance and business viability issues faced by clients, and; - assesses risk management options and practices. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - explain the key requirements of taxation legislation relating to deductions, allowances and charges; - list the key areas that can cause significant taxation issues; - compare and contrast forecasting techniques; - identify and explain the key features of government financial policy and secretary's financial management instructions; - explain the key requirements of relevant corporations and consumer legislation; - describe a range of methods for presenting and formatting financial data; - identify and explain the key principles of cash flow and budgetary control; - identify and categorise sources of information on financial products and markets; - outline a range of risks and contingencies and risk management options relating to financial and business performance, and; - outline client rights and responsibilities.

FNSACC503 Manage budgets and forecasts

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to prepare, document and manage budgets and forecasts, and encompasses forecasting estimates and monitoring budgeted outcomes. It applies to individuals who use specialised knowledge and analytical skills to prepare and manage strategic organisational information.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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. Students will be expected to demonstrate the following required skills: - prepare, document and present budgets and forecasting estimates that: - accurately apply accounting principles and practices; - follow organisational policy and procedures, and; - monitor budget outcomes periodically. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - discuss the key purpose and objective of budgets and forecasts, including relevance of milestones and key performance indicators; - discuss issues relating to ethical considerations for budgetary forecasting and projections to explain the strength of assumptions and

forecast reliabilities; - describe types and sources of data and information required for budgeting and forecasting; - outline a range of expenditure and revenue items relevant to budgeting and forecasting; - compare and contrast forecasting techniques; - identify the key features of organisational procedures and policy relevant to budgeting and forecasting; - identify and explain the key principles and practices of: - accrual accounting; - budgetary control; - corporate governance; - double-entry bookkeeping, and; - statistical analysis and measures of variance.

FNSACC504 Prepare financial reports for corporate entities

Locations:Footscray Nicholson.

Prerequisites:BSBFIA401 - Prepare financial reportsFNSACC301 - Process financial transactions and extract interim reports

Description:This unit describes the skills and knowledge required to prepare financial reports for a reporting entity and encompasses compiling and analysing data and meeting statutory reporting requirements. It applies to individuals who use specialised knowledge and analytical skills to prepare financial reports that meet specific compliance requirements. Work functions in the occupational areas where this unit may be used are subject to regulatory requirements. Refer to the FNS Implementation Guide Companion Volume or the relevant regulator for specific guidance on requirements.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - access and accurately compile data and prepare reports for corporate entities that comply with: - organisational policy and procedures; - relevant accounting standards, and; - statutory and other relevant requirements of reporting bodies. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - identify and explain current business taxation requirements; - identify and explain current financial legislation and statutory requirements relating to taxable transactions and reporting requirements; - discuss ethical considerations in relation to conflict of interest, confidentiality and disclosure requirements; - explain the key features of integrated computerised accounting systems; - describe a range of methods and formats for presenting financial data; - outline options, methods and practices for recording and reporting deductions, benefits and depreciation; - identify and describe the key requirements of organisational policy and procedures relating to the preparation of financial reports; - identify and explain the key principles of double-entry bookkeeping and accrual accounting, and; - identify and explain business legal requirements relating to delegated authorities, reporting periods and taxation payment timings.

FNSACC506 Implement and maintain internal control procedures

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to review corporate governance requirements, implement operating procedures and monitor policy. It applies to individuals who use specialised knowledge and analytical skills to ensure organisational policy, compliance and quality requirements are met. Work functions in the occupational areas where this unit may be used are subject to regulatory

requirements. Refer to the FNS Implementation Guide Companion Volume or the relevant regulator for specific guidance on requirements.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - interpret and comply with corporate governance requirements, organisational policy, and financial delegations and accountabilities; - review corporate governance requirements and implement effective operating procedures, and; - monitor policy and relevant financial legislation. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - discuss ethical considerations and confidentiality for management and handling of files and records; - identify and explain the key features of financial legislation relating to taxable transactions and reporting requirements; - explain a range of methods of work practices and routines relevant to internal control procedures; - describe the key requirements of organisational policy and procedures relating to: - corporate governance; - financial delegations and accountabilities, and; - identify and explain the key principles of internal control and auditing.

FNSACC507 Provide management accounting information

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the 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. It applies to individuals who use specialised knowledge and analytical skills to manage complex financial data and develop comprehensive organisational reports. Work functions in the occupational areas where this unit may be used are subject to regulatory requirements. Refer to the FNS Implementation Guide Companion Volume or the relevant regulator for specific guidance on requirements.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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. Students will be expected to demonstrate the following required skills: - gather and record operating and cost data in accordance with organisational policy and procedures; - analyse data and assign costs to products, services and organisational units to comply with organisational procedures; - obtain data and prepare a range of cost reports and budgets to meet management information requirements, and; - analyse variances between budgeted and actual data, and review integrity of costing systems. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - identify and describe cost behaviour characteristics for the different cost elements of a product or service; - describe the principles of double-entry

bookkeeping and accrual based accounting; - identify and discuss the key features of organisational policy and procedures as they apply to costing systems; - outline the key management information requirements; - identify and explain the key principles and practices of budget preparation; - discuss the relationship between variance analysis and costing system integrity, and; - explain the key processes and procedures for recording and securely storing data.

FNSACC511 Provide financial and business performance information

Locations:Footscray Nicholson, Werribee.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to analyse and report on a broad range of financial and business performance information. It encompasses assessing client needs, analysing data, and preparing advice. It applies to individuals who, in line with their level of authority, use specialised knowledge, systematic approaches, and analytical techniques to research and prepare customised information for clients.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - assess client needs and analyse their financial data, and; - prepare and document financial and business performance advice for clients. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - key requirements of taxation legislation relating to deductions, allowances, and charges; - key areas that can cause significant taxation issues; - techniques used to forecast financial and business performance; - key features of government financial policy relating to financial and business performance advice; - key requirements of corporations and consumer legislation relating to financial and business performance information; - industry-standard methods for presenting and formatting financial data; - key principles of cash flow and budgetary control; - sources of information on financial products and markets relating to financial and business performance information; - risks, contingencies, and risk management options relating to financial and business performance, and; - client rights and responsibilities in relation to obtaining financial and business performance information.

FNSACC512 Prepare tax documentation for individuals

Locations:Footscray Nicholson, Werribee.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to prepare non-complex income tax returns for individuals in line with statutory requirements. It encompasses gathering and verifying data, calculating taxable income, and reviewing compliance requirements. It applies to individuals who use systematic approaches and follow specific guidelines to ensure compliance requirements are met. Work functions in the occupational areas where this unit may be used are subject to regulatory requirements. This unit is designed to meet the education requirements of the Tax Practitioner Board (TPB). Refer to the FNS Financial Services Training Package Companion Volume Implementation Guide or the relevant regulator for specific guidance on regulatory requirements.

Required Reading:The qualified trainer and assessor will provide teaching and

learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - research, critically evaluate, and apply new or changed legislative requirements relating to the preparation of client non-complex income tax documentation; - identify client data required to calculate taxable income; - prepare client tax documentation, and; - provide advice to client on tax documentation presented and obtain verification and approval. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - ethical considerations and legislative requirements required to prepare non-complex income tax documentation for individual taxpayers; - key elements of Australian tax law as they relate to income tax documentation for individual taxpayers; - key sources of information and data required to calculate taxable income; - key features of organisational policies and procedures required to prepare non-complex income tax documentation for individual taxpayers, and; - key accounting principles and practices required to prepare non-complex income tax documentation for individual taxpayers.

FNSACC513 Manage budgets and forecasts

Locations: Footscray Nicholson, Werribee.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to prepare, document, and manage budgets and forecasts. It encompasses forecasting estimates and monitoring budgeted outcomes. It applies to individuals who use specialised knowledge and analytical skills to prepare and manage strategic organisational information.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - prepare, document and present budgets and forecasting estimates, and; - monitor budget outcomes periodically, analyse budget variances and their possible causes, and make required changes in response. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - key purpose and objective of budgets and forecasts, including relevance of milestones and key performance indicators; - principal ethical requirements associated with budgetary forecasting and projections within the context of the strength of assumptions and forecast reliabilities; - types and sources of data and information required for budgeting and forecasting; - budget forecasting techniques; - key features of organisational policies and procedures relating to budgeting and forecasting; - key principles of accrual accounting and double-entry bookkeeping, and; - key principles and practices of: corporate governance; statistical analysis and measures of variance.

FNSACC514 Prepare financial reports for corporate entities

Locations: Footscray Nicholson, Werribee.

Prerequisites: BSBFIA401 - Prepare financial reports FNSACC311 - Process financial transactions and extract interim reports

Description: This unit describes the skills and knowledge required to prepare financial reports for a corporate reporting entity. It encompasses compiling and analysing data and meeting statutory reporting requirements. It applies to individuals who use specialised knowledge and analytical skills to prepare financial reports that meet specific compliance requirements. Work functions in the occupational areas where this unit may be used are subject to regulatory requirements. Refer to the FNS Financial Services Training Package Companion Volume Implementation Guide or the relevant regulator for specific guidance on regulatory requirements.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - access, compile and analyse data and prepare reports for corporate entities, and; - confirm data and reports. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - current business taxation requirements for preparing corporate accounting reports; - current financial legislation and statutory requirements relating to taxable transactions and reporting requirements; - ethical requirements associated with preparing financial reports for corporate entities, including conflict of interest, confidentiality, and disclosure requirements; - industry-standard methods and formats used to present financial data; - options, methods and practices for recording and reporting deductions, benefits and depreciation; - key requirements of organisational policies and procedures relating to preparing financial reports for corporate entities, and; - business legal requirements relating to delegated authorities, reporting periods, and taxation payment timings.

FNSACC516 Implement and maintain internal control procedures

Locations: Footscray Nicholson, Werribee.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to review corporate governance requirements, implement internal control operating procedures, and monitor associated policy. It applies to individuals who use specialised knowledge and analytical skills to ensure organisational procedures, compliance and quality requirements are met.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - interpret and comply with corporate governance requirements, organisational policy, and financial delegations and accountabilities; - review corporate governance requirements and implement effective operating procedures to ensure organisational compliance; - use a range of methods, work practices and routines relevant to internal control procedures, and; -

monitor internal control operating procedures and applicable financial legislation. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - ethical and confidentiality considerations when managing and handling files and records; - key features of financial legislation relating to financial transactions and reporting requirements; - benefits and limitations of internal controls and potential consequences of poor internal controls for internal operations, and; - key requirements of organisational policies and procedures.

FNSACC517 Provide management accounting information

Locations: Footscray Nicholson, Werribee.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to gather, record and analyse operating and cost data, prepare budget reports, and review costing system integrity to calculate and record the costs of products and services. It applies to individuals who use specialised knowledge and analytical skills to manage complex financial data and develop comprehensive organisational reports. Work functions in the occupational areas where this unit may be used are subject to regulatory requirements. Refer to the FNS Financial Services Training Package Companion Volume Implementation Guide or the relevant regulator for specific guidance on regulatory requirements.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - gather and record operating and cost data according to organisational policy and procedures; - analyse data and assign costs to products, services and organisational units to comply with organisational procedures; - obtain data and prepare a range of cost reports and budgets to meet management information requirements, and; - analyse variances between budgeted and actual data, and review integrity of costing systems. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - cost behaviour characteristics for different cost elements of a product or service; - key features of organisational policies and procedures as they apply to costing systems; - key requirements of management accounting information; - key principles and practices of budget preparation, and; - relationship between variance analysis and costing system integrity.

FNSACC601 Prepare and administer tax documentation for legal entities

Locations: Footscray Nicholson, Werribee.

Prerequisites: FNSACC512 - Prepare tax documentation for individuals

Description: This unit describes the skills and knowledge required to identify taxation requirements for complex lodgements and returns for legal entities. It involves gathering, analysing and processing taxation related data to prepare tax documentation, and to review and apply compliance requirements. It applies to individuals who use specialised knowledge and systematic approaches and who follow specific guidelines to ensure compliance requirements are met. Work functions in the occupational areas where this unit may be used are subject to regulatory requirements. This unit is designed to meet educational requirements of the Tax Practitioner Board (TPB). Refer to the FNS Implementation Guide Companion

Volume or the relevant regulator for specific guidance on requirements.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - research and critically evaluate new or changed legislative requirements and apply where relevant to the preparation of the client's tax documentation; - provide taxation advice to clients in line with individual requirements; - identify legal entity tax data required to calculate taxable income; - prepare tax documentation for legal entities that complies with: Australian taxation law and Australian Taxation Office (ATO) rulings and lodgement schedules; accounting principles and practices, and; organisational policy and procedures, and; - present tax documentation to the client for verification and approval. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - identify and explain ethical considerations and legislative requirements relevant to the preparation of tax documentation for legal entities; - explain critical and key elements of Australian tax law as it relates to tax documentation for legal entities such as companies, trusts, partnerships and sole traders; - describe the key sources of information and taxable transactions data required to calculate taxable income; - describe the key features of organisational policy and procedures relating to the preparation of tax documentation for legal entities, and; - outline the key accounting principles and practices relevant to the preparation of tax documentation for the different types of legal entities.

FNSACC602 Audit and report on financial systems and records

Locations: Footscray Nicholson.

Prerequisites: FNSACC516 - Implement and maintain internal control procedures

Description: This unit describes the skills and knowledge required to supervise an audit of financial systems and prepare the appropriate reports, including assessing options, identifying information sources, determining audit strategies, monitoring progress, reviewing data, verifying financial statements and determining appropriate reporting formats. It applies to experienced individuals who use specialised knowledge and systematic approaches to analyse and evaluate financial information against specified criteria and compliance requirements. Work functions in the occupational areas where this unit may be used are subject to regulatory requirements. Refer to the FNS Implementation Guide Companion Volume or the relevant regulator for specific guidance on requirements.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - assess client risk and determine financial audit strategy and methodology; - schedule resources and timelines, and monitor progress, and; - review data, verify financial statements and determine reporting formats. Students will also be expected to demonstrate the

following knowledge: - identify and explain the key features of current financial legislation and statutory requirements relating to internal control, taxable transactions and reporting requirements; - identify and explain the key features of current, relevant professional accounting standards; - outline the duties and responsibilities of auditors; - discuss professional standards and ethical considerations for management and handling of files and records; - identify and explain the key principles of: auditing; internal control, and; - compare and contrast testing procedures and methods of enquiry.

FNSACC603 Implement tax plans and evaluate tax obligation

Locations: Footscray Nicholson.

Prerequisites: FNSACC512 - Prepare tax documentation for individuals

Description: This unit describes the skills and knowledge required to assess taxation liabilities, optimise tax positions, establish processes and plans, evaluate tax policies and review tax compliance for legal entities. It applies to experienced individuals who use analytical and problem-solving skills to prepare plans and strategic advice for clients. Work functions in the occupational areas where this unit may be used are subject to regulatory requirements. This unit is designed to meet educational requirements of the Tax Practitioner Board (TPB). Refer to the FNS Implementation Guide Companion Volume or the relevant regulator for specific guidance on requirements.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - research and critically evaluate new or changed legislative requirements and apply where relevant to the preparation of the client's tax documentation; - identify legal entity's tax data required to calculate taxable income; - provide taxation advice to clients in line with individual requirements; - prepare tax documentation and tax plans for legal entities, and; - evaluate tax plan for compliance with legislative requirements. Students will also be expected to demonstrate the following knowledge: - identify and explain ethical considerations and legislative requirements relevant to the preparation of tax documentation for legal entities; - explain critical and key elements of Australian taxation law as it relates to tax documentation for legal entities such as companies, trusts, partnerships and sole traders; - describe the key sources of information and taxable transactions data required to calculate taxable income; - describe the key features of organisational policy and procedures relating to the preparation of tax documentation for legal entities; - outline the key accounting principles and practices relevant to preparation of tax documentation for the different types of legal entities; - discuss ethical considerations for the preparation of returns, including the Code of Professional Conduct's disclosure and confidentiality requirements, and; - outline financial management strategies used to optimise tax position.

FNSACC608 Evaluate organisation's financial performance

Locations: Footscray Nicholson.

Prerequisites: FNSACC511 - Provide financial and business performance information

Description: This unit describes the skills and knowledge required to evaluate returns to operations, determine short-term and long-term needs, and evaluate an organisation's financial position and performance. It applies to experienced individuals who use specialised knowledge and skills to evaluate complex financial

information and make recommendations relevant to strategic organisational activity. Work functions in the occupational areas where this unit may be used are subject to regulatory requirements. Refer to the FNS Implementation Guide Companion Volume or the relevant regulator for specific guidance on requirements.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - evaluate returns to operations using standard financial analysis and accounting techniques, and following organisational policy and procedures; - determine long-term and short-term organisational needs; - review and monitor financial performance across an organisation, and; - assess risk strategies and make recommendations regarding financial performance. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - discuss techniques for developing long-term and short-term plans, and determining financial priorities; - explain the purpose and key features of standard financial analysis techniques and business review processes; - explain the role of audits in evaluating financial performance; - discuss ethical considerations in evaluating financial performance; - identify and explain the key features of financial legislation relating to the evaluation of financial performance; - identify and explain the key principles of: cash flow and budgetary control; cost-benefit analysis and use of forecasting techniques; internal control, including statutory requirements; - outline the key features of organisational structures and lines of management authority, and; - discuss strategies for risk identification and management.

FNSACC613 Prepare and analyse management accounting information

Locations: Footscray Nicholson.

Prerequisites: FNSACC517 - Provide management accounting information

Description: This unit describes the 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. It applies to individuals who use specialised knowledge and techniques to consolidate and report on complex information and make recommendations relating to strategic organisational activity. Work functions in the occupational areas where this unit may be used are subject to regulatory requirements. Refer to the FNS Implementation Guide Companion Volume or the relevant regulator for specific guidance on requirements.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - gather and record operating and cost data in accordance with organisational policy and procedures; - determine cost and operating standards for a costing system; - analyse data and assign costs to

comply with organisational procedures; - prepare a range of cost reports and budgets to meet management information requirements; - analyse variances against budget and standards; - recommend changes to cost and activity standards; - recommend further actions required resulting from review process, and; - review integrity of costing systems. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - identify and describe cost behaviour characteristics for the different cost elements of a product or service; - describe the principles of double-entry bookkeeping and accrual-based accounting; - identify and discuss the key features of organisational policy and procedures as they apply to costing systems; - identify and explain the key principles and practices of budget preparation; - discuss the relationship between variance analysis and costing system integrity, and; - explain the key processes and procedures for recording and securely storing data.

FNSACC614 Prepare complex corporate financial reports

Locations: Footscray Nicholson.

Prerequisites: FNSACC514 - Prepare financial reports for corporate entities

Description: This unit describes the skills and knowledge required to compile and analyse financial data, identify appropriate reporting requirements, and develop and prepare complex financial reports for reporting entities. It applies to individuals who use specialised knowledge and systematic approaches to construct detailed reports following specific guidelines and compliance requirements. Work functions in the occupational areas where this unit may be used are subject to regulatory requirements. Refer to the FNS Implementation Guide Companion Volume or the relevant regulator for specific guidance on requirements.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - compile, analyse and validate complex financial data, and; - prepare complex corporate reports for reporting entities. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - identify appropriate key reporting entities and their main purposes and roles; - outline the key types and sources of data required for complex financial reports; - outline the key features of integrated accounting computerised systems; - identify and explain the key features of business taxation requirements; - discuss ethical considerations relating to conflict of interest, confidentiality and disclosure requirements; - explain the key features of financial legislation and statutory requirements relating to delegated authorities, disclosure requirements, reporting periods and taxation payment timings; - compare and contrast methods of presenting financial data; - explain options, methods and practices for deductions, benefits and depreciations; - identify and explain the key features of organisational guidelines and procedures; - identify and explain the key principles of double-entry bookkeeping and accrual accounting, and; - identify and discuss issues relevant to business legal requirements.

FNSACC624 Monitor corporate governance activities

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the 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. It applies to individuals who use current and specialised knowledge and analytical skills to provide advice on organisational processes to meet compliance and management requirements. Work functions in the occupational areas where this unit may be used are subject to regulatory requirements. Refer to the FNS Financial Services Training Package Companion Volume Implementation Guide or the relevant regulator for specific guidance on regulatory requirements.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - research corporate governance reporting trends and apply research to organisational practices; - determine processes for monitoring corporate governance compliance, and; - examine and review corporate governance standards and practices following: professional accounting standards; organisational policies and procedures and statutory and regulatory requirements. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - authority regulations and requirements; - current financial legislative, statutory and regulatory requirements; - current formats required for submission of statutory returns; - ethical considerations relating to compliance and governance; - key management processes that support corporate governance; - forms and functions of employee records; - key principles of internal control, valuation and common methods of depreciation, and; - significance of performance indicators and key result areas to monitoring corporate governance activities.

FNSBKG402 Establish and maintain a cash accounting system

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to establish and administer a cash receipts and payments system, and manage bank reconciliations and reporting responsibilities for manual and computerised systems. It applies to individuals in positions with some responsibility who may use a range of organisational and analytical techniques to provide bookkeeping services for organisations and small business owners or managers. Work functions in the occupational areas where this unit may be used are subject to regulatory requirements. Refer to the FNS Implementation Guide Companion Volume or the relevant regulator for specific guidance on requirements.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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. Students will be expected to demonstrate the following required skills: - establish

client files and set up manual and computerised bookkeeping system on a cash basis; - thoroughly check invoices, receipts, payments and balances outstanding; - use bank account and cash reconciliation processes; - establish a basic chart of accounts; - carry out bank reconciliations and prepare reports, and; - follow organisational procedures and legislative requirements in conducting all activities. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - explain the differences between cash and accrual accounting; - describe the key accounting and reporting requirements for different types of business entities; - explain bookkeeping activities necessary to meet the requirements of activity statement statutory, legislative and regulatory requirements; - outline relevant industry codes of practice; - describe organisational policy and procedures that relate to processing accounts and transactions; - outline possible reasons for discrepancies between monies owed and monies paid, and; - outline the different features of manual and computerised accounting systems.

FNSINC401 Apply principles of professional practice to work in the financial services industry

Locations:Footscray Nicholson, Werribee, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to identify industry professional approaches to procedures, guidelines, policies and standards, including ethical requirements, and to model and meet expectations of these in all aspects of work. It applies to individuals who work in senior roles in the financial services industry and underpins other specialist units used in all sectors of the industry. Work functions in the occupational areas where this unit may be used are subject to regulatory requirements. Refer to the FNS Implementation Guide Companion Volume or the relevant regulator for specific guidance on requirements.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - access, interpret and analyse product and service information provided by industry sectors in an effective and timely manner; - interpret and comply with relevant financial services legislation, regulations and industry codes of practice, and ethics applicable to the workplace; - recognise and implement sustainability principles and work practices; - accurately analyse, evaluate and organise relevant information; - effectively plan work and maintain a team environment, taking into account any constraints and available resources, and; - identify and evaluate appropriate professional development opportunities. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - discuss environmental or sustainability legislation, regulations and codes of practice applicable to industry and organisations; - outline the main sectors in the financial services industry and the interrelationships between the sectors; - explain industry and organisational policy and procedures and ethical behaviours in regard to customer service and administration; - outline industry and organisational security practices and rationale; - identify internal administration systems such as accounting systems and databases; - explain principles, practices and available tools and techniques of sustainability management relevant to the

industry context; - explain key requirements of relevant legislation, statutory requirements and industry codes of practice; - identify the economic and political climate relating to the financial services industry, and; - explain triple bottom line principles used in work planning.

FNSINC601 Apply economic principles to work in the financial services industry

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the 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. It applies to individuals who have an understanding of economics and how this impacts on work in the financial services industry. It also underpins other skills required for work in the financial services industry and may be applied in all sectors of the industry.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - research economic trends, evaluate impacts, and access and interpret corporate regulations; - analyse and apply a range of financial modelling techniques and tools, and; - reflect on and review own performance in applying knowledge of economic principles in day-to-day work functions. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - outline key features of common economic theories that relate to the financial services industry; - outline key features of microeconomic principles and how they relate to financial services industry products, services and organisational practices; - explain capital adequacy requirements for financial services organisations based on financial product mix; - explain asset pricing models and their use in identifying organisational value and capital structures; - explain and apply economic theories and valuation of assets; - identify and apply financial modelling techniques and tools; - outline industry or organisation financial markets, products and services; - describe key features of relevant legislation, statutory requirements and industry codes of practice; - identify and describe techniques and tools for evaluation and interpretation of research data, and; - describe the economic and political climate relating to the financial services industry.

FNSINC602 Interpret and use financial statistics and tools

Locations:Footscray Nicholson, Werribee.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required 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. It applies to individuals with a thorough understanding of the sources of financial data, and statistical methods and techniques for analysis. It is a base unit on which other skills required for work in the financial services industry can be built. It may be applied in all sectors of the industry.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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. Students will be expected to demonstrate the following required skills: - apply statistical methods to work in the financial services industry; - source and access statistical and other data, and produce and interpret statistics; - use financial data tools and calculations to produce accurate and informative statistical reports from data, and; - efficiently record and store data for retrieval. Students will also be expected to demonstrate the following knowledge: - explain and apply mathematical principles and statistical methods; - describe the range of statistical ratios and analysis tools relevant to the financial services industry; - outline sources of relevant information available to the financial services industry, and their relevance; - recognise and explain types of graphs, charts, diagrams and tables used in statistical modelling and reporting, and; - explain the principles of statistical standards and sampling techniques that are used to gather valid data.

FNSPAY501 Process salary packaging arrangements and additional allowances in payroll

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to process salary packaging arrangements and additional allowances for employees in payroll systems. It applies to individuals who, within their level of authority, use specialised knowledge, systematic approaches and analytical techniques to prepare data, calculate and verify payments, and ensure compliance with regulatory requirements using established payroll systems.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - assess benefits and costs to an organisation and its employees of different salary packaging models; - identify additional allowances relating to an employee's employment conditions using required sources of information; - use a payroll system to calculate and process the impact of salary packaging arrangements and additional allowances on an employee's payments, and; - confirm compliance of salary packaging arrangements with applicable regulatory requirements and organisational policies and procedures. Students will also be expected to demonstrate the following knowledge: - key features of legislation, regulations and taxation systems relevant to salary packaging arrangements and additional allowances; - benefits and costs to organisations and employees of salary packaging arrangements; - different models for salary packaging; - common types of benefits that can be included in salary packaging arrangements; - common types of additional allowances, and; - external and organisational sources that can be accessed for additional information on salary packaging arrangements and additional allowances.

FNSPAY502 Process superannuation payments in payroll

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to process employee superannuation payments in payroll systems. It applies to individuals who, within their level of authority, use specialised knowledge, systematic approaches and analytical techniques to prepare data, calculate and verify superannuation payments, and ensure compliance with regulatory requirements using established payroll systems.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - establish procedures to ensure employee superannuation information is handled according to legislative and organisational obligations; - collect information required to process superannuation payments in a payroll system; - interact with stakeholders to ensure completeness and accuracy of information required to process superannuation payments; - calculate superannuation payments using a payroll system based on ordinary time earnings; - calculate reportable superannuation payments for inclusion in employee payment summaries, and; - prepare, produce, distribute and store reports on superannuation payments according to organisational and legislative requirements. Students will also be expected to demonstrate the following knowledge: - key legislation and organisational policies and procedures relating to calculating superannuation payments for employees; - key features of different types of superannuation funds; - different types of superannuation payments, including: employer contributions; salary sacrifice to superannuation; employee after-tax contributions; defined benefits; government co-contribution and superannuation guarantee charge; - eligibility requirements in relation to employer superannuation contributions; - pay items that are included in ordinary time earnings; - consequences of not reaching the maximum contributions earnings base for the quarter; - difference between concessional and non-concessional contributions and the impact on an employee of exceeding the concessional superannuation cap; - guidelines for implementing an effective salary sacrifice agreement for superannuation; - effect of various forms of salary packaging on the employer requirement to meet employer superannuation contribution obligations; - impact of different types of employment contracts, legal entities and business structures on an employer's superannuation payment obligations to its employees, and; - consequences for an organisation of failing to comply with its superannuation payment obligations to employees.

FNSPAY503 Process complex employee terminations in payroll

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to process uncommon and complex employee terminations in payroll systems, including calculating and providing employment termination payments (ETPs). It applies to individuals who, within their level of authority, use specialised knowledge, systematic approaches and analytical techniques to prepare data, calculate and verify payments, and ensure compliance with regulatory requirements using established payroll systems.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - collect information required to carry out an employment termination process in a payroll system; - interact with stakeholders to ensure completeness and accuracy of information required to process that termination; - ensure compliance of employment termination with legislative requirements and organisational procedures; - process each of the following employment termination types in payroll systems, including calculating the employment termination payment (ETP) for each: resignation; redundancy and retirement; - process at least one of the following employment termination types in payroll systems, and calculate the corresponding ETP: dismissal; unfair dismissal; invalidity; death; termination for pre-August 1983 starters and golden handshakes; - process the above termination payment entitlements according to commonwealth, state and territory legislative requirements, including: final salary and wages payments; unused annual leave and long service leave; notice and redundancy payments; unused rostered days off (RDOs) and other entitlements; gratuities and settlements, and; - maintain records of the above employment terminations according to legislative requirements. Students will also be expected to demonstrate the following knowledge: - different types of employment terminations, including: resignation; redundancy; retirement; dismissal; unfair dismissal; invalidity; death; termination for pre-August 1983 starters and golden handshakes; - key types of ETPs and when they are used; - key features of organisational policies and procedures relating to ETPs; - legislative requirements relating to termination notice periods and redundancy payments; - significance of determining the preservation age of an employee on termination; - tax treatment for a redundancy payment, including the Lump Sum D component and any excess over the tax free Lump Sum D amount; - tax treatment options for unused annual leave and long service leave on termination; - different tax treatments of ETPs and how they are calculated; - types of termination payments that are subject to superannuation contributions; - impact of legislative requirements on complex employee terminations, and; - sources of information on employment termination processes that can be accessed to maintain currency of knowledge and to seek advice.

FNSPAY504 Interpret and apply knowledge of industrial regulations relevant to payroll

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to research, analyse and apply knowledge of industrial regulations to the provision of payroll services. It applies to individuals who, within their level of authority, use specialised knowledge to ensure compliance with industrial regulations in the workplace.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - conduct research on changes to, or new, legislative requirements and industrial regulations relevant to payroll; - assess the impact of regulations on payroll operations and comply with applicable regulations when performing payroll operations; - inform stakeholders of changes to payroll operations resulting from changes to industrial regulations in line with organisational policies and procedures; - seek advice from sources when seeking to interpret industrial regulations, and; - use sources of information to ensure currency of knowledge of industrial regulations to payroll operations. Students will also be expected to demonstrate the following knowledge: - key features and operating principles of industrial regulations relevant to payroll, including: Fair Work Act; modern awards system; National Employment Standards and state-based industrial regulations; - impacts of regulations on payroll operations, including: how different regulatory instruments interact with each other to impact payroll operations; - roles and responsibilities of key organisations relating to payroll, including: Fair Work Commission; Fair Work Ombudsman; Office of Australian Information Commissioner and state-based industrial regulations regulators, and; - sources of information on industrial regulations relevant to payroll that can be accessed to maintain currency of knowledge and to seek advice when interpreting regulations.

FNSPAY505 Interpret and apply knowledge of taxation systems relevant to payroll

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to research, analyse and apply knowledge of taxation systems to the provision of payroll services. It applies to individuals who, within their level of authority, use specialised knowledge, systematic approaches and analytical techniques to prepare data, calculate and verify payments, and ensure compliance with regulatory requirements using established payroll systems.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - conduct research on changes to, or new, taxation systems relevant to payroll operations; - assess impact of taxation systems on payroll operations and apply understanding of taxation systems to payroll operations to ensure compliance and accuracy of payments; - inform stakeholders of changes to payroll operations resulting from changes to taxation systems in line with organisational policies and procedures; - determine the impact of taxation systems on at least three of the following types of legal entities and business structures: sole traders; partnerships; companies; not for profit organisations; principal contractors; subcontractors and grouped employees; - seek advice from sources when interpreting taxation systems, and; - use sources of information to ensure currency of knowledge of taxation systems relevant to payroll. Students will also be expected to demonstrate the following knowledge: - key features and operating principles of taxation systems relevant to payroll, including: income tax and state payroll tax; - impact of fringe benefits tax (FBT) on payroll including circumstances in which: FBT applies to payroll and payroll is exempt from FBT; - deductions and exemptions in taxation systems that apply to payroll,

including: tax free thresholds and superannuation concessions; - State-based variations in: payroll tax thresholds; definitions of 'taxable wages' and applicable rebates and exemptions; - impacts of taxation systems on payroll operations, including how different taxation systems interact with each other to impact payroll operations; - roles and responsibilities of key organisations, including those of the Australian Taxation Office; - key principles underpinning the concept of 'employees vs contractors' in relation to pay as you go withholding (PAYGW) tax, superannuation, workers compensation, and payroll tax; - key features of tests that need to be applied in making a determination on the status of a worker for tax purposes; - key features of nexus provisions and tests that need to be applied in order to determine the correct jurisdiction for payroll tax liability; - industry-standard methods for calculating the payroll tax threshold in each State, and impact on that threshold for organisations that employ people in more than one State; - grouping provisions for payroll tax and principles underpinning the concept of a 'designated group employer', and; - sources of information on taxation systems that can be accessed to maintain currency of knowledge and to seek advice when interpreting impact of tax on payroll.

FNSTPB401 Complete business activity and instalment activity statements

Locations:Footscray Nicholson, Werribee, City King St.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to identify and apply compliance requirements to effectively process and complete business activity statements (BAS), instalment activity statements (IAS), and other required reports. It applies to individuals who use a range of organisational and analytical techniques to work in organisations or to supply specific bookkeeping services as a small business owner or contractor. Work functions in the occupational areas where this unit may be used are subject to regulatory requirements. This unit is designed to meet the education requirements of the Tax Practitioner Board (TPB). Refer to the FNS Financial Services Training Package Companion Volume Implementation Guide or the relevant regulator for specific guidance on regulatory requirements.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - research, critically evaluate, and apply changes to current or new legislative or professional conduct requirements when preparing business activity statements (BAS); - identify financial transactions required to prepare activity statements and apply the principles and classifications of the goods and services tax (GST); - prepare both BAS and instalment activity statements (IAS) for a range of legal entities, and; - present business activity statements for verification and approval. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - research methods and sources of information used to update knowledge of professional and legislative requirements relating to activity statements; - key requirements of current legislation, regulations and industry codes of practice relating to preparing activity statements; - accounting terminology used when preparing and submitting BAS and IAS for a range of business types, and; - GST terminology, classifications, regulations, and obligations.

FNSTPB402 Establish and maintain payroll systems

Locations:Footscray Nicholson, St Albans, Werribee, City King St, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to record and prepare payroll documentation, respond to enquiries, and process payroll data for manual and computerised systems. It applies to individuals, including BAS agents, who use a range of organisational and other specialist techniques. They may work directly for organisations or be small business owners, contractors or service providers. Work functions in the occupational areas where this unit may be used are subject to regulatory requirements. This unit is designed to meet the education requirements of the Tax Practitioner Board (TPB). Refer to the FNS Financial Services Training Package Companion Volume Implementation Guide or the relevant regulator for specific guidance on regulatory requirements.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify, calculate and input data from time-recording systems for payments into manual or computerised payroll systems; - produce a payroll report according to organisational and legislative requirements; - present a payroll report for verification and approval, and; - maintain records according to organisational and legislative requirements that relate to security and confidentiality of information. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - scope of services offered by a business activity statement (BAS) agent providing payroll services; - key principles of award and enterprise agreements and industrial instruments required to maintain payroll systems; - organisational policy and procedures that affect payroll, including the structure of authority in organisations; - industry codes of practice relevant to payroll operations; - key features of manual and computerised payroll systems; - legislative and record-keeping requirements from all levels of government that affect business operation and reporting requirements; - current Australian Taxation Office (ATO) requirements relating to payroll systems; - tax Practitioners Board (TPB) requirements relating to payroll systems; - key requirements of taxation law relating to payroll systems, and; - key aspects of routine and non-routine requirements for payroll.

FNSTPB503 Apply legal principles in consumer and contract law

Locations:Footscray Nicholson, Werribee.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to research, analyse and apply legal principles to provide advice on contract and consumer law implications to clients. It applies to individuals whose job role involves the application of knowledge of contract and consumer law in the workplace. Work functions in the occupational areas where this unit may be used are subject to regulatory requirements. This unit is designed to meet educational requirements of the Tax Practitioner Board (TPB). Refer to the FNS Implementation Guide Companion Volume or the relevant regulator for specific guidance on requirements.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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. Students will be expected to demonstrate the following required skills: - research for any changes to, or new, legislative requirements in relation to contract or consumer law relevant to the client's circumstances; - apply current statute, common law and equitable principles in relation to contract and consumer laws that are relevant to the client's circumstances, and; - present a recommendation to the client after considering the client's circumstances and relevant aspects of contract and/or consumer laws. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - explain the operation of the Australian legal systems and processes relevant to contract and consumer law including: - basic principles, current statute, common law and equitable principles; - roles and responsibilities of key organisations; - constitutional considerations; - separation of powers; - basic principles of contract law; - basic principles of the law of torts, particularly relating to negligence and negligent misstatement; - courts and regulatory bodies; - explain how laws are enacted and their underlying policy aims, and how those laws may be interpreted by existing common law and equitable rules, and apply to property laws; - examine legal concepts and scope of contract law with reference to: - formation - agreement and intention to create legal relations; - formation - consideration, form, legality and capacity; - contents - express terms, exclusion clauses; - contents - implied terms, common law and statute (Commonwealth and state competition and consumer legislation); - vitiating elements - unconscionability, misrepresentation, capacity; - discharge - remedies, including rescission for unconscionable conduct; - agency; - describe legal concepts and scope of consumer law; - misleading and deceptive conduct: - function of the Competition and Consumer Act, and; - role and jurisdiction of the Australian Competition and Consumer Commission (ACCC).

FNSTPB504 Apply legal principles in corporations and trust law

Locations: Footscray Nicholson, Werribee.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to research and analyse legal principles and issues in corporations and trust law matters and then apply this knowledge to provide advice to clients. It applies to individuals who work with corporations and trust laws in the workplace as determined by the job role, legislation, rules, regulations and codes of practice relevant to different jurisdictions. Work functions in the occupational areas where this unit may be used are subject to regulatory requirements. This unit is designed to meet educational requirements of the Tax Practitioner Board (TPB). Refer to the FNS Implementation Guide Companion Volume or the relevant regulator for specific guidance on requirements.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - research changes to, or new, legislative requirements in relation to corporations and trust law relevant to the client's circumstances and business structure requirements; - apply current statute,

common law and equitable principles in relation to corporations and trust law relevant to the client's circumstances, and; - present a recommendation on suitable business structures or legal entities to the client after considering the client's circumstances. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - describe the operation of the Australian legal systems and processes relevant to corporations and trust law; - outline how laws are enacted and their underlying policy aims; - explain how those laws may be interpreted by existing common law and equitable rules and applied to corporations and trusts; - analyse legal concepts of business organisational structures, and underlying regulation; - examine legal aspects of superannuation; - identify and reference the key features of Australian corporations law and requirements to analyse issues and risks, and; - examine legal concepts and scope of law covering trusts.

FNSTPB505 Apply legal principles in property law

Locations: Footscray Nicholson, Werribee.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to research, analyse and apply legal principles to provide advice on property law matters to clients. It applies to individuals whose job role involves the application of knowledge of property law in the workplace. Work functions in the occupational areas where this unit may be used are subject to regulatory requirements. This unit is designed to meet educational requirements of the Tax Practitioner Board (TPB). Refer to the FNS Implementation Guide Companion Volume or the relevant regulator for specific guidance on requirements.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - research for any changes to, or new, legislative requirements in relation to property law relevant to the client's circumstances; - apply current statute, common law and equitable principles in relation to property law that are relevant to the client's circumstances, and; - present a recommendation and advise clients after considering their circumstances and relevant property laws. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - explain the operation of the Australian legal systems and processes relevant to property law; - outline how laws are enacted and their underlying policy aims; - explain how those laws may be interpreted by existing common law and equitable rules and applied to property laws; - outline legal aspects of real property law, and; - outline legal aspects of personal property law.

FPICOT2239A Trim and cut felled trees

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes the outcomes required to trim and cut felled trees with a chainsaw. It is intended for use in situations where the production of timber is not the primary focus of the activity. The unit also includes equipment maintenance. General workplace legislative and regulatory requirements apply to this unit; specific licensing or certification requirements may apply in some states and territories.

Required Reading: The qualified trainer and assessor will provide teaching and

learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - technical skills sufficient to select, use and maintain relevant equipment to safely trim and cut felled trees in a range of situations; - ability to assess the implications related to identified stresses of the tree; - communication skills sufficient to interact with colleagues and others; - literacy skills sufficient to review and accurately identify work requirements and to locate, record and report information; - numeracy skills sufficient to estimate and measure tolerances and minimum diameter, and calculate time to complete tasks, and; - problem solving skills sufficient to identify problems, equipment faults and apply appropriate response procedures. Students will also be expected to demonstrate the following knowledge: - applicable Commonwealth, State or Territory legislation, regulations, standards, codes of practice and established safe practices relevant to the full range of processes for trimming and cutting felled trees; - industry, organisational and site standards, requirements, policies and procedures for trimming and cutting felled trees; - environmental protection requirements, including the safe disposal of waste material; - characteristics of trees and types of timber defects that may affect cutting; - cutting patterns, sequences and techniques; - chainsaw operation, safety and maintenance procedures; - risk assessment processes; - problem identification and resolution strategies and common fault finding techniques; - types of tools and equipment and procedures for their use, operation and maintenance for trimming and cutting felled trees, and; - procedures for reporting workplace records and information.

FSKDIG002 Use digital technology for routine and simple workplace tasks

Locations: Footscray Nicholson, St Albans, Werribee, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to use digital technology to undertake workplace tasks that are simple and routine in nature. It requires the ability to identify and interpret technical instructions, and setup and apply a range of digital technologies to achieve predetermined outcomes. An individual performing these tasks may work with an expert or mentor where support is available if requested. This unit applies to individuals who use, or are preparing to use, digital skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. This unit should be integrated and contextualised with vocational training to support achievement of vocational competency. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - use digital technology to complete at least three routine and simple workplace tasks with different required outcomes and in accordance with workplace procedures. Students will also be expected to demonstrate the following knowledge: - outcomes of routine and simple

workplace tasks; - familiar types of digital technology commonly used in the workplace, their purposes and their uses; - familiar workplace instructions and procedures for the use of digital technology relevant to routine and simple workplace tasks; - relevant ethical and security practices applicable to workplace digital technology; - simple conventions of online etiquette, and; - strategies to review and improve performance.

FSKDIG01 Use digital technology for basic workplace tasks

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to use digital technology to undertake basic workplace tasks under supervision. The unit applies to individuals at Australian Core Skills Framework (ACSF) level 1 who need to undertake a vocational training pathway or workplace tasks. This unit is designed for integration and contextualisation with vocational units to support achievement of vocational competency.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify and using digital technology appropriate to the task, and; - complete basic workplace tasks. Students will also be expected to demonstrate the following knowledge: - procedures for accessing and using digital technology.

FSKDIG02 Use digital technology for simple workplace tasks

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to use digital technology to undertake simple workplace tasks. The unit applies to individuals at Australian Core Skills Framework (ACSF) level 2 who need to undertake a vocational training pathway or workplace tasks. This unit is designed for integration and contextualisation with vocational units to support achievement of vocational competency.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify and use digital technology appropriate to the task, and; - complete simple workplace tasks. Students will also be expected to demonstrate the following knowledge: - procedures for accessing and using digital technology.

FSKDIG03 Use digital technology for routine workplace tasks

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City

Flinders, City Queen, City King St, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to use digital technology to undertake routine workplace tasks. The unit applies to individuals at Australian Core Skills Framework (ACSF) level 3 who need to undertake a vocational training pathway or workplace tasks. This unit is designed for integration and contextualisation with vocational units to support achievement of vocational competency.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify and use digital technology appropriate to the task, and; - complete routine workplace tasks. Students will also be expected to demonstrate the following knowledge: - procedures for accessing and using digital technology.

FSKLRG008 Use simple strategies for work-related learning

Locations:Footscray Nicholson, St Albans, Werribee, City King St, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to identify own learning goals and needs and develop a learning plan and strategies to assist in participation in a vocational or workplace learning environment. An individual performing these tasks may work with an expert or mentor where support is available if requested. This unit applies to individuals who use, or are preparing to use, learning skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. This unit should be integrated and contextualised with vocational training to support achievement of vocational competency. The unit is aligned to, but does not fully address, the Australian Core Skills Framework (ACSF) learning core skill indicators .01 and .02 at level 2 in the workplace and employment domain of communication. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify at least two work related learning goals and develop a personal learning plan to support goal achievement, and; - check and review progress against plan and goals on at least one occasion. Students will also be expected to demonstrate the following knowledge: - own strengths and weaknesses as a learner; - different learning approaches and their application to work related learning; - common barriers to learning and solutions to address them; - own learning goals and needs; - at least three simple strategies to support learning goals; - support resources and appropriate techniques to assess information relevant to work related learning goals; - typical

features of learning plans, and; - approaches to check and respond to progress of learning plans.

FSKLRG009 Use strategies to respond to routine workplace problems

Locations:Footscray Nicholson, St Albans, Werribee, City King St, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to identify routine workplace problems and plan strategies to respond to them. An individual performing these tasks works independently and uses familiar support resources as needed. This unit applies to individuals who use, or are preparing to use, learning skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. This unit should be integrated and contextualised with vocational training to support achievement of vocational competency. This unit is aligned to, but does not fully address, the Australian Core Skills Framework (ACSF) learning core skill indicators .01 and .02 at level 3 in the workplace and employment domain of communication. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify at least two routine workplace problems and propose appropriate problem-solving strategies, and; - review and discuss the above strategies with workplace or training mentor or supervisor on at least one occasion. Students will also be expected to demonstrate the following knowledge: - routine problems relevant to workplace; - common internal and external factors that may contribute to routine workplace problems; - common workplace and personal barriers that may hinder the problem-solving process; - range of strategies to respond to routine workplace problems; - sources of advice and feedback, and; - strategies to evaluate feedback and make modifications to proposed problem solving strategy.

FSKLRG04 Use basic strategies for work-related learning

Locations:Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to identify own learning goals and needs to engage in a vocational or workplace learning environment. The unit applies to individuals who need learning skills at Australian Core Skills Framework (ACSF) level 1 to undertake a vocational training pathway or workplace tasks. This unit is designed for integration and contextualisation with vocational units to support achievement of vocational competency.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - develop a basic personal

learning plan, and; - review own progress. Students will also be expected to demonstrate the following knowledge: - own learning goals and needs, and; - strategies for learning.

FSKLRG07 Use strategies to identify job opportunities

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to identify job pathways and identify strategies to seek employment. This unit applies to individuals who need learning skills at Australian Core Skills Framework (ACSF) level 2 to undertake a vocational training pathway or workplace tasks. This unit is designed for integration and contextualisation with vocational units to support achievement of vocational competency.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify job opportunities; - assess own suitability for preferred job, and; - identify job and training pathway. Students will also be expected to demonstrate the following knowledge: - strategies to seek employment; - requirements for employment, and; - own skills and skills needs.

FSKLRG08 Use simple strategies for work-related learning

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to identify own learning goals and needs, and develop a simple learning plan to participate in a vocational or workplace learning environment. The unit applies to individuals who need learning skills at Australian Core Skills Framework (ACSF) level 2 to undertake a vocational training pathway or workplace tasks. This unit is designed for integration and contextualisation with vocational units to support achievement of vocational competency.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - develop a simple personal learning plan, and; - review own progress. Students will also be expected to demonstrate the following knowledge: - own learning goals and needs; - strategies for learning, and; - preferred approaches to learning.

FSKLRG09 Use strategies to respond to routine workplace problems

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to identify routine workplace problems and strategies to respond to the problems. This unit applies to individuals who need learning skills at Australian Core Skills Framework (ACSF) level 3 to undertake a vocational training pathway or workplace tasks. This unit is designed for integration and contextualisation with vocational units to support achievement of vocational competency.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify workplace problems; - propose appropriate strategies to respond to problems, and; - respond to feedback as appropriate. Students will also be expected to demonstrate the following knowledge: - factors contributing to routine workplace problems; - a range of strategies for problem solving, and; - sources of advice and feedback.

FSKLRG11 Use routine strategies for work-related learning

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to identify own learning goals and needs, and develop a formal learning plan to participate in a vocational or workplace learning environment. The unit applies to individuals who need learning skills at Australian Core Skills Framework (ACSF) level 3 to undertake a vocational training pathway and/or workplace tasks. This unit is designed for integration and contextualisation with vocational units to support achievement of vocational competency.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - develop a plan for own learning pathway, and; - review own progress. Students will also be expected to demonstrate the following knowledge: - strategies for learning; - own learning goals, and; - education and training requirements for learning pathway options.

FSKLRG15 Manage own work-related learning

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to manage own work-related formal and informal learning using an action plan. The unit applies to individuals who need learning skills at Australian Core Skills Framework (ACSF) level 4 to undertake a vocational training pathway or workplace tasks. This unit is designed for integration and contextualisation with vocational units to support

achievement of vocational competency.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - prepare an action plan, and; - review the action plan. Students will also be expected to demonstrate the following knowledge: - strategies for managing own learning, and; - learning pathways.

FSKNUM007 Use simple data for work

Locations:Footscray Nicholson, St Albans, Werribee, City King St, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to use data in simple workplace tasks and texts including tables and graphs. It includes locating and recognising simple data, performing data handling processes and communicating simple data handling information. An individual performing these tasks works alongside an expert or mentor where prompting and advice can be provided as needed. This unit applies to individuals who use, or are preparing to use, numeracy skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. This unit can be integrated and contextualised with vocational training to support achievement of vocational competency. This unit is aligned to, but does not fully address, the Australian Core Skills Framework (ACSF) numeracy core skill indicators .09, .10 and .11 at level 1 in the workplace and employment domain of communication. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - use simple data handling process to perform a workplace task and roughly check the reasonableness of the result with support, including identifying data handling information in highly familiar short and simple oral and written workplace texts with a highly explicit purpose, comparing simple data in a highly familiar simple list or table, comparing simple data in a highly familiar simple graph and using relevant technology such as calculators. Students will also be expected to demonstrate the following knowledge: - purpose and application of data handling in the workplace including highly familiar short and simple graphs and tables; - methods for finding and comparing simple data in lists, tables and graphs; - purpose and method for performing rough check of reasonableness of outcome with support; - everyday, informal oral language for data, lists, tables and graphs, and; - relevant technology such as, calculators.

FSKNUM019 Interpret routine tables, graphs and charts and use information and data for work

Locations:Footscray Nicholson, St Albans, Werribee, City King St, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to select and interpret information in routine tables, graphs and charts. This includes using routine calculations to interpret and compare information and methods of display. An individual performing these tasks works independently and uses familiar support resources as needed. This unit applies to individuals who use, or are preparing to use, numeracy skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. This unit should be integrated and contextualised with vocational training to support achievement of vocational competency. This unit is aligned to, but does not fully address, the Australian Core Skills Framework (ACSF) numeracy core skill indicators .09, .10 and .11 at level 3 in the workplace and employment domain of communication. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - extract and interpret statistical information from each of the following embedded in a workplace text or task such as, routine and familiar workplace table, routine and familiar workplace graph/chart. - interpret information in table and graph or chart above, including comparing data, determining and describing data features and trends, identifying data anomalies or misleading data pieces and making conclusions or summaries of data. Students will also be expected to demonstrate the following knowledge: - types of statistical information; - different types, purposes and uses of routine graphs and charts; - common features of routine tables, graphs and charts; - methods to perform calculations with data and information; - methods to use data and information to inform or persuade; - methods to identify misleading data; - methods to perform reasonableness check of processes and outcomes in relation to the workplace context; - informal and some formal mathematical written and oral language and symbolism, and; - relevant technology, such as graphic calculators or spreadsheets.

FSKNUM08 Identify and use whole numbers and simple fractions, decimals and percentages for work

Locations:Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to identify and use whole numbers into the thousands, simple fractions, decimals and percentages. This unit applies to individuals who need numeracy skills at Australian Core Skills Framework (ACSF) level 2 to undertake a vocational training pathway or workplace tasks. This unit is designed for integration and contextualisation with vocational units to support achievement of vocational competency.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting

of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - read and name whole numbers into thousands; - perform simple and familiar calculations with whole numbers and money, and; - recognise and explain simple fractions, decimals and percentages. Students will also be expected to demonstrate the following knowledge: - links between operations, and; - place value and use of zero.

FSKNUM09 Identify, measure and estimate familiar quantities for work

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to measure familiar and predictable quantities using simple and routine measuring instruments and units. This unit applies to individuals who need numeracy skills at Australian Core Skills Framework (ACSF) level 2 to undertake a vocational training pathway or workplace tasks. This unit is designed for integration and contextualisation with vocational units to support achievement of vocational competency.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - estimate and measure familiar simple amounts; - interpret measurement on simple measuring equipment; - add, subtract and multiply simple measurements, and; - record results using appropriate unit. Students will also be expected to demonstrate the following knowledge: - abbreviations of familiar units of measurement, and; - which units of measurement to use for length, mass and capacity.

FSKNUM14 Calculate with whole numbers and familiar fractions, decimals and percentages for work

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to interpret and calculate whole numbers, routine fractions, decimals and percentages. This unit applies to individuals who need numeracy skills at Australian Core Skills Framework (ACSF) level 3 to undertake a vocational training pathway or workplace tasks. This unit is designed for integration and contextualisation with vocational units to support achievement of vocational competency.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - interpret and use common fractions, decimals and percentages in real situations; - choose the appropriate

operations to solve real life mathematical problems, and; - perform calculations involving fractions, decimals and percentages. Students will also be expected to demonstrate the following knowledge: - place value and use of zero; - relationship between operations; - order of operations, and; - relationship between fractions, decimals and percentages.

FSKNUM15 Estimate, measure and calculate with routine metric measurements for work

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to use routine measuring equipment, to convert units within the metric system, to estimate and calculate routine measurements including simple area of rectangles and squares. This unit applies to individuals who need numeracy skills at Australian Core Skills Framework (ACSF) level 3 to undertake a vocational training pathway or workplace tasks. This unit is designed for integration and contextualisation with vocational units to support achievement of vocational competency.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - perform routine measurements; - convert between routine units of measurement; - perform routine measurement calculations, and; - record results using appropriate unit. Students will also be expected to demonstrate the following knowledge: - metric unit prefixes - meaning of milli, centi, kilo, and; - use of appropriate routine equipment e.g. setting weight scales at zero before weighing.

FSKNUM21 Apply an expanding range of mathematical calculations for work

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to extract and evaluate mathematical information and make a range of calculations including positive and negative numbers, rates and ratios, and powers and roots. This unit applies to individuals who need numeracy skills at Australian Core Skills Framework (ACSF) level 4 to undertake a vocational training pathway or workplace tasks. This unit is designed for integration and contextualisation with vocational units to support achievement of vocational competency.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - extract, interpret and use mathematical information; - perform calculations involving fractions, decimals,

percentages, positive and negative numbers, basic powers and roots and routine formulas; - perform multi-step calculations, and; - apply calculations to workplace contexts and tasks. Students will also be expected to demonstrate the following knowledge: - equivalent value of fractions, decimals and percentages; - relationship between powers and roots; - workplace application of negative numbers, and; - order of operations and use of brackets and parentheses.

FSKNUM23 Estimate, measure and calculate measurements for work

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to estimate and measure quantities, to convert units within the metric system and between metric and non-metric units, to calculate area and volume including compound shapes and to use Pythagoras' theorem. This unit applies to individuals who need numeracy skills at Australian Core Skills Framework (ACSF) level 4 to undertake a vocational training pathway or workplace tasks. This unit is designed for integration and contextualisation with vocational units to support achievement of vocational competency.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - make accurate measurements; - calculate area and volume of shapes including compound shapes; - calculate sides of triangles using Pythagoras' theorem, and; - make conversions between units. Students will also be expected to demonstrate the following knowledge: - units of measurement for specific workplace tasks; - names and basic properties of a range of 2D and 3D shapes, and; - Pythagoras' theorem.

FSKNUM31 Apply a wide range of mathematical calculations for work

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to extract, comprehend and analyse a broad range of mathematical information and complete complex mathematical tasks. This includes using rational and relevant irrational numbers and performing calculations required in specialist areas of mathematics applicable to the workplace.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - perform a broad range of calculations using rational and irrational numbers. Students will also be expected to demonstrate the following knowledge: - irrational numbers relevant to work context.

FSKOCM003 Participate in familiar spoken interactions at work

Locations: Footscray Nicholson, St Albans, Werribee, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to participate in a limited range of familiar spoken interactions in the workplace, such as talking with co-workers, participating in workplace meetings, giving and responding to simple instructions, receiving and passing on simple messages, making an inquiry, or reporting a problem. An individual performing these tasks may work with an expert or mentor where support is available if requested. This unit applies to individuals who use, or are preparing to use, oral communication skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. This unit should be integrated and contextualised with vocational training to support achievement of vocational competency. This unit is aligned to, but does not fully address, the Australian Core Skills Framework (ACSF) oral communication core skill indicators .07 and .08 at level 2 in the workplace and employment domain of communication. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - participate in and review performance in at least two different simple spoken workplace interactions appropriate to audience and purpose. Students will also be expected to demonstrate the following knowledge: - common purposes and audiences of simple workplace interactions; - relevant oral communication strategies that support familiar spoken interactions; - non-verbal communication methods to clarify and confirm meaning; - simple grammar and key vocabulary of personal significance; - simple verb tenses in sentences with one or more clauses, and; - some differences between informal and formal registers.

FSKOCM03 Participate in simple spoken interactions at work

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to participate in a limited range of simple spoken interactions in the workplace, such as talking with co-workers, participating in workplace meetings, giving and responding to simple instructions, receiving and passing on simple messages, or talking with clients. This unit applies to individuals who need oral communication skills at Australian Core Skills Framework (ACSF) level 2 to undertake a vocational training pathway or workplace tasks. This unit is designed for integration and contextualisation with vocational units to support achievement of vocational competency.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - participate in a simple spoken interaction appropriate to audience and purpose. Students will also be expected to demonstrate the following knowledge: - oral communication strategies for simple spoken interactions; - non-verbal communication for simple spoken exchanges, and; - grammar, vocabulary and pronunciation for simple spoken interactions.

FSKOCMO4 Use oral communication skills to participate in workplace meetings

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to use oral communication skills to contribute to workplace meetings, such as team meetings, project meetings, and work health and safety (WHS) meetings. This unit applies to individuals who need oral communication skills at Australian Core Skills Framework (ACSF) level 3 to undertake a vocational training pathway or workplace tasks. This unit is designed for integration and contextualisation with vocational units to support achievement of vocational competency.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - participate in workplace meetings appropriate to audience and purpose, and; - review own performance to identify areas for improvement. Students will also be expected to demonstrate the following knowledge: - oral communication strategies to participate in workplace meetings; - non-verbal communication to participate in workplace meetings, and; - grammar, vocabulary and pronunciation to participate in workplace meetings.

FSKOCMO5 Use oral communication skills for effective workplace presentations

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes skills and knowledge required to deliver effective workplace presentations, such as a prepared short presentation to co-workers, information updates (e.g. changes to Work Health and Safety (WHS)), or instructions on how to use new equipment. This unit applies to individuals who need oral communication skills at Australian Core Skills Framework (ACSF) level 3 to undertake a vocational training pathway or workplace tasks. This unit is designed for integration and contextualisation with vocational units to support achievement of vocational competency.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - plan and deliver a workplace presentation appropriate to audience and purpose, and; - review own performance to identify areas for improvement. Students will also be expected to demonstrate the following knowledge: - oral communication strategies to deliver workplace presentations; - non-verbal communication to enhance the delivery of workplace presentations, and; - grammar, vocabulary and pronunciation for workplace presentations.

FSKOCMO6 Use oral communication skills to participate in workplace teams

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to participate in and contribute to workplace teams, such as providing services and information, communicating workplace instructions and messages, negotiating, or participating in team meetings. This unit applies to individuals who need oral communication skills at Australian Core Skills Framework (ACSF) level 3 to undertake a vocational training pathway or workplace tasks. This unit is designed for integration and contextualisation with vocational units to support achievement of vocational competency.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - participate in spoken exchanges to contribute to a workplace team, and; - review own performance to identify areas for improvement. Students will also be expected to demonstrate the following knowledge: - oral communication strategies to participate in workplace teams; - non-verbal communication to participate in workplace teams, and; - grammar, vocabulary and pronunciation to participate in workplace teams.

FSKOCMO7 Interact effectively with others at work

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to interact effectively with others - external clients and internal staff, such as giving or responding to spoken instructions, responding to customer queries and complaints, negotiating with co-workers and management, explaining a workplace procedure, or taking telephone calls from the general public or internal staff. This unit applies to individuals who need oral communication skills at Australian Core Skills Framework (ACSF) level 3 to undertake a vocational training pathway or workplace tasks. This unit is designed for integration and contextualisation with vocational units to support achievement of vocational competency.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting

of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - participate in spoken interactions appropriate to audience and purpose, and; - review own performance to identify areas for improvement. Students will also be expected to demonstrate the following knowledge: - oral communication strategies for spoken interactions; - non-verbal communication for spoken interactions, and; - grammar, vocabulary and pronunciation for spoken interactions.

FSKOCM08 Use oral communication skills to facilitate workplace negotiations

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to use oral communication skills to facilitate complex workplace negotiations, such as negotiating changes to work practices including performance reviews, training plans and solutions to workplace problems. This unit applies to individuals who need oral communication skills at Australian Core Skills Framework (ACSF) level 4 to undertake a vocational training pathway or workplace tasks. This unit is designed for integration and contextualisation with vocational units to support achievement of vocational competency.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - facilitate complex workplace negotiations appropriate to audience and purpose, and; - review the effectiveness of own performance to identify areas for improvement. Students will also be expected to demonstrate the following knowledge: - oral communication strategies to facilitate workplace negotiations; - non-verbal communication to facilitate workplace negotiations, and; - grammar, vocabulary and pronunciation to facilitate workplace negotiations.

FSKOCM09 Use oral communication skills to facilitate workplace meetings

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to apply oral communication skills to facilitate and participate in complex workplace meetings, such as committee meetings, project management meetings, inter-departmental meetings, or staff meetings. This unit applies to individuals who need oral communication skills at Australian Core Skills Framework (ACSF) level 4 to undertake a vocational training pathway or workplace tasks. This unit is designed for integration and contextualisation with vocational units to support achievement of vocational competency.

Required Reading: The lecturer will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks.

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. Students will be expected to demonstrate the following required skills: - facilitate workplace meetings appropriately, and; - review the effectiveness of own performance to identify areas for improvement. Students will also be expected to demonstrate the following knowledge: - oral communication strategies to facilitate workplace meetings; - non-verbal communication to facilitate workplace meetings, and; - grammar, vocabulary and pronunciation to facilitate workplace meetings.

FSKOCM10 Use oral communication skills for complex workplace presentations

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to use oral communication skills to deliver complex workplace presentations, such as sales promotion or product launch, presentation at staff development forum, presentation of a proposal, seminar presentations, or leading a focus group. This unit applies to individuals who need oral communication skills at Australian Core Skills Framework (ACSF) level 4 to undertake a vocational training pathway or workplace tasks. This unit is designed for integration and contextualisation with vocational units to support achievement of vocational competency.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - deliver a complex workplace presentation appropriate to audience and purpose, and; - review the effectiveness of own performance to identify areas for improvement. Students will also be expected to demonstrate the following knowledge: - oral communication strategies to deliver complex workplace presentations; - non-verbal communication to enhance the delivery of workplace presentations, and; - grammar, vocabulary and pronunciation for complex workplace presentations.

FSKOCM11 Use oral communication skills to facilitate workplace teams

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to use oral communication skills to facilitate workplace teams, such as leading group discussions, negotiating agreed outcomes, explaining workplace procedures, or exploring workflow issues. This unit applies to individuals who need oral communication skills at Australian Core Skills Framework (ACSF) level 4 to undertake a vocational training pathway or workplace tasks. This unit is designed for integration and contextualisation with vocational units to support achievement of vocational competency.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - facilitate workplace teams using oral communication skills and interpersonal skills, and; - review the effectiveness of own performance to identify areas for improvement. Students will also be expected to demonstrate the following knowledge: - oral communication strategies to facilitate workplace teams; - non-verbal communication to facilitate workplace teams, and; - grammar, vocabulary and pronunciation to facilitate workplace teams.

FSKRDG007 Read and respond to simple workplace information

Locations: Footscray Nicholson, St Albans, Werribee, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to identify, interpret and respond to information in simple and familiar workplace texts in printed or digital formats, such as short messages, notices, instructions, forms, rosters, simple diagrams, tables and charts. An individual performing these tasks may work with an expert or mentor where support is available if requested. This unit applies to individuals who use, or are preparing to use, reading skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. This unit should be integrated and contextualised with vocational training to support achievement of vocational competency. This unit is aligned to, but does not fully address, the Australian Core Skills Framework (ACSF) reading core skill indicators .03 and .04 at level 2 in the workplace and employment domain of communication. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - interpret and identify appropriate responses to information in two different simple and familiar workplace texts. Students will also be expected to demonstrate the following knowledge: - reasons for reading and engaging with simple workplace texts; - audience, purpose and uses of a limited range of simple workplace texts; - common features of simple workplace texts and how to use these features to identify text type; - high-frequency terminology relevant to workplace in simple workplace texts; - techniques to navigate simple informal texts to locate general and specific information; - reading strategies to support the interpretation of information in simple workplace texts; - techniques to interpret and analyse simple workplace information, and; - suitable responses to information in simple workplace texts.

FSKRDG010 Read and respond to routine workplace information

Locations: Footscray Nicholson, St Albans, Werribee, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to interpret and respond to information in routine workplace texts in printed or digital formats, such as instruction manuals, reports, emails, brochures, work instructions, notices, web

pages with data and policies. An individual performing these tasks works independently and uses familiar support resources as needed. This unit applies to individuals who use, or are preparing to use, reading skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. This unit should be integrated and contextualised with vocational training to support achievement of vocational competency. This unit is aligned to, but does not fully address, the Australian Core Skills Framework (ACSF) reading core skill indicators .03 and .04 at level 3 in the workplace and employment domain of communication. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - interpret and identify appropriate response to information in at least two different routine workplace texts. Students will also be expected to demonstrate the following knowledge: - reasons for reading routine workplace texts and explicit questions to be answered through reading; - purpose and uses of routine workplace texts; - distinguishing features of routine workplace texts; - some specialised workplace terminology in routine workplace texts; - techniques to navigate routine workplace information using text structure and features; - formal and informal text register of writing; - techniques to self-monitor reading for sense and accuracy; - reading strategies that support the interpretation of information in routine workplace texts; - critical reading techniques to analyse routine workplace information in familiar texts, and; - suitable responses to routine workplace information.

FSKRDG05 Read and respond to simple workplace procedures

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to identify, interpret and respond to information in simple workplace procedures in printed or digital format. This unit applies to individuals who need reading skills at Australian Core Skills Framework (ACSF) level 2 to undertake a vocational training pathway or workplace tasks. This unit is designed for integration and contextualisation with vocational units to support achievement of vocational competency.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify and interpret information in simple workplace procedures, and; - respond appropriately to simple workplace procedures. Students will also be expected to demonstrate the following knowledge: - purpose and features of simple workplace procedures; - workplace

terminology in simple workplace procedures, and; - reading strategies for identifying and interpreting workplace procedures.

FSKRDG06 Read and respond to simple informal workplace texts

Locations:Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to identify, interpret and respond to information in simple informal workplace texts in printed or digital format, such as a written phone message, a note from a supervisor, an email from a team member, message at end of shift, an SMS, an instant message.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify and interpret information in simple informal workplace texts, and; - respond appropriately to information in simple informal workplace texts. Students will also be expected to demonstrate the following knowledge: - purpose and features of simple informal workplace texts; - high-frequency vocabulary in simple informal workplace texts, and; - reading strategies to identify and interpret information in simple informal workplace texts.

FSKRDG07 Read and respond to simple workplace information

Locations:Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to identify, interpret and respond to information in simple workplace texts in printed or digital format, such as short messages, notices, instructions, forms, rosters, simple diagrams, tables and charts. The unit applies to individuals who need reading skills at Australian Core Skills Framework (ACSF) level 2 to undertake a vocational training pathway or workplace tasks. This unit is designed for integration and contextualisation with vocational units to support achievement of vocational competency.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify and interpret information in simple workplace texts, and; - respond appropriately to information in simple workplace texts. Students will also be expected to demonstrate the following knowledge: - purpose and features of simple workplace texts; - high-frequency terminology in simple workplace texts, and; - reading strategies to identify and interpret information in simple workplace texts.

FSKRDG09 Read and respond to routine standard operating procedures

Locations:Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City

Flinders, City Queen, City King St, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to interpret and respond to standard operating procedures in printed or digital format. The unit applies to individuals who need reading skills at Australian Core Skills Framework (ACSF) level 3 to undertake a vocational training pathway or workplace tasks. This unit is designed for integration and contextualisation with vocational units to support achievement of vocational competency.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - interpret routine standard operating procedures, and; - respond appropriately to routine standard operating procedures. Students will also be expected to demonstrate the following knowledge: - purpose and features of routine standard operating procedures; - some specialised terminology in routine standard operating procedures, and; - reading strategies to interpret routine standard operating procedures.

FSKRDG10 Read and respond to routine workplace information

Locations:Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to interpret and respond to information in routine workplace texts in printed or digital format, such as instruction manuals, reports, emails, brochures, work instructions, spreadsheets. The unit applies to individuals who need reading skills at Australian Core Skills Framework (ACSF) level 3 to undertake a vocational training pathway or workplace tasks. This unit is designed for integration and contextualisation with vocational units to support achievement of vocational competency.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - interpret information in routine workplace texts, and; - respond appropriately to information in routine workplace texts. Students will also be expected to demonstrate the following knowledge: - purpose and features of routine workplace texts; - some specialised terminology in routine workplace texts, and; - reading strategies to interpret information in routine workplace texts.

FSKRDG11 Read and respond to complex workplace information

Locations:Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine, Online.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to analyse, evaluate and respond to a range of complex workplace texts in printed or digital format, such

as work and organisational plans, training needs analyses, reports, manuals, standard operating procedures, product reviews and flow charts. This unit applies to individuals who need reading skills at Australian Core Skills Framework (ACSF) level 4 to undertake a vocational training pathway or workplace tasks. This unit is designed for integration and contextualisation with vocational units to support achievement of vocational competency

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - analyse and evaluate information from complex workplace texts to complete workplace tasks. Students will also be expected to demonstrate the following knowledge: - purpose and features of complex workplace texts; - specialised or technical vocabulary relevant to complex workplace texts, and; - reading strategies to analyse and critically evaluate information from complex workplace texts.

FSKWTG006 Write simple workplace information

Locations:Footscray Nicholson, St Albans, Werribee, City King St, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to write simple workplace information, which may be in printed or digital formats, such as workplace reports, including incident or accident reports, pro-formas or templates, emails, messages, notes, statements or WHS records. An individual performing these tasks may work with an expert or mentor where support is available if requested. This unit applies to individuals who use, or are preparing to use, writing skills to complete workplace activities. This includes existing workers and individuals preparing for employment through vocational education and training. This unit should be integrated and contextualised with vocational training to support achievement of vocational competency. The unit is aligned to, but does not fully address, the Australian Core Skills Framework (ACSF) writing core skill indicators .05 and .06 at level 2 in the workplace and employment domain of communication. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - draft, check and revise two of the following different simple workplace texts such as, workplace report, including incident or accident reports, formatted text, pro-formas or templates, for example, internal job application form, shift handover reports, purchase orders, or invoices, standard workplace forms, including vehicle log or petty cash claim brief shift note, email, message or note, roster or action plan for other members of a work group, list or simple flyer of information for discussion and dot point statement about a process or procedure. Students will also be expected to demonstrate the following knowledge: - different forms, structures, and uses of simple formal and informal

workplace texts; - common features of simple workplace texts and their uses, including formatted and free form texts; - basic differences between informal and formal register of writing; - simple techniques for planning to write workplace texts; - simple grammar and vocabulary relevant to self, workplace and everyday life; - basic punctuation; - simple techniques for organising and sequencing information; - techniques to layout and present informal and formal workplace texts; - relevance and application, with support, of spell checking devices, and; - techniques to review and revise texts.

FSKWTG03 Write basic workplace information

Locations:Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to write basic workplace texts which may be in printed or digital format, such as simple emails, SMSs, personnel forms, time sheets and checklists. The unit applies to individuals who need writing skills at Australian Core Skills Framework (ACSF) level 1 to undertake a vocational training pathway or workplace tasks. This unit is designed for integration and contextualisation with vocational units to support achievement of vocational competency.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - write basic workplace texts appropriate to audience and purpose, and; - check drafts to finalise basic workplace texts. Students will also be expected to demonstrate the following knowledge: - purpose and features of basic workplace texts; - writing strategies for basic workplace texts; - grammar and vocabulary for basic workplace texts, and; - writing conventions for basic workplace texts.

FSKWTG05 Complete simple workplace formatted texts

Locations:Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to complete simple workplace formatted texts which may be in printed or digital format, such as simple incident or accident reports, purchase orders, or brief shift notes. The unit applies to individuals who need writing skills at Australian Core Skills Framework (ACSF) level 2 to undertake vocational training pathway or workplace tasks. This unit is designed for integration and contextualisation with vocational units to support achievement of vocational competency.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - complete simple workplace

formatted texts appropriate to audience and purpose, and; - review drafts to finalise simple workplace formatted texts. Students will also be expected to demonstrate the following knowledge: - features of simple workplace formatted texts; - writing strategies - planning, drafting, reviewing - to complete simple workplace formatted texts; - grammar and vocabulary for simple workplace formatted texts, and; - writing conventions for simple workplace formatted texts.

FSKWTG06 Write simple workplace information

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to write simple workplace texts which may be in printed or digital format, such as incident or accident reports, purchase orders, brief shift notes, emails, messages, or WHS records. The unit applies to individuals who need writing skills at Australian Core Skills Framework (ACSF) level 2 to undertake a vocational training pathway or workplace tasks. This unit is designed for integration and contextualisation with vocational units to support achievement of vocational competency.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - write simple workplace texts appropriate to audience and purpose, and; - review drafts to revise and finalise simple workplace texts. Students will also be expected to demonstrate the following knowledge: - features of simple workplace texts; - writing strategies - planning, drafting, reviewing - for simple workplace texts; - grammar and vocabulary for simple workplace texts, and; - writing conventions for simple workplace texts.

FSKWTG09 Write routine workplace texts

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine.

Prerequisites: Nil.

Description: This unit is broad in focus. It describes the skills and knowledge required to write routine workplace texts and could be used for a variety of writing types and purposes, including letters and emails, instructions, incident or accident reports, online forms, formatted job reports - in printed or digital form. The unit applies to individuals who need writing skills at Australian Core Skills Framework (ACSF) level 3 to undertake a vocational training pathway or workplace tasks. This unit is designed for integration and contextualisation with vocational units to support achievement of vocational competency.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - write routine workplace texts appropriate to audience and purpose, and; - review drafts to revise and finalise

routine workplace texts. Students will also be expected to demonstrate the following knowledge: - features of a range of routine workplace texts; - writing strategies - planning, drafting, proofing, reviewing - to complete routine workplace texts; - grammar and vocabulary for routine workplace texts, and; - writing conventions for routine workplace texts.

FWPCOT2239 Trim and cut felled trees

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes the outcomes required to trim and cut felled trees with a chainsaw and to complete operator maintenance. It applies to situations where the production of timber is not the primary focus of the activity. The unit applies to a forestry worker, chainsaw operator, forest harvester, harvesting technician and arboriculture worker. Licensing, legislative, regulatory, or certification requirements apply to this unit in some states & territories at the time of publication, and may differ according to jurisdiction.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - safely and efficiently use a chainsaw to complete these activities: trim and cut hardwood or softwood trees; delimit trees; trim branches; trim burls and other small growths; - use these cutting techniques: bridging cuts; swinging cuts; side bind cuts; boring; wedge cut; ripping cuts; - trim and cut trees in these environmental conditions: dry weather condition; wet weather condition; low and moderate wind speeds, and; - complete maintenance on a chainsaw. Students will also be expected to demonstrate the following knowledge: - environmental protection measures; - key features of these varying environmental conditions and effects on tree cutting and trimming; - typical tree defects and how they affect tree cutting; - typical tree stresses and how they affect tree cutting; - range of chainsaw cutting techniques; - cutting patterns used to optimise time and recovery of product from trees; - cutting sequences used to maintain control of cut sections and minimise cutting problems; - purpose, features, operation and basic non-specialist repair and maintenance: of chainsaws; - methods for assessing chain condition, and; - organisational procedures specific to tree trimming and cutting activities.

HH033 Health and Human Development 3

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit looks at health, wellbeing and illness as multidimensional, dynamic and subject to different interpretations and contexts. Students begin to explore health and wellbeing as a global concept and to take a broader approach to inquiry. As they consider the benefits of optimal health and wellbeing and its importance as an individual and a collective resource, their thinking extends to health as a universal right. Students look at the fundamental conditions required for health improvement, as stated by the World Health Organization (WHO). They use this knowledge as background to their analysis and evaluation of variations in the health status of Australians. Area of Study 2 focuses on health promotion and improvements in population health over time. Students look at various public health

approaches and the interdependence of different models as they research health improvements and evaluate successful programs. While the emphasis is on the Australian health system, the progression of change in public health approaches should be seen within a global context. This unit is delivered in Year 12.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge in accordance with each unit's learning outcomes, including the setting of practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following knowledge: Outcome 1 On completion of this unit the student should be able to explain the complex, dynamic and global nature of health and wellbeing, interpret and apply Australia's health status data and analyse variations in health status. Outcome 2 On completion of this unit the student should be able to explain changes to public health approaches, analyse improvements in population health over time and evaluate health promotion strategies. Assessment will follow the requirements set out in the VCE Health and Human Development Study Guide: SCHOOL-BASED ASSESSMENT 1. Satisfactory completion The award of satisfactory completion for a unit is based on whether the student has demonstrated the set of outcomes specified for the unit. A variety of assessment tasks will provide a range of opportunities for students to demonstrate the key knowledge and key skills in the outcomes. 2. Assessment of levels of achievement The student's level of achievement in Unit 3 will be determined by School-assessed Coursework (SAC). SAC will be completed mainly in class and within a limited time-frame. SAC for Unit 3 will contribute 25 per cent to the study score. SAC for Unit 4 will contribute 25 per cent to the study score (HH034 Health and Human Development 4). EXTERNAL ASSESSMENT The level of achievement for Units 3 and 4 is also assessed by an end-of-year examination, which will contribute 50 per cent to the study score.

HH034 Health and Human Development 4

Locations:Footscray Nicholson.

Prerequisites:HH033 - Health and Human Development 3

Description:This unit examines health and wellbeing, and human development in a global context. Students use data to investigate health status and burden of disease in different countries, exploring factors that contribute to health inequalities between and within countries, including the physical, social and economic conditions in which people live. Students build their understanding of health in a global context through examining changes in burden of disease over time and studying the key concepts of sustainability and human development. They consider the health implications of increased globalisation and worldwide trends relating to climate change, digital technologies, world trade and the mass movement of people. Area of Study 2 looks at global action to improve health and wellbeing and human development, focusing on the United Nations' (UN's) Sustainable Development Goals (SDGs) and the work of the World Health Organization (WHO). Students also investigate the role of non-government organisations and Australia's overseas aid program. Students evaluate the effectiveness of health initiatives and programs in a global context and reflect on their capacity to take action. This unit is delivered in Year 12.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge in accordance with each unit's learning outcomes, including the setting of practical

application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following knowledge: Outcome 1 On completion of this unit the student should be able to analyse similarities and differences in health status and burden of disease globally and the factors that contribute to differences in health and wellbeing. Outcome 2 On completion of this unit the student should be able to analyse relationships between the SDGs and their role in the promotion of health and human development, and evaluate the effectiveness of global aid programs. Assessment will follow the requirements set out in the VCE Health and Human Development Study Guide: SCHOOL-BASED ASSESSMENT 1. Satisfactory completion The award of satisfactory completion for a unit is based on whether the student has demonstrated the set of outcomes specified for the unit. A variety of assessment tasks will provide a range of opportunities for students to demonstrate the key knowledge and key skills in the outcomes. 2. Assessment of levels of achievement The student's level of achievement in Unit 4 will be determined by School-assessed Coursework (SAC). SAC will be completed mainly in class and within a limited time-frame. SAC for Unit 3 will contribute 25 per cent to the study score (HH033 Health and Human Development 3). SAC for Unit 4 will contribute 25 per cent to the study score. EXTERNAL ASSESSMENT The level of achievement for Units 3 and 4 is also assessed by an end-of-year examination, which will contribute 50 per cent to the study score.

HI083 Australian History 3

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:This unit focuses on the European experience in Australia from the early years of the Port Phillip District (later Victoria) through the nineteenth century and up to the eve of World War I. This unit is offered in Year 12.

Required Reading:The lecturer will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks.

Assessment:Demonstration of 'Satisfactory completion' by a selection of Assessment tasks and Level of Performance by SAC (Tests) and Exams .

HI084 Australian History 4

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:This unit continues the exploration of the ideas and visions underpinning Australian society by offering students the opportunity to examine a time when these visions were under threat. They may choose to focus on World War I, The Depression or World War II. The emphasis is on the ways in which Australians responded to the particular threats and whether this led to a rethinking of old certainties. Students will also examine the impact of these experiences on change and social cohesion. The study concludes with an examination of changing Australian attitudes in relation to a number of issues that have been debated in the latter decades of the twentieth century, among them Indigenous rights, the environment, immigration and involvement in war. This unit is offered in Year 12.

Required Reading:The lecturer will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks.

Assessment:Demonstrated of 'Satisfactory completion' by a selection of Assessment tasks and Level of Performance by SAC (Tests) and Exams.

HLTAPO01 Recognise healthy body systems

Locations:Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine, VU Learning Links at Altona Meadows.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to work with basic

information about the human body and to recognise and promote ways to maintain healthy functioning of the body. This unit applies to any worker who needs to use and interpret information that includes references to client anatomy and physiology. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - worked effectively with information about the human body and its healthy functioning in at least three (3) different situations. Students will also be expected to demonstrate the following knowledge: - basic structure and functions of the body systems and associated components; - processes, conditions and resources required by the body to support healthy functioning, and; - body regulation. .

HLTAAP002 Confirm physical health status

Locations:St Albans, Werribee, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to obtain and interpret information about client health status and to check a client's physical health. It requires a detailed knowledge of anatomy and physiology. This unit applies to individuals working directly with clients and who assist in the provision of health care services. Some disciplines may be subject to state/territory regulatory determination regarding delegation and supervision. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - obtained, correctly interpreted and used anatomical and physiological client information to check the physical health status of at least three (3) different people presenting with different conditions. Students will also be expected to demonstrate the following knowledge: - role responsibilities and limitations for different members of the care team in relation to checking client health status; - concepts underpinning human anatomy and physiology; - structure and function of human body systems and their interactions; - anatomical and medical terminology; - common disorders, problems and complaints and their signs and symptoms, associated with each body system and its components relevant to the area of work; - basic pharmacology in relation to cautions and contraindications for relevant health procedures; - causes of disease - physical, mental and emotional, and key features of each cause; - major types of cellular adaptation; - processes of metabolism, nutrition, body temperature regulation, biological maturation, inheritance and ageing; - Oral health disease of the

mouth and teeth including edentulous (no-natural teeth) and dentate (having natural teeth), and; - variations from normal functioning and appropriate responses.

HLTAAP003 Analyse and respond to client health information

Locations:Footscray Park, St Albans, Werribee, City King St, Whitten Oval.

Prerequisites:Nil.

Description:This unit of competency describes the skills and knowledge required to analyse client health information and then to plan appropriate health services within scope of own role. It requires an in-depth knowledge of anatomy and physiology. This unit applies to individuals who plan and provide services with some level of autonomy. Some disciplines will require a state/territory regulatory determination regarding delegation and supervision. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - analysed the health information and planned services for least 6 different clients presenting with different conditions, and; - assessed client health status based on: observations; physical assessments, and; interpretation of client tests. Students will also be expected to demonstrate the following knowledge: - role responsibilities and limitations for different members of the care team in relation to analysing health information and providing services; - concepts underpinning human anatomy and physiology; - variations and abnormal findings of the structure and function of human body systems and their interactions; - anatomical and medical terminology; - common disorders, problems and complaints associated with each body system and its components relevant to the services being provided; - analysis of abnormal findings from diagnostic procedures and physical assessment; - pathophysiology of diseases associated with each body system and the impact of disease on each body system and their related structures, especially in relation to potential impact of specific health procedures provided; - recognition of the signs and symptoms of common clinical conditions and the (provisional) diagnosis of same; - pharmacological processes and drug actions, indications and contraindications; - effects of biological maturation and ageing processes on body systems and their components and in relation to specific health procedures provided; - basic chemistry (molecules and compounds; chemical reaction, energy; acids and bases) and as related to metabolism, respiration, pH (respiratory and renal acidosis/alkalosis); - structure and function of cells, and; - transport systems.

HLTAHA001 Assist with an allied health program

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

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to provide basic assistance to an allied health professional. This unit applies to allied health assistants working in a health or community context. Depending on the setting, work may include following treatment plans for therapeutic interventions and/or conducting programs under the regular (direct, indirect or remote) supervision of an allied health professional. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards

and industry codes of practice.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - assisted with 3 allied health programs, 1 in a simulated environment and 2 in the workplace, and; - performed the activities outlined in the performance criteria of this unit during a period of at least 80 hours of work. Students will also be expected to demonstrate the following knowledge: - client individualised plans, goals and limitations of therapy; - roles, responsibilities and limitations of self and other allied health team members including nursing, medical and other personnel; - therapy tasks and programs associated with particular client population; - how to assess client readiness for therapy and whether there are changes that might affect the appropriateness of the prescribed therapy; - allied health resources available for client population; - appropriate use of allied health equipment and resources; - organisation policy and procedures; - other specific organisation procedures, including supervisory and reporting protocols; - differences between occupational therapy, physiotherapy and speech pathology and related therapy techniques; - basic human behaviour and social and interpersonal behaviour; - concepts of holistic health as wellbeing, rather than focusing on disease or its absence, and; - determinants of health, including: housing; education; nutrition; communication.

HLTAH004 Support client independence and community participation

Locations:St Albans, Werribee, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to work with clients in their home and community to facilitate rehabilitation goals through supporting independence in daily living and optimising community access and participation in the context of a rehabilitation plan. This unit applies to workers in the community and should be performed under the direction and supervision (direct, indirect or remote) of a health professional. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - facilitated 3 different clients, 1 in a simulated environment and 2 in the workplace, to access and participate in the community within the context of rehabilitation plans; - assisted with facilitation of 3 different clients, 1 in a simulated environment and 2 in the workplace, involvement and participation in daily living activities within the context of rehabilitation plans, and; - performed the activities outlined in the performance criteria of this unit during a period of at least 120 hours of work. Students will also be expected to demonstrate the following knowledge: - cross cultural issues in a

community rehabilitation context; - community care service providers; - work health and safety (WHS) issues and requirements, risk assessment and risk management associated with working in client homes and the community; - philosophy and values of community rehabilitation; - psychological impact of illness and/or injury, especially in relation to client participation in daily living activities and routines; - range of aides, appliances, modifications and services that could promote client participation in daily living activities and facilitate community access; - relevant national and/or state-based community services and programs and local community care service providers; - importance of community access and participation to client well being; - motivational strategies to promote client interest in accessing and participating in the community; - the importance and meaning of home and belongings to clients and the nature and significance of working in the client's home and community settings, and; - principles and practices of self management.

HLTAH024 Work within a community rehabilitation environment

Locations:St Albans, Werribee, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to work with clients to support rehabilitation within the community according to a rehabilitation plan. This unit applies to workers in the community and should be performed under the direction and supervision (direct, indirect or remote) of a health professional. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - facilitated involvement and participation of 3 clients, 1 in a simulated environment and 2 in the workplace, in the rehabilitation process within the context of rehabilitation plans, and; - performed the activities outlined in the performance criteria of this unit during a period of at least 120 hours of work. Students will also be expected to demonstrate the following knowledge: - the importance and meaning of home and belongings to clients and the nature and significance of working in the client's home and community settings; - the importance and practice of participation, social justice and equity; - values and philosophies of community rehabilitation in practice; - different frameworks, approaches and models of community rehabilitation; - cross cultural issues in a community rehabilitation context; - community advocacy groups; - importance of principles and practices to enhance sustainability in the workplace, including environmental, economic, workforce and social sustainability; - international classification of functioning, disability and health; - organisation policy and procedures; - legal and ethical considerations relevant to allied health; - relevant national and/or state-based community services and programs and local community care services, and; - medico-legal and legal implications of working outside the plans, specifically treatment style plan.

HLTAID001 Provide cardiopulmonary resuscitation

Locations:Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine, Other Industry locations..

Prerequisites:Nil.

Description: This unit describes the skills and knowledge required to perform cardiopulmonary resuscitation (CPR) in line with the Australian Resuscitation Council (ARC) Guidelines. This unit applies to all workers who may be required to provide CPR, in a range of situations, including community and workplace settings. Specific licensing/regulatory requirements relating to this competency, including requirements for refresher training should be obtained from the relevant national/state/territory Work Health and Safety Regulatory Authorities.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - followed DRSABCD in line with ARC guidelines, and; - responded to at least one simulated first aid scenario contextualised to the candidate's workplace/community setting. Students will also be expected to demonstrate the following knowledge: - State/Territory regulations, first aid codes of practice and workplace procedures; - legal, workplace and community considerations; - considerations when providing CPR, and; - basic anatomy and physiology.

HLTAID002 Provide basic emergency life support

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to recognise and respond to life-threatening emergencies in line with the Australian Resuscitation Council (ARC) Guidelines. This unit applies to all workers who may be required to provide an emergency response in a range of situations, including community and workplace settings.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - followed DRSABCD in line with ARC guidelines; - responded to at least one simulated first aid scenario contextualised to the candidate's workplace/community setting, and; - applied first aid procedures. Students will also be expected to demonstrate the following knowledge: - State/Territory regulations, first aid codes of practice and workplace procedures; - legal, workplace and community considerations; - considerations when providing basic emergency life support; - principles and procedures for first aid management, and; - basic anatomy and physiology.

HLTAID003 Provide first aid

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine, Whitten Oval.

Prerequisites: Nil.

Description: This unit of competency describes the skills and knowledge required to provide a first aid response to a casualty. The unit applies to all workers who may be required to provide a first aid response in a range of situations, include community

and workplace settings.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - followed DRSABCD in line with ARC guidelines; - responded to at least two simulated first aid scenarios contextualised to the candidate's workplace/community setting, and; - applied first aid procedures. Students will also be expected to demonstrate the following knowledge: - State/Territory regulations, first aid codes of practice & workplace procedures; - legal, workplace & community considerations; - considerations when providing first aid; - principles & procedures for first aid management of the following scenarios, and; - basic anatomy & physiology.

HLTAID004 Provide an emergency first aid response in an education and care setting

Locations: Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine, Hume Global Learning Centre, Broadmeadows, Altona Meadows and Sunbury..

Prerequisites: Nil.

Description: This unit of competency describes the skills and knowledge required to provide a first aid response to infants, children and adults.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - followed DRSABCD in line with ARC guidelines; - responded to at least three simulated first aid scenarios contextualised to the candidate's workplace/community setting, and involving infants and children of varying ages; - applied first aid procedures, and; - located and interpreted workplace policies and procedures. Students will also be expected to demonstrate the following knowledge: - State/Territory regulations, first aid codes of practice and workplace procedures; - legal, workplace and community considerations; - considerations when providing first aid, and; - principles and procedures for application of first aid management.

HLTAID006 Provide advanced first aid

Locations: Industry, St Albans, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit deals with the skills and knowledge required to provide an advanced first aid response, including management of the incident and other first aiders, until the arrival of medical or other assistance. The unit applies to workers who may be required to provide, coordinate and manage a first aid response across a range of complex situations, include community and workplace settings. Specific licensing requirements relating to this competency, including requirements for refresher training, should be obtained from the relevant state/territory Work Health and Safety Regulatory Authority.

Required Reading: The qualified trainer and assessor will provide teaching and

learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - followed DRSABCD in line with ARC guidelines; - responded to at least three simulated first aid scenarios contextualised to the candidate's workplace/community setting; - applied first aid procedures, and; - located and interpreted workplace policies and procedures. Students will also be expected to demonstrate the following knowledge: - State/Territory regulations, first aid codes of practice and workplace procedures; - legal, workplace and community considerations; - considerations when providing first aid; - principles and procedures for first aid management of the following scenarios, and; - basic anatomy and physiology.

HLTAID007 Provide advanced resuscitation

Locations: Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to use specialised equipment in the provision of resuscitation in line with the Australian Resuscitation Council (ARC) guidelines. This unit applies to workers who may be required to use specialised equipment to provide resuscitation in a range of complex situations, include community and workplace settings.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - followed DRSABCD in line with ARC guidelines; - conducted a visual and verbal secondary survey assessment of the casualty; - assessed vital signs (respirations, pulse and temperature); - responded to at least three simulated first aid scenarios contextualised to the candidate's workplace/community setting; - selected and inserted an oropharyngeal airway adjunct; - administered oxygen to an unconscious/conscious casualty; - monitored and coordinated maintenance of resuscitation equipment, and; - located and interpreted workplace policies and procedures. Students will also be expected to demonstrate the following knowledge: - State/Territory regulations, first aid codes of practice and workplace procedures; - legal, workplace or community considerations; - considerations when performing resuscitation; - considerations when providing supplementary oxygen; - basic anatomy, physiology and toxicology as it relates to the provision of advanced resuscitation, and; - methods for cleaning, replenishing, recharging and maintaining resuscitation and oxygen equipment.

HLTAMBO01 Follow procedures for routine safe removal of patient

Locations: St Albans, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit of competency describes the skills and knowledge required to effectively communicate with patients, colleagues and health providers in complex situations using verbal and non-verbal interactions. It requires workers to address these significant challenges in the context of providing a health care service. This

unit applies to pre-hospital/out-of-hospital health care workers in a range of settings where direct patient contact is involved. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand Standards and industry codes of practice.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - performed 2 routine extrications of a patient, and; - used interpersonal skills while working with other workers and patient during safe egress. Students will also be expected to demonstrate the following knowledge: - workplace health and safety (WHS) policies and procedures relevant to the movement of patients; - patient care requirements under a range of circumstances involving movement of patient; - correct use of relevant equipment; - potential for adaptation of available resources; - factors that may affect safety and welfare of patient and crew.

HLTAMBO02 Implement safe access and egress in an emergency

Locations: St Albans, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes the knowledge and skills required to implement specialised procedures necessary to overcome major obstacles and to provide safe access and egress at the scene of an incident. The unit requires an individual to respond to situations that stretch resources and ingenuity beyond the requirements of routine procedures and may require use of specialised equipment. This unit applies to pre-hospital/out-of-hospital health care workers. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand Standards and industry codes of practice.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - implemented 4 non-routine extrications including: - analysing the scene and developing access and egress plans, recognising that the welfare of the patient, workers and bystanders is paramount; - communicating the plan to patient, colleagues and/or other emergency workers at the scene; - amending original plan as situation dictates, and; - achieving access and egress in difficult environments when given limited equipment, and using equipment as the situation dictates. Students will also be expected to demonstrate the following knowledge: - policies and procedures relating to access and egress; - dangers associated with various hazardous situations, and the response agency for hazard control; - patient care under circumstances requiring complex access and egress procedures; - relevant equipment and its uses, including specialist equipment for hazardous versus a routine situation, and; - factors which may affect safe access and egress and patient welfare such as decision making guidelines for extrication versus delivery of immediate patient care.

HLTAMBO03 Transport emergency patients

Locations: St Albans, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to transport patients and other appropriate workers to and from a health care facility or service under emergency circumstances. The unit includes skills for loading, driving and unloading a vehicle safely, and for checking vehicles and equipment in order to restock and remedy faults. This unit applies to pre-hospital/out-of-hospital health care workers. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand Standards and industry codes of practice.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - checked the safety of transport vehicle and safely transported 3 emergency patients under operational conditions including: - loading and unloading; - performing driving skills suited to specific situations and the case being attended; - assessing and analysing available driving routes and available resources, and; - making decisions that ensure the efficient and safe driving of vehicles under different operational conditions for safe transport of emergency patients. Students will also be expected to demonstrate the following knowledge: - methods of loading and unloading patients under life-threatening conditions; - organisation policy and procedures related to vehicle being used for transportation, equipment in vehicle and vehicle checks; - relevant Acts, regulations and organisation policies and procedures related to transport of patients, and; - use of communications equipment and systems for transporting emergency patients.

HLTAMBO07 Assess and deliver basic clinical care

Locations: Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit of competency describes the knowledge and skills required to conduct clinical assessment and deliver basic clinical care in a pre-hospital/out-of-hospital environment. This unit applies to pre-hospital/out-of-hospital health care workers. The worker provides basic life support and prioritises clinical care of a patient in accordance with established clinical practice guidelines. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand Standards and industry codes of practice.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - performed the activities outlined in the performance criteria of this unit during a period of at least eighty (80) hours under clinical supervision in the workplace; - performed a clinical

assessment and implemented basic care in an pre-hospital/out-of-hospital context on three (3) different patients for an illness or trauma impacting health status including: - performing primary survey; - performing secondary survey - systematic head to toe physical body examination including vital signs and level of consciousness; - planning and implementing basic clinical care based on assessment and time-criticality; - monitoring patient; - safely delivering patient to receiving facility or service, and; - performed basic life support on an adult, child and infant simulation manikin according to established clinical guidelines and protocols. Students will also be expected to demonstrate the following knowledge: Assessment and interpretation of vital signs including: - level of consciousness, covering for example, Glasgow Coma Score (GCS), alert, voice, pain, unconscious (AVPU); - respiratory status assessment - for example, rate, rhythm, effort and breath sounds; - temperature status - for example, febrile or afebrile or hypothermic; - blood volume and perfusion status assessment - for example pulse, blood pressure, capillary refill and skin; - basic anatomy and physiology in recognising body systems; - basic life support, including procedures and equipment used as specified within established clinical guidelines and protocols; - chief complaints when attending pre-hospital/out-of-hospital situations including trauma and medical disorders and possible actions to alleviate complaints; - clinical practice guidelines and protocols; - how to accurately obtain and document patient medical history including pre-existing conditions, allergies, social and emotional wellbeing, and current medication or treatment plans to provide to receiving health facility workers; - national and State/Territory legal and ethical considerations for emergency health care workers relevant to pre-hospital/out-of-hospital care, and how these are applied in organisations including: - children in the workplace; - continuing professional education; - discrimination; - duty of care; - human rights; - informed consent; - mandatory reporting; - practitioner/client boundaries; - privacy, confidentiality and disclosure; - specific Commonwealth legislation and State/Territory legislation or regulation for health care workers; - organisational administrative and patient care policies and procedures; - primary survey and secondary survey; - receiving facility requirements or how to access these requirements, and; - recognise the patterns of illness and injury relevant to the delivery of basic clinical patient care;.

HLTAMBO08 Assess and deliver standard clinical care

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit of competency describes the skills and knowledge required to conduct clinical assessments and deliver standard patient care in the pre-hospital/out-of-hospital environment. This unit applies to pre-hospital/out-of-hospital health care workers. The worker provides advanced life support, prioritises clinical care, implements time-critical health care procedures and therapies, and monitors patients based on patient needs and in accordance with established clinical practice guidelines. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand Standards and industry codes of practice.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

outlined in the performance criteria of this unit during a period of at least 160 hours under clinical supervision in the workplace; - performed a clinical assessment and implemented standard care in a pre-hospital/out-of-hospital context on 5 different patients for an illness or trauma impacting health status; - implemented the following standard clinical care interventions under a variety of conditions and circumstances within the established clinical guidelines and protocols: providing airway management for a patient; attaching leads, recording and interpreting an electrocardiograph (ECG) to analyse cardiac dysrhythmia; performing manual direct current counter shock on an adult simulation manikin according to established clinical guidelines and protocols; administering and responding to the effects of pharmacological therapy to treat and manage patient's illness or condition, and; - performed advanced life support on an adult, child and infant simulation manikin according to established clinical guidelines and protocols. Students will also be expected to demonstrate the following knowledge: - assessment and interpretation of vital signs; - advanced life support and advanced resuscitation, including procedures and equipment used as specified within established clinical guidelines and protocols; - critical thinking and diagnostic reasoning techniques and processes; - causes and effects of trauma; - common environmental emergencies; - how to accurately obtain and document patient medical history including, pre-existing conditions, allergies, social and emotional well-being and current medication or treatment plans to provide to receiving health facility workers; - national and State/Territory legal and ethical considerations for emergency health care workers relevant to pre-hospital/out-of-hospital care, and how these are applied in organisations; - organisation policies, procedures and established clinical guidelines and protocols for patient care and emergency equipment; - pharmacology therapy and concepts underpinning pharmacology, and; - situations where the patient requires treatment that is outside the scope or authority to practice of the attending worker.

HLTAMBO11 Manage a routine non-emergency scene

Locations:St Abans, Werribee, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to manage routine non-emergency situations that are not anticipated to be life-threatening to ensure safety at the scene. This unit applies to pre-hospital/out-of-hospital health care workers. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand Standards and industry codes of practice.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - managed 1 routine non-emergency scene including: - taken appropriate measures to ensure safety; - identified hazards, real or potential, where there are risks to participants or bystanders; - minimised risk by enlisting hazard reduction agents; - made decisions to ensure rapid and safe access and egress, and; - used available resources. Students will also be expected to demonstrate the following knowledge: - command, control and coordination responsibilities - working knowledge; - how to evaluate management strategies used in routine non-emergency activities; - hazards and

potential hazards at a scene and their effect on safe access and egress; - relevant policies and procedures relating to non-emergency management, and; - relevant current national standards.

HLTAMBO12 Communicate in complex situations to support health care

Locations:St Abans, Werribee, Sunshine.

Prerequisites:Nil.

Description:This unit of competency describes the skills and knowledge required to effectively communicate with patients, colleagues and health providers in complex situations using verbal and non-verbal interactions. It requires workers to address these significant challenges in the context of providing a health care service. This unit applies to pre-hospital/out-of-hospital health care workers in a range of settings where direct patient contact is involved. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand Standards and industry codes of practice.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - verbally communicated to patients and developed responses to meet the differing needs for each of the following 5 complex situations: - extrication from a motor vehicle accident; - providing emergency care to a person under the influence of substance misuse; - providing emergency care to a person who has a mental health condition; - providing emergency care to a person who has been assaulted; - providing emergency care to a person under stress due to a life-threatening situation, and; - provided complex information clearly and accurately using a written response on at least 1 occasion. Students will also be expected to demonstrate the following knowledge: - effective communication techniques appropriate to communication requirements of specific job role; - communication and interpersonal skills; - complex communication needs of a person under stress due to situations to themselves or others such as trauma, death and life threatening situations; - organisation operating procedures applying to identified situations where complex communication needs may be present; - relevant communication codes and systems; - referral processes of organisation and counselling services; - roles of relevant allied health personnel, and; - relevant guidelines and organisation procedures relevant to the job role.

HLTAMBO13 Contribute to managing the scene of an emergency

Locations:St Abans, Werribee, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to manage procedures, provide security and communicate with other services involved with patient care at the scene of an emergency. It describes skills required in emergency situations, which may involve coordination with and by other emergency services personnel. This unit applies to pre-hospital/out-of-hospital health care workers. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand Standards and industry codes of practice.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - contributed to managing 1 emergency scene including: - acknowledging and responding to a range of views and clarifying information from persons at the scene; - establishing and maintaining inter-service communication and liaising and networking with personnel from other services to negotiate solutions of required tasks; - identifying and managing any hazards at the scene and facilitating information to the public concerning safety; - managing multiple competing priorities, and; - identifying and implementing available resources in accordance with established clinical guidelines and protocols. Students will also be expected to demonstrate the following knowledge: - relevant policies and procedures relating to emergency management; - working knowledge of command, control and coordination responsibilities; - relevant current national standards such as; - real and potential hazards and their effects; - roles and responsibilities of other organisations including services provided by medical and other emergency and allied agencies, and their limitations, and; - current practices, procedures and equipment used in communicating in the workplace.

HLTAMBO14 Transport non-emergency patients under operational conditions

Locations: St Abans, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to load, unload and drive vehicles safely to transport non-emergency patients to and from a facility or service. It includes using communication equipment and checking vehicles and equipment in order to restock and remedy faults. This unit applies to pre-hospital/out-of-hospital health care workers.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - checked the safety of transport vehicle and safely transported 3 different non-emergency patients under operational conditions including loading and unloading. Students will also be expected to demonstrate the following knowledge: - methods of loading and unloading non-emergency patients; - organisation policy and procedures for vehicles used for transportation of non-emergency patients, equipment in vehicles and vehicle checks; - relevant acts, regulations and organisation policies/procedures related to transport of non-emergency patients; - manual handling and lifting; - care and/or restraint of patient during transportation - for example a patient with a mental health condition or a child; - non-emergency patient care procedures during transportation; - State/Territory road rules and regulations when driving emergency vehicles; - stock inventory and the safe storage and disposal of pharmacological products; - use of communications equipment and systems, and knowledge of relevant procedures, and; - vehicle and non-emergency resources organisation operating procedures.

HLTEN001 Practise nursing within the Australian health care system

Locations: St Abans, Werribee.

Prerequisites: Nil.

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Description: This unit describes the skills and knowledge required to practise as a nursing professional within the Australian health care system, providing health care across the lifespan of people in a range of health and community care services or environments. This unit applies to enrolled nursing work carried out in consultation and collaboration with registered nurses, and under supervisory arrangements aligned to the Nursing and Midwifery Board of Australia regulatory authority legislative requirements. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand Standards and industry codes of practice.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - undertaken nursing work in accordance with Nursing and Midwifery Board of Australia professional practice standards, codes and guidelines, and; - during at least 1 clinical work placement, worked effectively in the context of professional nursing practice including: performing 5 different professional interactions to demonstrate adaptation to nursing role and application of knowledge of nursing practice, and reflecting on the 5 professional interactions and identifying how nursing practice contributed to the person's health outcome. Students will also be expected to demonstrate the following knowledge: - health and illness issues facing people who have come from countries other than Australia; - health insurance-related organisations and their roles in the Australian health care system; - health issues and impacts for health care delivery for Aboriginal and Torres Strait Islander people; - historical and current perspectives of the nursing profession; - development and historical context of the Australian health care system, current health service models and State/Territory standards of care; - range of health care environments and the roles of the interdisciplinary health care team and personnel associated with health service delivery; - themes that impact health and illness for people from Australia and other countries, including environment, cultural barriers and community acceptance; - social, political and economic impacts on health care delivery including funding sources and constraints on services and resource allocation; - overall structure, strengths and weakness of the Australian health care system, with emphasis on the local area; - current issues which impact health policy development; - how health and illness factors impact a person; - principles and philosophical framework of primary health care; - principles of wellness and illness, and models of care and non-western approaches to health care; - roles of regulatory authorities, industrial and professional bodies: - Nursing and Midwifery Board of Australia, including knowledge of the enrolled nurse competency standards for practice, and professional practice standards, codes and guidelines, and; - Australian Nursing and Midwifery Federation.

HLTEN002 Apply communication skills in nursing practice

Locations: St Abans, Werribee.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to apply effective communication skills with a person, family or carer and with other healthcare professionals in a variety of health care settings. Communication skills in nursing practice require using information technology as well as interpersonal skills applied therapeutically in nursing care and small group discussions. This unit applies to

enrolled nursing work carried out in consultation and collaboration with registered nurses, and under supervisory arrangements aligned to the Nursing and Midwifery Board of Australia regulatory authority legislative requirements. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand Standards and industry codes of practice.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - undertaken nursing work in accordance with Nursing and Midwifery Board of Australia professional practice standards, codes and guidelines, and; - communicated effectively within the context of the enrolled nurse role in 4 different complex communication situations, with at least 1 of the situations involving a person, family or carer, and at least 1 of the situations involving work colleagues. Students will also be expected to demonstrate the following knowledge: - characteristics of effective partnerships in nursing; - documentation related to clinical handover; - elements and skills of communication processes; - factors that may facilitate and inhibit communication; - information technology used in communication, and email etiquette and policies for use; - principles underpinning nursing documentation including legal obligations; - principles, processes and practices of open disclosure in line with Australian Open Disclosure Framework; - medical terminology used in clinical situations and enrolled nurse practice; - sensory losses and appropriate nursing responses, and; - social media policies for nurses.

HLTEN003 Perform clinical assessment and contribute to planning nursing care

Locations:St Albans, Werribee.

Prerequisites:Nil.

Description:This unit of competency describes the skills and knowledge required, within the scope of practice, to perform preliminary and ongoing physical health assessments of all body systems, gathering data that contributes to a person's individualised health care plan. This unit applies to enrolled nursing work carried out in consultation and collaboration with registered nurses, and under supervisory arrangements aligned to the Nursing and Midwifery Board of Australia regulatory authority legislative requirements. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - undertaken nursing work in accordance with Nursing and Midwifery Board of Australia professional practice standards, codes and guidelines; - performed nursing admission and discharge procedures for 2 different people in the workplace as per organisation policy and

procedures; - conducted holistic clinical health assessment on 2 different people in the workplace or in a simulated environment, and; - developed at least 1 nursing care plan in the workplace or in a simulated environment based on holistic health assessment undertaken with a real person. Students will also be expected to demonstrate the following knowledge: - admission and discharge planning processes and documentation required; - developmental stages of childhood; - developmental stages of adolescence and common health issues for adolescents; - developmental stages of adulthood and major activities related to each stage; - impact of infertility on people; - approaches to understanding human growth and development; - influences of genetics and environment on development; - family health care needs; - gender-specific health care needs; - how to use equipment for health assessment and data collection; - how to assist a person in activities of daily living including identified aids to assist these activities; - how to perform clinical measurements and/or assessments; - human growth and development; - interpretation and analysis of a person's health-related information; - principles of health assessment; - problem solving strategies and techniques for conducting health assessment; - how to recognise a deteriorating patient and determine levels of consciousness; - how and when to raise issues of concern about a person's deterioration; - wellness approach to health, including physiology and psychosocial aspects, and; - variations in health needs and activities of daily living across the person's lifespan.

HLTEN004 Implement, monitor and evaluate nursing care plans

Locations:St Albans, Werribee.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to implement nursing care as outlined in a person's plan of care, evaluate outcomes of care provided, record and report progress, and respond to an emergency situation. This unit applies to enrolled nursing work carried out in consultation and collaboration with registered nurses, and under supervisory arrangements aligned to the Nursing and Midwifery Board of Australia regulatory authority legislative requirements. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - undertaken work in in accordance with Nursing and Midwifery Board of Australia professional standards of practice, codes and guidelines; - implemented and monitored at least 2 different nursing care plans in the workplace; - evaluated at least 1 nursing care plan in the workplace or in a simulated environment, and; - used emergency codes and performed basic life support in a simulated environment on an adult, child and infant manikin according to organisation policy and procedures. Students will also be expected to demonstrate the following knowledge: - activities of daily living; - factors that promote and impede comfort, sleep and rest; - purpose of hygiene and grooming; - actual and potential nursing care; - basic life support; - risk identification related to episodic care; - risk prevention strategies, and; - recording and reporting requirements for comprehensive clinical handovers and case meetings.

HLTENN005 Contribute to nursing care of a person with complex needs

Locations:St Abans, Werribee.

Prerequisites:Nil.

Description:This unit of competency describes the skills and knowledge required to provide clinical nursing skills for a person with complex needs and to contribute to complex nursing interventions using critical thinking and problem-solving. This unit applies to enrolled nursing work carried out in consultation and collaboration with registered nurses, and under supervisory arrangements aligned to the Nursing and Midwifery Board of Australia regulatory authority legislative requirements. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - undertaken nursing work in accordance with Nursing and Midwifery Board of Australia professional standards of practice, codes and guidelines; - analysed, planned and evaluated the health care of 3 people using health information and clinical presentation to determine possible nursing interventions, in consultation with a registered nurse in the workplace; - performed interventions in the workplace or in a simulated environment, specific to care of a person with complex needs, and; - emptied and changed 1 urinary drainage bag in the workplace. Students will also be expected to demonstrate the following knowledge: - common disorders and conditions, and the correct terminology; - diagnostic tests for diagnosis of common conditions and disorders of body systems; - collecting specimens, including blood; - how to perform nursing interventions; - mediation, negotiation and conflict resolution as associated with nursing intervention principles for recognising a deteriorating person; - referral options and resources available in community and health care settings; - critical thinking, including its characteristics and the differences between critical thinking, creative thinking and problem-solving, and; - nursing interventions associated with reproductive and urinary system disorders and conditions including conditions which require a bladder washout.

HLTENN006 Apply principles of wound management in the clinical environment

Locations:St Abans, Werribee.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to apply contemporary wound management principles to the care of various types of wounds. It involves working with the interdisciplinary health care team to contribute to assessment, treatment and ongoing management of a person's wounds. This unit applies to enrolled nursing work carried out in consultation and collaboration with registered nurses, and under supervisory arrangements aligned to the Nursing and Midwifery Board of Australia regulatory authority legislative requirements. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - undertaken nursing work in accordance with Nursing and Midwifery Board of Australia professional practice standards, codes and guidelines, and; - performed wound care management, including wound assessment, health education and evaluation of the person's wound care in the workplace on 3 wounds, of which at least 1 must involve a simple wound dressing and at least 1 must involve a complex wound dressing. Students will also be expected to demonstrate the following knowledge: - National Safety and Quality Health Service (NSQHS) Standards; - chain of infection; - community and educational resources and professional organisations associated with wound management; - historical development of contemporary wound management strategies; - pain management and medication administration timeframes appropriate to wound care; - causes of wounds; - organisation policy and procedures for wound care; - wound management terminology; - wound management techniques; - acute and chronic wounds; - wound management strategies; - selection of wound products, and; - comfort needs of people with wounds such as the need for pain management and relief.

HLTENN007 Administer and monitor medicines and intravenous therapy

Locations:St Abans, Werribee.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to administer and monitor medications and intravenous (IV) therapy including calculating dosage requirements, interpreting written instructions from an authorised prescriber, assessing the person for medication effectiveness and side effects, and responding to an allergic pharmacological reaction. This unit applies to enrolled nursing work carried out in consultation and collaboration with registered nurses and under supervisory arrangements aligned to the Nursing and Midwifery Board of Australia regulatory authority legislative requirements. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - undertaken nursing work in accordance with Nursing and Midwifery Board of Australia professional practice standards, codes and guidelines; - calculated medications with 100% accuracy and used the 'Rights of Medication' to administer medication to at least 2 people in simulation and at least 3 people in the workplace, and which must include the following routes: oral and sub-cutaneous injection; - calculated medications with 100% accuracy and used the 'Rights of Medication' to administer medication in the workplace or in a simulation environment to at least 2 people, and which must include the following routes: intramuscular injections and peripheral IV injection, and; - safely prepared equipment for IV therapy and blood and blood products administration, and monitored IV therapy and blood and blood products

administration in the workplace or in simulated environment to at least 2 people including assessing cannula site. Students will also be expected to demonstrate the following knowledge: - legal requirements for practice parameters of enrolled nurse in relation to the administration and documentation of medications, including legal requirements for each route of administration; - forms of medication and how they are handled, calculated, administered and stored; - pharmacology of medications; - potential complications of blood transfusion; - how to transport, store, handle, check and dispose blood and blood products safely; - 'Rights of medication' - the right medication (drug, medication, medicines), right dose, right prescription (documentation), right route, right time, right person, right expiration date, right to refuse; - how medication is administered via the following routes or methods; - IV medication administration methods; - pathophysiology related to medicine groups; - factors to consider when calculating medication dosages; - organisation policy and procedure for addressing medication errors, and; - drugs commonly used for fluid and electrolyte imbalance.

HLTEN008 Apply legal and ethical parameters to nursing practice

Locations:St Albans, Werribee.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to within work legal and ethical parameters in professional nursing practice, including supporting rights and meeting duty of care requirements. This unit applies to enrolled nursing work carried out in consultation and collaboration with registered nurses, and under supervisory arrangements aligned to the Nursing and Midwifery Board of Australia regulatory authority legislative requirements. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian New Zealand standards and industry codes of practice.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - undertaken nursing work in accordance with Nursing and Midwifery Board of Australia professional practice standards, codes and guidelines, and; - demonstrated, through involvement in 2 specific documented situations in the workplace, the ability to work within the legal and ethical parameters that apply to professional nursing practice. Students will also be expected to demonstrate the following knowledge: - legal and ethical considerations (national, State/Territory, local) relevant to the nursing profession, and how these are applied in nursing practice; - application of ethical principles to enrolled nurse practice, and; - application of the law to enrolled nurse practice.

HLTEN009 Implement and monitor care for a person with mental health conditions

Locations:St Albans, Werribee.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to contribute to the nursing care and management of a person with a mental health condition. This unit applies to enrolled nursing work carried out in consultation and collaboration with registered nurses, and under supervisory arrangements aligned to the Nursing and Midwifery Board of Australia regulatory authority legislative requirements. The skills in this unit must be applied in accordance with Commonwealth and State/Territory

legislation, Australian/New Zealand standards and industry codes of practice.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - undertaken nursing work in accordance with Nursing and Midwifery Board of Australia professional practice standards, codes and guidelines, and; - analysed, planned and evaluated the health care of 2 people with a mental health condition, using health information and clinical presentation to reach a conclusion of possible nursing interventions appropriate to their mental health condition, and in consultation with a registered nurse in the workplace. Students will also be expected to demonstrate the following knowledge: - application of nursing theory to a mental health context; - social, psychological, cognitive and physical factors associated with mental health conditions; - consumer and carer perspectives on mental health care; - impact of stigma, discrimination, culture and belief systems on a person with a mental health condition; - common mental health conditions by classification or disorder, and their treatment and management; - appropriate response to a person in distress or crisis; - common behaviours associated with a range of mental health conditions, and the effect of behaviours on the person and others; - how to manage challenging behaviours including recognising triggers and deflecting them, using active listening and observation skills; - the principles of recovery in the mental health context; - national framework for recovery-orientated mental health services (Australian Government); - key features of the mental health legislation; - definition of key terms associated with mental illness, and; - strategies for managing oral health issues and possible causes such as the side effects of medication, poor nutrition and reduced motivation for self-care.

HLTEN010 Apply a palliative approach in nursing practice

Locations:St Albans, Werribee.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to provide nursing care using a palliative approach in care environments such as hospitals, home and community care, hospices and long-term care facilities. This unit applies to enrolled nursing work carried out in consultation and collaboration with registered nurses, and under supervisory arrangements aligned to the Nursing and Midwifery Board of Australia regulatory authority legislative requirements. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - undertaken nursing work in accordance with Nursing and Midwifery Board of Australia professional practice standards, codes and guidelines; - analysed health information and clinical presentation of 1 person to reach an accurate conclusion of possible palliative care

planning and nursing interventions in consultation with a registered nurse; - provided nursing care using a palliative approach to 1 person in the workplace; - performed nursing interventions through the end-of-life stages to 1 person in the workplace, and; - in both of these cases, performed professional interactions with the family or carer. Students will also be expected to demonstrate the following knowledge: - how to identify needs of the person, family or carers during the palliative approach to health care; - State/Territory legislation on advance care planning, advance care directives and notification of a death; - diverse cultural, religious and spiritual factors underpinning the persons choices at end-of-life; - ethical and legal issues related to a palliative care approach; - hydration and nutrition requirements during palliative care and at end-of-life; - pain management; - indications and contraindications for use of syringe drivers in administration of pain medication; - indications for intima sub cut lines for pain relief, anti-nausea and steroid injections; - impact of loss and grief on person, family or carers and staff members; - own role and responsibilities, and those of other team members involved in palliative care; - relevant organisation policies, procedures, protocols and practices in relation to palliative care, and; - relevant resources available to those requiring grief and bereavement support.

HLTENN011 Implement and monitor care for a person with acute health problems

Locations:St Abans, Werribee.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to contribute to the care of the person with an acute health problem by performing clinical nursing skills and interventions that support the person's health care needs and assist them to regain optimal function and lifestyle. This unit applies to enrolled nursing work carried out in consultation and collaboration with registered nurses, and under supervisory arrangements aligned to the Nursing and Midwifery Board of Australia regulatory authority legislative requirements. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - undertaken nursing work in accordance with Nursing and Midwifery Board of Australia professional practice standards, codes and guidelines; - analysed health information and the clinical presentation of 1 person in the workplace or simulated environment to reach an accurate conclusion on possible health care planning and nursing interventions related to their acute health condition, in consultation with a registered nurse; - performed nursing interventions for 1 person undergoing a surgical procedure in the workplace, including pre-operative preparation and post-operative care, and; - implemented nursing interventions in the workplace or in a simulated environment specific to care of 1 person with acute health problems. Students will also be expected to demonstrate the following knowledge: - acute health problems; - holistic approach to care in the acute care environment including nursing interventions and outcomes; - clinical manifestations of acute disease states and illnesses requiring complex nursing interventions; - emergency management protocols for first aid procedures and cardiac and respiratory arrest; - pre- and postoperative nursing management; - equipment

used in acute care environments; - post-operative pain management strategies; - post-anaesthetic and post-operative observations; - how to perform complex interventions; - how to monitor a person with medical devices, and; - principles of surgical nursing and associated surgical procedures and related terminology.

HLTENN012 Implement and monitor care for a person with chronic health problems

Locations:St Abans, Werribee.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to contribute to the care of a person with chronic health problems by performing nursing interventions that support the person's needs and assist them in maintaining an optimal lifestyle. This unit applies to enrolled nursing work carried out in consultation and collaboration with registered nurses, and under supervisory arrangements aligned to the Nursing and Midwifery Board of Australia regulatory authority legislative requirements. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - undertaken nursing work in accordance with Nursing and Midwifery Board of Australia professional practice standards, codes and guidelines; - analysed health information and the clinical presentation of 1 person in the workplace or simulated environment to reach an accurate conclusion on possible nursing interventions related to their chronic health problems, in consultation with a registered nurse, and; - performed nursing interventions in the workplace to contribute to the support of 2 people who have chronic health problems. Students will also be expected to demonstrate the following knowledge: - broad context for chronic disease; - rehabilitation strategies, techniques and equipment used for chronic health conditions; - clinical manifestations of chronic disease or chronic health conditions, and; - strategies to address and manage chronic disease in the relevant work context.

HLTENN013 Implement and monitor care of the older person

Locations:St Abans, Werribee.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to perform nursing interventions to support the social and emotional wellbeing and nursing care needs of the older person in both acute care settings and residential care environments. This unit applies to enrolled nursing work carried out in consultation and collaboration with registered nurses, and under supervisory arrangements aligned to the Nursing and Midwifery Board of Australia regulatory authority legislative requirements. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge

and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - undertaken nursing work in accordance with Nursing and Midwifery Board of Australia professional practice standards, codes and guidelines; - analysed health information and the clinical presentation of 2 older people to reach an accurate conclusion on possible nursing interventions related to their care, in consultation with a registered nurse, and; - performed nursing interventions and monitored nursing care for 1 older person with dementia and 1 older person with a physical disability. Students will also be expected to demonstrate the following knowledge: - the potential impacts of dual or multiple diagnoses on identification and prioritisation of the older person's needs; - chronic age-related health problems; - continence care; - how to care for a deceased person; - oral hygiene for a partial or fully edentulous person; - counselling and support services and resources in the aged care environment and wider community; - difference between end-of-life care and palliative care; - functional assessment tools for assessing older people; - limitations and legal ramifications of physical, chemical and psychological restraint; - legal and ethical issues and considerations, and assessment tools relevant to the older person; - nature of dementia as a progressive neurological condition, and strategies and nursing interventions that can be used with people with dementia; - primary health care and services for the older person; - stereotypes and influences on ageing; - strategies to respond to challenging behavior; - physical triggers for behaviour including pain and not wearing the prescribed hearing aids or alternative listening devices; - complementary therapies; - the importance of a safe, physical, social and emotional environment for all older people, and particularly for people with dementia; - theories of ageing, and; - physiology of the ageing process as it relates to disease processes.

HLTENNO15 Apply nursing practice in the primary health care setting

Locations: St Albans, Werribee.

Prerequisites: Nil.

Description: This unit describes the nursing skills and knowledge required to work in a primary health care environment including community-based, educational, occupational and informal settings, and in general practice. Primary health care involves a person-centred and holistic approach to health care. It is made accessible to people by being located as close as possible to where they live, and supporting their full participation in a spirit of self-reliance and self-determination. This unit applies to enrolled nursing work carried out in consultation and collaboration with registered nurses and under supervisory arrangements aligned to the Nursing and Midwifery Board of Australia regulatory authority legislative requirements. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - undertaken nursing work in accordance with Nursing and Midwifery Board of Australia professional practice standards, codes and guidelines; - analysed health information and the clinical

presentation of 1 person in the workplace to reach a substantiated conclusion about possible nursing interventions related to their primary health care needs, in consultation with a registered nurse, and; - reviewed and updated a plan of care for 1 person to address their specific primary health care needs. Students will also be expected to demonstrate the following knowledge: - health challenges facing Australian communities; - environmental health issues facing Australian communities; - philosophy underpinning primary health care; - care of a confused person; - care of a person with dementia; - emergency and first aid management of conditions and injuries; - age specific health issues for infants, children, adolescents, adults and older people; - community and in-hospital resources and services available for medical conditions; - critical thinking and problem-solving strategies; - evidence-based practice; - health, including the illness continuum; - literature and professional bodies associated with primary health care management, and; - variety of forms of service delivery models including preventative, curative and rehabilitative.

HLTENNO20 Conduct clinical assessments

Locations: Industry, St Albans, Werribee.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to recognise the need for assessment, perform physical examinations and make clinical judgments using critical analysis and specialised knowledge of pathophysiology and clinical assessment processes. This unit applies to enrolled nurses, registered with the Nursing and Midwifery Board of Australia, seeking specialisation in enrolled nurse work that is carried out in consultation and collaboration with registered nurses and under direct or indirect supervisory arrangements aligned to the Nursing and Midwifery Board of Australia regulatory authority legislative requirements. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - undertaken nursing work in accordance with Nursing and Midwifery Board of Australia professional practice standards, codes and guidelines; - demonstrated the capacity to analyse changes in a person's health status, perform physical examinations and make sound clinical judgements for at least 3 different people presenting with a complex condition, illness or injury; - assessed health status using the following clinical assessment tools and techniques: - neurological examination, including sensory function and motor responses, reflexes; - peripheral vascular system examination; - respiratory auscultation and percussion; - chest auscultation and percussion; - abdomen auscultation and palpation; - heart sounds check, and; - interpreted the person's blood test results for abnormal findings indicating changes in health status. Students will also be expected to demonstrate the following knowledge: - communication strategies that underpin assessment and communication with the person and other health professionals; - advanced concepts underpinning human maintenance systems including immunity and homeostasis imbalance causing physical changes; - clinical assessment techniques and tools used in a head-to-toe physical body examination; - processes for the neurological examination of the sensory function and motor responses; - processes for respiratory system examination; - processes for checking

heart sounds; - processes for chest and abdomen examination; - processes for peripheral vascular system examination; - processes for skin, hair and nails examination; - effects of intrinsic factors (such as age, health) and extrinsic factors (such as environment, medications) on person's condition; - how to interpret common blood test results and their meanings as indicators of a health condition or illness; - how to recognise subtle changes in a person's condition through knowledge of a person's patterns of responses and comparing responses over periods of time; - principles for recognising a deteriorating patient and raising issues of concern about a person's deterioration, and; - socio-economic, physiological, emotional and physical variables related to clinical presentation of a person.

HLTEN025 Implement and monitor care for a person with diabetes

Locations:St Albans, Werribee.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to provide nursing care to a person with diabetes including assessing needs, planning and implementing complex nursing interventions, evaluating outcomes, and educating the person on his/her condition and available resources. This unit applies to enrolled nursing work carried out in consultation and collaboration with registered nurses, and under supervisory arrangements aligned to the Nursing and Midwifery Board of Australia regulatory authority legislative requirements. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - undertaken nursing work in accordance with Nursing and Midwifery Board of Australia professional practice standards, codes and guidelines; - provided nursing care and management of 2 people with diabetes in the workplace including: - a person who has become hypoglycaemic; - a person who has become hyperglycaemic; - a person who is demonstrating signs of ketoacidosis. Students will also be expected to demonstrate the following knowledge: - anatomy, physiology and pathophysiology related to diabetes and diabetic conditions; - potential problems related to care of a person with diabetes and the following conditions - with the knowledge sufficiently in-depth and specialised to make considered judgements; - health promotion goals and their expected outcomes; - factors influencing self esteem of the person with diabetes; - issues related to diabetes care delivery and diabetes-related services, and; - underlying environmental and social factors contributing to diabetes in the Australian general population, including the factors involved with higher rates experienced by Aboriginal and/or Torres Strait Islander people.

HLTEN031 Apply nursing practice in contemporary mental health care settings

Locations:Industry, St Albans, Werribee.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to work as part of the interdisciplinary health care team providing care for people requiring mental health services. Enrolled nurses working in the mental health care need to hold and apply specialised in-depth knowledge, effectively integrate theory and practice, and

make reliable clinical assessments and judgements. This unit applies to enrolled nurses, registered with the Nursing and Midwifery Board of Australia, seeking specialisation in enrolled nurse work that is carried out in consultation and collaboration with registered nurses, and under direct or indirect supervisory arrangements aligned to the Nursing and Midwifery Board of Australia regulatory authority legislative requirements. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - undertaken nursing work in accordance with Nursing and Midwifery Board of Australia professional practice standards, codes and guidelines; - provided nursing care and management for 3 people with a mental health condition and documented progress towards planned nursing outcomes in the workplace, including the following complex issues: - non-compliance with medication; - adverse effects of pharmacology used to treat mental health condition; - risk of self-harm and requirements for physical restraint; - alcohol and other drug misuse; - coping skills, and; - changes to sleep and concentration patterns. Students will also be expected to demonstrate the following knowledge: - oad classifications of mental health conditions; - application of nursing theory to a mental health context; - mental health pharmacology including therapeutic and adverse effects; - diagnostic tests used in mental health assessment and their significance; - ethical issues associated with use of antipsychotic medications; - concept of the national framework for recovery-oriented mental health services; - research related to mental health care and evidence based nursing practice; - legal and ethical considerations (national, State/Territory and local) regarding participation of the person and carer in planning and recovery, and how these are applied in organisations and individual practice; - national framework for recovery-orientated mental health services (Australian Government); - culturally appropriate health promotion activities for persons with mental health conditions; - factors influencing self-esteem; - medical terminology associated with contemporary mental health care; - philosophy underpinning mental health care; - principles of mental health assessment and risk assessment; - specialised knowledge in the antecedents and clinical manifestations of mental health conditions; - appropriate of interventions involving chemical or physical restraint, and; - classification systems for mental health conditions.

HLTEN033 Research and report on nursing trends and practice

Locations:Industry, St Albans, Werribee.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to identify research needs, source and analyse emerging trends and best practice in nursing and report on the outcomes of research to inform continuous improvement at a systemic or organisational level. This unit applies to enrolled nurses, registered with the Nursing and Midwifery Board of Australia, who work in collaboration with registered nurses, and under direct or indirect supervisory arrangements aligned to the Nursing and Midwifery Board of Australia regulatory authority legislative requirements. The skills in this unit must be applied in accordance with Commonwealth and State/Territory

legislation, Australian/New Zealand standards and industry codes of practice.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - planned, conducted and used at least two (2) research projects to contribute to the continuous improvement of nursing practice at a systemic or organisational level in at least one (1) workplace. Students will also be expected to demonstrate the following knowledge: - ways in which own practice informs research; - processes for engaging others in the identification of research needs; - internal and external factors that potentially impact research and its application; - features and formats of research plans; - research strategies, how they are implemented and their application for different research objectives; - evidence-based information - what it is, what it isn't and how it is developed and used in healthcare; - information sources for research in nursing practice; - processes that support analysis of information and how to use them, and; - report writing.

HLTEN034 Contribute to the improvement of clinical practice

Locations: Industry, St Albans, Werribee.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to model high standards of performance, reflect on clinical work practices and contribute to organisation processes for systemic improvement. This unit applies to enrolled nurses, registered with the Nursing and Midwifery Board of Australia, who work in collaboration with registered nurses, and under direct or indirect supervisory arrangements aligned to the Nursing and Midwifery Board of Australia regulatory authority legislative requirements. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - contributed to the improvement of at least 1 clinical work practice through participation in organisational processes for systemic improvement. Students will also be expected to demonstrate the following knowledge: - links between enrolled nursing practice and organisational vision and objectives and how they are demonstrated in clinical practice; - ways of supporting colleagues as an enrolled nurse; - features of collaboration; - types of clinical work practices where the enrolled nurse may be involved in continuous improvement, and the structures and processes that support the improvement process; - sources of information that inform improvements in clinical practice and how these may be used; - types of opportunities in health organisations to contribute at systemic level, how they are structured and key

stakeholders involved, and; - strategies required for effective participation in organisational forums.

HLTFA211A Provide basic emergency life support

Locations: Industry, Werribee, Sunshine.

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:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - assess vital signs and response of casualty; - call an ambulance and/or medical assistance, according to circumstances and report casualty's condition; - demonstrate first aid casualty management principles; - demonstrate: consideration of the welfare of the casualty; control of external bleeding; correct procedures for CPR on a resuscitation manikin (i.e. as per units HLTCPR211A Perform CPR); implementation of standard precautions, and; safe manual handling of casualty; - identify and minimise hazards to health and safety of self and others in the immediate workplace or community environment; - plan an appropriate first aid response in line with established first aid principles, ARC Guidelines and guidelines of Australian national peak clinical bodies and State/Territory legislation and regulations and respond to contingencies in line with own skills, and; - report details of emergency incident and first aid provided. Students will also be expected to demonstrate the following knowledge: - ARC guidelines, guidelines of Australian national peak clinical bodies and State/Territory legislation and regulations, including requirements for currency; - awareness of stress management techniques and available support; - basic anatomy and physiology; - chain of survival; - duty of care requirements; - first aid procedures; - how to access emergency response support services/personnel; - need to be culturally aware, sensitive and respectful; - own skills and limitations; - privacy and confidentiality requirements; - relevant workplace hazards, and; - understanding of the use of an Automated External Defibrillator (AED), including when to use and when not to.

HLTFSE001 Follow basic food safety practices

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

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to comply with personal hygiene, maintain food safety, contribute to cleanliness of food handling areas and dispose of food. This unit applies to food services workers who work under supervision and within defined guidelines.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identified at least 4

appropriate times for hand washing and followed correct hand washing procedures; - cleaned and tidied work areas at least 2 times to avoid contamination and pests; - identified at least 2 food items for disposal and followed food disposal procedures, and; - identified, corrected and reported at least 2 processes or practices that were not consistent with food safety program. Students will also be expected to demonstrate the following knowledge: - food safety program and procedures and consequences of not following these procedures; - current national, state or territory food safety laws, standards and codes; - food hazards and major causes of food contamination and food-borne illnesses; - sources and effects of microbiological contamination of food; - personal hygiene requirements; - workplace hygiene hazards when handling food and food contact surfaces, and; - minimum hand washing occasions.

HLTHIR402D Contribute to organisational effectiveness in the health industry

Locations:Online.

Prerequisites:Nil.

Description:This unit of competency describes the skills and knowledge required to contribute 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:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - apply the legal and ethical issues in relation to client care, as relevant to the worker's specific role and responsibilities; - demonstrate active involvement in improving the performance of the organisation in line with the scope of the worker's role and responsibilities; - demonstrate understanding of the role of the organisation, its relationship to the community and with other industry organisations and communicate this to team members and others when appropriate; - accurately communicate information to others; - comply with legal requirements specific to worker's role and responsibilities; - encourage other team members and promote good practice; - identify external organisations and other industry participants of importance to the organisation; - identify the services provided by the organisation; - identify and promote the importance of using opportunities to address waste minimisation, environmental responsibility and sustainable practice issues; - participate in accreditation, quality improvement, infection control, work health and safety (WHS) projects, service and process improvements, public relations, marketing, environmental surveys or customer service projects and initiatives relevant to role and responsibilities of the worker, and; - use key performance indicators relevant to worker's role and responsibilities. Students will also be expected to demonstrate the following knowledge: - awareness of organisation policies / procedures related to own work role; - awareness of organisation's budgeting and budget monitoring processes as they relate to own work functions; - awareness of relevant organisation or department structure and/or any associated agencies; - awareness of sources of funding and funding mechanisms relevant to organisation in line with own work functions; - awareness of appropriate practices to ensure efficient use of resources; - elementary quality improvement principles and processes; - general knowledge of legal and ethical issues related to client care and client safety; - importance and basic nature of significant organisation relationships with external industry organisations

and individuals; - workplace approach and practices aimed at maintaining sustainability, including environmental, economic, workforce and social sustainability; - performance measures used by the organisation for measuring clinical, operational and financial performance relevant to worker's role and responsibility; - role of the organisation and services it provides; - service profile and catchment area of organisation, and; - specific legal issues related to client care relevant to own and team roles and responsibilities, including child protection.

HLTHPS006 Assist clients with medication

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

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to prepare for and provide medication assistance, and complete medication documentation. It also involves supporting a client to self-administer medication. This unit applies to community services and health workers with authority in their state or territory to assist with the administration of medication. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - provided assistance with medication: to at least 5 different clients according to their care plans; with at least 5 different types of medications; used at least 3 different modes of administration, and; - consistently adhered to procedures and regulatory requirements for assisting with medication. Students will also be expected to demonstrate the following knowledge: - legislation, regulations, codes of practice and workplace policies; - roles and responsibilities of those involved in medication administration and limitations of own role in only providing assistance; - basic medication terminology; - forms of medication, and how they are handled, administered and stored; - characteristics of at least 10 commonly used medications in the area of work, including prescribed and over the counter medications, and; - documentation requirements for the administration of medication.

HLTHPS010 Interpret and use information about nutrition and diet

Locations:Online.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to interpret and use basic information about nutritional principles and healthy diet. It does not include the provision of therapeutic nutritional or dietary advice to individual clients or the recommendation of 'practitioner only' nutritional products. This unit applies to individuals working with clients within the limits of the Australian dietary guidelines. They make referrals to other health professionals or accredited practising dietitians when those limits are exceeded.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting

of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - used critical thinking skills to review and distil information about nutrition and diet, and; - used information about nutrition and diet within the scope of own job role in the provision of services to at least 3 different people. Students will also be expected to demonstrate the following knowledge: - legal and ethical requirements in relation to the provision of nutritional and diet information to clients; - source of information about nutrition and diet and ways to assess their credibility; - established evidence-based sources of information about nutrition and diet; - anatomy and physiology relating to diet; - primary components of Australian dietary guidelines, including those for older Australians, children and adolescents; - foods and their key features as described in the Australian dietary guidelines, including diet related aspects of chronic disease; - basic principles and practices of nutrition and healthy diet, including nutrients, their function, recommended dietary intake (RDI), toxicity and their food sources; - benefits of antioxidants, and food groups that provide good sources; - influences on food choices for individuals; - food labelling and interpretation; - role and implications of using food additives and preservatives; - health implications of food choices; - role of good nutrition in avoiding dietary diseases; - effects of various processing and cooking methods and food storage on nutrients; - commonly encountered food intolerances; - main types and characteristics of special diets that are part of contemporary Australian society; - the meaning of: drug-food interactions, food allergy; food intolerance; alkaline and acidity charts, and; - indicators of need for referral to specialist advice. .

HLTINFO01 Comply with infection prevention and control policies and procedures

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to follow organisational infection prevention and control procedures, including implementing standard and transmission-based precautions and responding to infection risks. This unit applies to individuals working in health and direct client care contexts.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - followed established organisation infection prevention and control procedures on at least 3 separate occasions; - followed established organisation infection prevention and control procedures at least once for each of the following: - hand hygiene and care of hand; - use of personal protective equipment; - handling of waste; - enforcing clean and contaminated zones; - limitation of contamination; - surface cleaning. Students will also be expected to demonstrate the following knowledge: - established guidelines for the prevention and control of infection; - personal and hand hygiene; - use and scope of personal protective equipment guidelines; - surface cleaning; - types of additional precautions and their relevance to particular areas of work or client groups; - types of hazards in the work environment and associated risks and control measures; - chain of infection; - basis of infection; - key modes of disease

transmission - contact, airborne and droplet, and; - factors that increase the susceptibility to infection;.

HLTINFO04 Manage the prevention and control of infection

Locations: Footscray Park, Werribee, City King St, Whitten oval.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to develop, implement and monitor infection prevention and control systems and procedures in work contexts where health and personal care services are provided. This unit applies to people working in roles with managerial responsibilities for infection prevention and control in small to medium sized organisations. There may or may not be a team of workers involved.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - developed compliant infection prevention and control systems and procedures for at least 1 work environment: - accessed and analysed compliance and workplace information; - developed and documented systems and procedures; - communicated responsibilities to relevant people, and; - monitored infection prevention and control systems and procedures for at least 1 work environment and responded to problems. Students will also be expected to demonstrate the following knowledge: - key features of infection prevention and control regulation and guidelines and compliance requirements; - principles and processes of planning; - systems and procedures needed to meet compliance and quality requirements for infection prevention and control; - links between infection prevention and control systems and other management systems, and; - sustainability considerations for development of infection prevention and control systems and procedures.

HLTINFOV001 Comply with infection prevention and control policies and procedures

Locations: Industry, Online.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to follow organisational infection prevention and control procedures, including implementing standard and transmission-based precautions and responding to infection risks. This unit applies to individuals working in health and direct client care contexts. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce, extend knowledge, skill competence within set & controlled parameters in accordance with each unit's learning outcomes & performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes. Students will be expected to demonstrate the following: 1. REQUIRED SKILLS: Hand hygiene & care of hand, use of personal protective equipment, handling of waste, enforcing clean & contaminated zones, limitation of contamination, surface cleaning. 2. KNOWLEDGE: Established guidelines for prevention & control of infection,

including: personal & hand hygiene; how to hand wash & rub; clinical moments when hand hygiene should be performed with soap & water rather than alcohol-based hand rub; non-clinical moments for hand hygiene & care; guidelines on maintaining intact skin, fingernails & jewellery/watches; use & scope of personal protective equipment guidelines for: glove use, wearing gowns & waterproof aprons, masks & protective glasses; surface cleaning procedures & their specified times, routine surface cleaning, managing a blood or body fluid spill, sharps handling & disposal techniques; reprocessing procedures for equipment; precautions & relevance to particular areas of work or client groups; hazards in the work environment & associated risks & control measures; chain of infection: source of infectious agent, mode of transmission, susceptible host; basis of infection including: bacteria & bacterial spores; fungi & viruses. Key modes of disease transmission: contact, airborne & droplet; paths of transmission including direct contact, aerosols & penetrating injuries; risk of acquisition; sources of infecting microorganisms including persons who are carriers, in the incubation phase of the disease or those who are acutely ill factors that increase the susceptibility to infection: immune status; wounds or devices medications & comorbidities; age

HLTMSG001 Develop massage practice

Locations: Footscray Park, Werribee, City King St, Whitten Oval.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to establish the foundations of massage practice, evaluate what makes a sustainable practice and then to develop an approach to own practice. This unit applies to massage therapists.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - used critical thinking skills to review and reflect on information from a range of sources about massage practice, and; evaluate and articulate requirements for sustainable massage practice; - communicated key messages about massage therapy to meet the information needs of at least 3 different individuals or groups, and; - developed goals for own practice that reflect the values and philosophies of massage therapy. Students will also be expected to demonstrate the following knowledge: - historical development of massage; - different types of massage treatments and their key features and purpose, including the difference between relaxation and remedial massage; - key features of complementary therapies used in conjunction with massage, including: aromatherapy and reflexology; - key features of allied health services and their relationship to massage, including: physiotherapy, osteopathy, chiropractic, exercise physiology, dietetics and naturopathy; - place of massage practice in the broader health care system; - professional massage networks and industry bodies; - different models of professional massage practice and their employment opportunities; - components of sustainable practice, and; - legal and ethical considerations (national and state/territory) and how these are applied in individual practice.

HLTMSG002 Assess client massage needs

Locations: Footscray Park, Werribee, City King St, Whitten Oval.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to gather client

information, make a physical assessment of the body and determine massage treatment options. This unit applies to massage therapists providing general health maintenance treatments. It does not include remedial massage assessment techniques. This unit applies to massage therapists.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - performed the activities outlined in the performance criteria of this unit during a period of at least 80 hours of massage client consultation work; - prepared for and managed at least 40 massage assessments - clients must include males and females from different stages of life with varied presentations; - completed physical assessments using palpation, observation and active, passive and resisted ROM testing, and; - interacted effectively with clients. Students will also be expected to demonstrate the following knowledge: - legal and ethical considerations (national and state/territory) for client assessment; - referral options for massage practitioners; - factors and barriers that may impact on massage assessment; - factors that affect individual health status; - client information required prior to physical assessment; - considerations for performing physical massage assessments; - physical assessment techniques, how and when they are used; - contraindications to treatment and possible indications for referral; - major muscle anatomy, and; - physiology: soft tissue and hard tissue.

HLTMSG003 Perform remedial massage musculoskeletal assessments

Locations: Footscray Park, Werribee, City King St, Whitten Oval.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to assess the needs of clients presenting with soft tissue dysfunction, musculoskeletal imbalance or restrictions in range of motion (ROM). It requires the ability to gather client information, conduct specific tests and bring information together to develop a remedial massage treatment plan. There is a strong focus on functional anatomy. This unit applies to remedial massage therapists.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - performed the activities outlined in the performance criteria of this unit during a period of at least 200 hours of massage client consultation work; - prepared for and managed at least 60 remedial massage musculoskeletal assessments - clients must include males and females from different stages of life with varied presentations; - used remedial massage assessment techniques appropriately, and; - interacted effectively with clients. Students will also be expected to demonstrate the following knowledge: - legal and ethical considerations (national and state/territory) for client assessment; - referral options for practitioners; - factors and barriers that may impact on assessment; - factors that affect individual health status; - client information required

for remedial massage assessment and the scope and depth of information needed; - protocols for performing physical massage assessments; - remedial massage diagnostic techniques, how and when they are used; - contraindications to treatment and possible indications for referral; - anatomy; - physiology, and; - conditions commonly seen by massage therapists.

HLTMSG004 Provide massage treatments

Locations:Footscray Park, Werribee, City King St, Whitten Oval.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to prepare for and provide massage treatments using a defined range of techniques and sequences. This unit applies to massage therapists providing general health maintenance treatments. It does not include remedial massage techniques. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - performed the activities outlined in the performance criteria of this unit during a period of at least 80 hours of massage client consultation work; - prepared for and managed at least 40 massage treatment sessions - clients must include males and females from different stages of life with varied presentations, and; - used all of the following massage techniques: effleurage; frictions; kneading; longitudinal gliding strokes; petrissage; compressions; tapotement; vibrations. Students will also be expected to demonstrate the following knowledge: - massage techniques and how to apply them; - endangerment sites, where they are and the limitations of touching these depending on scope of practice; - potential reactions during treatment and how to respond; - potential reactions following treatment and appropriate client advice to provide; - methods of monitoring treatment progress; - types of advice and resources that can be provided to clients for their use outside the clinical environment, and; - documentation requirements for recording treatment details.

HLTMSG005 Provide remedial massage treatments

Locations:Footscray Park, Werribee, City King St, Whitten Oval.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to prepare for and provide remedial massage treatments based on the outcomes of an existing health assessment and treatment plan. This unit applies to remedial massage therapists working with clients presenting with soft tissue dysfunction, musculoskeletal imbalance or restrictions in range of motion (ROM). The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - performed the activities outlined in the performance criteria of this unit during a period of at least 200 hours of massage client consultation work; - prepared for and managed at least 60 remedial massage treatment sessions - clients must include males and females from different stages of life with varied presentations; - applied techniques in each of the following positions during client consultation sessions according to client needs: prone; supine; seated, and; side-lying recumbent; - used all of the following techniques appropriately: frictions; passive joint movement; passive soft tissue movement; deep tissue massage; muscle energy; neuromuscular; press and release; myofascial (without skin penetration); trigger point therapy (without skin penetration); lymphatic drainage; temperature therapy; proprioceptive neuromuscular facilitation (PNF); stretching, and; mobilisation and movement at major joints (without adjustments or high velocity manipulations). Students will also be expected to demonstrate the following knowledge: - legal and ethical considerations (national and state/territory) for client assessment; - remedial massage techniques and how to apply them; - remedial massage techniques to address the following conditions: sciatica; arthritis; headache; plantar fasciiti; shoulder impingement; TMJ dysfunction; repetitive strain injuries; medial and lateral epicondylitis; carpal tunnel syndrome, and; postural imbalances; - endangerment sites - where they are and how to use palpatory skills in these areas according to scope of practice; - potential reactions during treatment and how to respond; - potential reactions following treatment and appropriate client advice to provide; - types of advice and resources that can be provided to clients for their use outside the clinical environment, and; - documentation requirements for recording treatment details.

HLTMSG006 Adapt remedial massage practice to meet specific needs

Locations:Footscray Park, Werribee, City King St, Whitten Oval.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to adapt remedial massage assessment and treatment strategies to meet the needs of clients of different genders and at different stages of life. It also includes the requirement to be able to identify and respond to other specific needs with which the practitioner may be unfamiliar. This unit applies to remedial massage therapists. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - performed the activities outlined in the performance criteria of this unit during a period of at least 200 hours of massage client consultation work; - managed at least 60 remedial massage assessment and treatment sessions - clients must include males and females from different stages of life with varied presentations; - effectively adapted communication, assessment and treatment strategies to meet client needs, and; - conducted case specific research for at least 3 cases, where key aspects of the condition are not known to the candidate. Students will also be expected to demonstrate the following knowledge: - legal and ethical considerations (national and state/territory) for working with specific groups; - treatment management

factors that must be considered for clients of different genders and at different stages of life; - major developmental milestones for different stages of life; - features of common health conditions that affect the following groups and how those conditions are assessed and treated in the remedial massage framework; - factors for consideration when providing any form of palliative care; - professional responsibilities when presenting cases fall outside of practitioner's current scope; - when referral is appropriate or required; - information and advice sources, and; - case research techniques.

HLTMSG007 Adapt remedial massage practice for athletes

Locations: Footscray Park, Werribee, City King St, Whitten Oval.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to determine the remedial massage needs of athletes and to adjust assessment and treatment to develop preventative and injury related treatment strategies for athletes and other sport active people. This unit applies to remedial massage therapists. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate these required skills: - performed the activities outlined in performance criteria during a period of at least 200 hr of massage client consultation work; - managed at least 60 remedial massage assessment & treatment sessions - clients must include males & females from different stages of life with varied presentations, and; - assessed & treated at least 3 different sporting injuries to recovery stage. Students will also be expected to demonstrate knowledge of: - roles and responsibilities of different people associated with the health management of the athlete; - legal and ethical considerations (national and state/territory) for client assessment and treatment; - relevant principles of human movement and sport biomechanics; - pre-event and post-event massage techniques and their application; - features of acute, chronic and overuse musculoskeletal injuries in sport, including referral potential, rate of recovery and how massage can assist the following: bone injuries; articular cartilage injuries; joint injuries; ligament injuries; muscle injuries; tendon injuries; bursa injuries, and; skin injuries; - types of cryotherapy or thermotherapy used for recovery from injury and techniques used to apply them; - indications, contraindications and considerations for use of cryotherapy; - indications, contraindications and considerations for use of thermotherapy, and; - uses and indications for taping and splinting that are within scope of massage practice.

HLTMSG008 Monitor and evaluate remedial massage treatments

Locations: Footscray Park, Werribee, City King St, Whitten Oval.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to monitor and evaluate remedial massage treatments, both from an individual client and whole of practice perspective. This unit applies to remedial massage therapists. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic

and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - performed the activities outlined in the performance criteria of this unit during a period of at least 200 hours of massage client consultation work; - managed at least 60 remedial massage assessments and treatment sessions - clients must include males and females from different stages of life with varied presentations, and; - monitored and evaluated treatments provided to at least 5 different clients with at least 3 treatments per client. Students will also be expected to demonstrate the following knowledge: - legal and ethical considerations (national and state/territory) for monitoring and evaluation; - types of criteria by which remedial massage treatments are evaluated; - expectations of treatment for different conditions and client groups, and factors that impact on those expectations; - methods of monitoring treatment progress; - barriers to therapeutic progress and ways to respond within a massage framework; - sources of research and evidence that support massage practice; - principles underpinning continuation or variation of treatment, and; - professional development opportunities in remedial massage.

HLTPO014 Assess readiness for and effect behaviour change

Locations: Online.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to analyse behaviour that impacts health and ways in which to reinforce or change them to promote health. This unit applies to work in a public health context and workers at this level will demonstrate judgement and limited responsibility within defined guidelines.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - developed, implemented and reviewed a behaviour change plan for at least 2 individuals, including: consulting and collaborating with each individual, team members and other stakeholders to determine, agree and implement strategies and to monitor and review progress. Students will also be expected to demonstrate the following knowledge: - legal and organisation requirements relating to developing and implementing behaviour change plans, including: national, State/Territory and local health policies, goals, targets and priorities; organisation standards, policies and procedures, including scope of own role and responsibilities; stakeholders or organisations for collaborative partnerships to support facilitating individual behaviour change, and; points of contact to assist with the implementation of strategies which are outside own area of responsibility; - equity issues in population health; - evidence-based practice; - social determinants of health; - environmental factors that restrain change; - behavioural health determinants; - the relationship between attitudes, knowledge and lifestyle factors and behaviour; - the relationship between individual behaviour and health outcomes; - behaviour change models and support strategies; - assessment techniques, and; - collaborative behaviour change planning processes.

HLTWHS001 Participate in workplace health and safety

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required for workers to participate in safe work practices to ensure their own health and safety, and that of others. The unit applies to all workers who require knowledge of workplace health and safety (WHS) to carry out their own work, either under direct supervision or with some individual responsibility.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - contributed to a WHS meeting or inspection in workplace; - conducted a workplace risk assessment and recorded the results; - consistently applied workplace safety procedures in the day-to-day work activities required by the job role; - followed workplace procedures for reporting hazards, and; - followed workplace procedures for a simulated emergency situation. Students will also be expected to demonstrate the following knowledge: - state/territory legislation and how it impacts on workplace regulations, codes of practice and industry standards; - safety signs and their meanings, including signs for: dangerous goods classifications; emergency equipment; personal protective equipment (PPE), and; specific hazards such as sharps, radiation; - hazard identification; - workplace emergency procedures, and; - workplace policies and procedures for WHS.

HLTWHS002 Follow safe work practices for direct client care

Locations: Industry, Footscray Nicholson, St Albans, Werribee, Sunshine, VU Learning Links at Altona Meadows.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required for a worker to participate in safe work practices to ensure their own health and safety, and that of others in work environments that involve caring directly for clients. It has a focus on maintaining safety of the worker, the people being supported and other community members. This unit applies to all workers who require knowledge of workplace health and safety (WHS) to carry out their own work, in both centre-based and home-based service provision. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - contributed to a workplace WHS meeting or inspection; - conducted a workplace risk assessment and recorded the results; - consistently applied workplace safety procedures in the day-to-day work

activities required by the job role, and; - followed workplace procedures for at least one simulated emergency situation. Students will also be expected to demonstrate the following knowledge: - state/territory legislation and how it impacts on workplace regulations, codes of practice and industry standards; - safety symbols and their meanings; - hazard identification; - safety considerations when working in a home-based environment; - workplace emergency procedures, and; - workplace policies and procedures for WHS. .

HLTWHS003 Maintain work health and safety

Locations: Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine, CHC50113 Diploma of Early Childhood Education and Care also delivered at these locations: Hume Global Learning Centre, Broadmeadows, Altona Meadows and Sunbury..

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to implement and monitor work health and safety (WHS) policies, procedures and work practices as part of a small work team. This unit applies to workers who have a key role in maintaining WHS in an organisation, including duty of care for other workers.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - conducted a workplace risk assessment and recorded the results; - provided WHS information to at least two workers; - consistently monitored safety procedures in the day-to-day work activities required by the job role; - completed a workplace incident report, and; - followed workplace procedures for a simulated emergency situation. Students will also be expected to demonstrate the following knowledge: - state/territory legislation and how it impacts on workplace regulations, codes of practice and industry standards; - hazards common to the work environment and how they cause harm; - principles of hazards and risk assessment; - workplace emergency procedures, and; - workplace policies and procedures for WHS.

HLTWHS004 Manage work health and safety

Locations: Footscray Park, Footscray Nicholson, Werribee, City King St, Sunshine, Whitten Oval.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to establish, maintain and evaluate work health and safety (WHS) policies, procedures and programs in the relevant work area, according to WHS legislative requirements. This unit applies to workers who have responsibility for WHS as part of their role, including workers with obligations under WHS legislation, persons conducting a business or undertaking (PCBUs), or their officers (as defined by relevant legislation). The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each

unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - conducted a workplace risk assessment and recorded the results; - conducted the following consultative activities with at least two workers: identification of hazards and potential hazards; risk assessment; evaluation of policy/procedure in line with state/territory legislation and industry guidelines, and; development of risk controls and measures; - monitored workplace compliance with WHS procedures; - developed a WHS action plan, including strategies for monitoring and review, and; - coordinated workplace procedures for a simulated emergency situation. Students will also be expected to demonstrate the following knowledge: - state/territory legislation and how it impacts on workplace regulations, codes of practice and industry standards; - hazards common to the work environment and strategies for minimisation; - requirements for WHS policies, and; - principles of hazard and risk management.

HLTWHS006 Manage personal stressors in the work environment

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to maintain health and wellbeing by preventing and managing personal stress. This unit applies to work in a range of health and community services settings, in particular work roles that operate in high stress situations and circumstances.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - developed, implemented and reviewed 1 personal stress management plan that includes identified sources, triggers and responses to stress, and; - used strategies from personal stress management plan to manage 2 stressful situations in the workplace involving colleagues and/or clients. Students will also be expected to demonstrate the following knowledge: - sources of stress and how they manifest in health and/or community services work environment; - work planning and prioritisation techniques e.g. time management strategies; - legal rights relating to the Fair Work Act; - services available for referral, both within the organisation and in the community e.g. informal/formal debriefing sessions and/or workplace counselling, and; - self-care techniques.

ICAICT308A Use advanced features of computer applications

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

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: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting

of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: - communicate with supervisors and peers; seek assistance and expert advice, and; use online help; - literacy skills to interpret technical documentation, equipment manuals and specifications; - planning and organisational skills to prioritise and monitor own work; - problem-solving skills to solve operational problems as they arise; - research skills to source support resources to solve routine problems; - safety awareness skills to work systematically with required attention to detail without injury to self or others, or damage to goods or equipment, and; - technical skills to: - apply technical support for system problems; operate software applications; use applications features, and; use online help. Students will also be expected to demonstrate the following knowledge: - basic knowledge of operating systems software and system tools; - vendor product directions in computer applications, and; - vendor applications and their features.

ICAICT408A Create technical documentation

Locations: Footscray Nicholson, Online.

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: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to interact with clients and staff; - literacy skills to: identify content; interpret standards and industry requirements, and; write content; - research skills to: analyse audience needs, and; identify target audiences, and; - technical skills to: determine appropriate content, formats and styles; and; use word-processing software and multimedia authoring tools. Students will also be expected to demonstrate the following knowledge: - content features, such as clarity and readability; - document design, web design and usability; - functions and features of templates and style guides; - instructional design principles, and; - organisational policies, procedures and standards that cover document design.

ICAWEB420A Write content for web pages

Locations: Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to write concise and clear content for web pages on behalf of a client.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

and negotiate with clients and colleagues; - literacy skills to: apply principles of plain English writing for a variety of cultures and people with special needs; identify content, and; write for the internet; - planning and organisational skills to: analyse organisational and audience needs; determine appropriate content channels and formats, and; identify and understand diverse target audience needs, and; - technical skills to: create content; manage and design the visual composition of the site, and; upload content. Students will also be expected to demonstrate the following knowledge: - content features, including clarity, ease of viewing and readability; - copyright and intellectual property legislation relating to web page content; - document design, web design and usability; - functions and features of: micro-content elements, such as headings, highlighted words and link text, and; style guides, such as cascading style sheets (CSS); - information architecture; - instructional design principles; - obligations of merchants and service providers; - organisational requirements relating to web page content, and; - privacy requirements relating to web page content.

ICPPRP225 Produce graphics using a graphics application

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to develop computer-generated graphics based on a client brief, using a high-end application; and focuses on techniques required to create and manipulate visual objects on a page. It applies to individuals who assist in the production of professionally designed and presented print and electronic media using desktop publishing software. They generally work under direct supervision with some responsibility for the production process and ensuring output meets the requirements of the design brief. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - develop graphics based on a client brief using a high-end application, and; - demonstrate ability to find and use information relevant to the task from a variety of information sources. Students will also be expected to demonstrate the following knowledge: - correctly identify image formats; - identify correct application to be used; - explain how graphics can be manipulated; - identify different colour models; - identify attributes of appearance; - list different effects that may be applied to an object; - explain use of filters; - list text and formatting features used in graphics, and; - outline key requirements when interpreting a brief.

ICPPRP2250 Produce graphics using graphics applications

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to develop computer-generated graphics based on a client brief, using a high-end application; and focuses on techniques required to create and manipulate visual objects on a page. It applies to individuals who assist in the production of professionally designed and presented print and electronic media using desktop publishing software. They generally work under direct supervision with some responsibility for the production process and ensuring output meets the requirements of the design brief. No licensing,

legislative or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - develop two graphics based on two different client briefs using a high-end application. Students will also be expected to demonstrate the following knowledge: - graphics formats; - required applications for graphics production; - methods for manipulating graphics; - different colour models; - different effects that may be applied to an object; - object selection and editing, individually and in groups; - use of filters or effects; - styles and when they may be required; - text and formatting features used in graphics; - key requirements when interpreting a brief; - work health and safety (WHS) requirements that apply to working on a computer, and; - manufacturer manuals, work health and safety and enterprise documentation, including their location and purpose.

ICTDBS401 Identify physical database requirements

Locations:Footscray Nicholson, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to identify the scope, and the physical and security requirements of a database.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - analyse client requirements; - identify the technical considerations affecting the physical design of a database; - document the database requirements, and; - review the security plan for the database. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - explain the principles of databases and database design; - outline the general features, and capabilities, of current industry-accepted hardware and software products; - explain the quality assurance practices that apply to database design; - identify the client's business domain, and; - describe database requirements appropriate for client's business.

ICTDBS413 Determine database requirements

Locations:Footscray Nicholson, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to identify the scope and the physical and security requirements of a database, including the assessment and identification of options to meet user requirements. It applies to individuals employed as database administrators who are required to plan and select a database to meet user requirements. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and

learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills for one (1) database: - analyse user requirements and system architecture; - determine the scope and size of the database; - evaluate at least three database management systems and select option to meet user requirements; - develop technical database requirements including tables, relationships, dictionary, attributes and keys; - document the database scope and requirements; - align database management system and related user security with data security plan, and; - seek and incorporate user feedback. Students will also be expected to demonstrate the following knowledge: - principles of databases and database design; - general features and capabilities of current databases and database management systems; - data types and storage requirements of data types and database management systems; - quality assurance practices that apply to database design, and; - technical and security database requirements.

ICTICT103 Use, communicate and search securely on the internet

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine, Online, VU Learning Links - Sunbury Neighbourhood and Altona Meadows Library..

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to connect to the internet, securely send and receive emails, search the internet using web browsers and interact securely and in a socially responsible manner with a range of different internet sites. It applies to individuals who use business technology to perform a range of routine tasks in the workplace or home office with limited responsibility.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - connect to and access the internet; - send and receive emails; - secure internet access and email communications; - use search tools to locate information; - use different internet search techniques; - research and select appropriate website; - undertake online transactions, and; - assess the accuracy, currency, authority and reliability of the site and information located. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - list basic technical terminology related to reading help files and prompts; - describe the basics of copyright and privacy statements; - explain different types of messages that occur, including error messages and messages to install plug-ins; - list different types of search engines and web browsers; - list procedures for using email applications; - list procedures for evaluating and assessing the authority, reliability and authenticity of information; - outline internet search functions; - describe internet speed and traffic loads related to times of accessing the internet; - describe the makeup and structure of internet addresses; - list organisational guidelines on internet and email use (web etiquette or

netiquette); - describe business process related to online transactions; - describe web browser update techniques, and; - explain what key words and bookmarks are used for.

ICTICT201 Use computer operating systems and hardware

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to select, configure and use computer operating systems and basic computer hardware, including configuring the operating system to work with a variety of hardware peripherals and types of information and communications technology (ICT) equipment. It applies to individuals who may work under supervision and provide support to others using a range of skills to identify and resolve issues.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - use an operating system in a variety of scenarios and across functions; - 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, and; - install and upgrade application software. Students will also be expected to demonstrate the following knowledge: - outline the basic specifications of current industry accepted operating systems, hardware and applications software products; - explain the compatibility of an operating system, in respect to other versions; - explain the function of single-user and multi-user operating systems; - explain interoperability between operating systems, and; - outline work health and safety (WHS) principles and responsibilities, including ergonomic principles to avoid injury associated with using computer systems.

ICTICT202 Work and communicate effectively in an ICT environment

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to work and communicate effectively within organisational policies and governance arrangements, using information and communications technology (ICT) systems, equipment and software. It applies to individuals who may work under supervision with responsibility to support others within a small office environment.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - gather information about the organisation and incorporate in communications; - process internal and external requests according to organisational policies and requirements, and; - respond promptly to client enquiries and requests from colleagues. Students will also be expected to demonstrate the following knowledge: - describe current industry

accepted hardware and software, including: features and capabilities; product directions; - outline the operational environment; - outline the organisational policies and procedures that cover: code of conduct; mission statement; routine work processes; systems, management structure and governance arrangements; - outline the principles of equal employment opportunity (EEO) and anti-discrimination, and; - explain the role and positioning of information and communications technology (ICT) within the overall business objectives of the organisation.

ICTICT203 Operate application software packages

Locations: Industry, Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to identify, select and operate three commercial software packages, including a word-processing and a spreadsheet application package. It applies to individuals who utilise different software applications within a small to large office environment to produce diverse documents.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - produce workplace documents using a minimum of three different software application packages; - open, amend and save files and documents according to organisational requirements; - apply workplace health and safety (WHS) principles and responsibilities for ergonomics, such as work periods and breaks, and; - use help manuals and online help. Students will also be expected to demonstrate the following knowledge: - identify application software packages used by the organisation and list the purpose of each; - explain basic technical terminology related to reading help files and responding to system help prompts; - outline current business practices related to using software to prepare reports; - list features and functions of commercial computing packages; - describe import and export software functions; - describe the process of linking documents; - outline WHS principles and responsibilities for ergonomics, such as work periods and breaks, and; - explain the purpose of input and output devices.

ICTICT204 Operate a digital media technology package

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to identify, select and use a digital media package and supporting technologies to produce a variety of media rich documents. It applies to individuals who may work under supervision within a small to large office environment and have responsibility for completion of designated tasks, using a range of practical skills and basic technical knowledge.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - interpret basic requirements of a design brief; - use digital media package to meet organisational requirements; - apply workplace health and safety (WHS) principles and responsibilities for ergonomics, such as work periods and breaks; - use help manuals and online help when appropriate, and; - use digital media technologies to support design brief requirements. Students will also be expected to demonstrate the following knowledge: - explain the basic principles of visual design; - outline the functions and features of digital media packages and technologies; - identify graphic design and stylistic language conventions; - outline WHS principles and responsibilities for ergonomics, such as work periods and breaks; - outline the principles of digital imaging and file formats, video and sound file formats, file management and transfer systems; - identify vendor product directions in digital media hardware and software, and; - explain how to visualise and interpret creative information, scripts (text) and images.

ICTICT205 Design basic organisational documents using computing packages

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to design, create and produce basic organisational documents using application software within organisational guidelines, procedures and policies. It applies to individuals who need to use foundation information and communications technology (ICT) skills in a wide range of varying industry occupations.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - produce a workplace document using a range of features, and; - develop several workplace documents with minimal instruction on their design from end user or supervisor. Students will also be expected to demonstrate the following knowledge: - identify features of application packages; - explain current business practices related to preparing organisational documents; - recognise industry standard input and output devices; - identify organisational documentation and style guides, and; - identify organisational storage and retrieval procedures.

ICTICT206 Install software applications

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to select, install or upgrade basic commercial software applications. It applies to individuals who require basic information and communications technology (ICT) skills to undertake related tasks under supervision.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - install software applications through operating system instructions; - configure computer to accept new software or upgrade, and; - carry out testing and acceptance according to organisational guidelines. Students will also be expected to demonstrate the following knowledge: - describe a typical client business domain; - identify typical hardware storage devices; - identify typical input and output devices; - describe key licensing arrangements and responsibilities to ensure they are adhered to; - identify operating systems supported by the organisation; - describe the organisational guidelines for purchasing; - identify the installation requirements for key software application packages, and; - describe typical software copyright responsibilities.

ICTICT207 Integrate commercial computing packages

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to manipulate, convert and integrate data between two or more different commercial software applications. It applies to individuals who require foundation skills and knowledge to use information and communications technology (ICT) in any ICT business or office environment.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - select appropriate software and file formats; - create mailing list and merge with another document, and; - manipulate and integrate data between commercial application software following organisational procedures. Students will also be expected to demonstrate the following knowledge: - outline current business practices related to preparing reports; - identify features and functions of commercial computing packages; - identify import and export software functions; - outline processes for linking documents; - outline workplace health and safety (WHS) principles and responsibilities for ergonomics; - identify software packages used by the organisation; - outline strategies for integrating commercial computing packages, and; - outline the use of input and output devices.

ICTICT211 Identify and use basic current industry specific technologies

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to engage in basic ongoing review and research of industry specific technologies in order to identify and apply these technologies or techniques to improve aspects of an organisation's activities. It applies to individuals who work under minimal supervision and are responsible for ensuring that the quality of the business process is maintained at the highest level possible, through the appropriate application of industry specific technologies.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each

unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify basic new and emerging industry specific technologies and techniques, and; - use basic features and functions of identified industry specific technologies to an industry standard. Students will also be expected to demonstrate the following knowledge: - outline current technology trends and directions in information and communications technology (ICT), and specifically of the major industry technology standards used in the specified area; - outline vendor product directions; - describe current industry hardware and software products, with broad knowledge of general features and capabilities, and their application, and; - outline information gathering techniques.

ICTICT301 Create user documentation

Locations: Footscray Nicholson, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to create user documentation that is clear to the target audience and easy to navigate. It applies to individuals who may work under supervision with responsibility to support others in a range of information and communications technology (ICT) areas.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - produce user documentation that: meets business requirements; caters for a diverse audience, and; is clear and easy to navigate. Students will also be expected to demonstrate the following knowledge: - identify content features, including clarity and readability; - discuss document design, web design and usability, and; - list the functions and features of templates and style guides.

ICTICT302 Install and optimise operating system software

Locations: Footscray Nicholson, Sunshine.

Prerequisites: Nil.

Description: This unit defines the skills and knowledge required to install, configure and optimise operating system (OS) software to meet business and client needs. It applies to individuals who may work under supervision and support others using well developed skills in creating solutions through analysis and evaluation of information.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - install, configure and test an operating system to improve system performance with minimum disruption to clients. Students will also be expected to demonstrate the following knowledge: - compare current industry accepted hardware and software products; - outline functions and features of operating systems used by the organisation; - explain the installation and

configuration of systems software; - explain the architecture of current technical systems; - outline the deployment of current organisational systems; - list organisational requirements for operating system (OS) software; - explain prerequisites for system software installation; - outline set-up and configuration procedures; - list software packages supported by the organisation; - describe system's current functionality; - list system's diagnostic software, and; - outline vendor specifications and requirements for installation.

ICTICT304 Implement system software changes

Locations: Footscray Nicholson, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to implement system software changes and to hand over the modified system to the client's operational area. It applies to individuals working in support roles who are required to update operating systems on client computers with the latest technology fixes, working under minimum supervision.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - evaluate, document and implement changes to the system with minimum disruption to the system and client users, and; - hand over the project to the client with instructions and updated documentation. Students will also be expected to demonstrate the following knowledge: - identify and describe business scheduling requirements; - identify change control procedures; - describe client business domain; - discuss current industry accepted hardware and software products; - discuss emerging standards for data and voice communications; - outline the system's current functionality; - discuss the features of the system under modification; - outline the organisational policy and procedures with regard to system changes, and; - recognise vendor software services with regard to system changes.

ICTICT305 Identify and use current industry specific technologies

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to identify, research and apply industry specific technologies to ensure that the quality of the entire business process is maintained at the highest level possible. It applies to individuals who work under minimal supervision and support information technology activities in the workplace across a wide range of information and communications technology (ICT) areas, including technical support, network administration, web technologies, software applications and digital media technologies.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify new and emerging

industry specific technologies; - use features and functions of identified industry specific technologies to an industry standard level, and; - evaluate the performance and usability of the technology. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - discuss current technology trends and directions in information and communications technology (ICT) and specifically the major industry technology standards used in the specified ICT area; - describe vendor product directions relating to the specified ICT area; - describe the general features, capabilities and application of current industry hardware and software products, and; - outline information gathering techniques.

ICTICT306 Migrate to new technology

Locations: Footscray Nicholson, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to research, acquire, evaluate and apply new technology to improve the organisation's performance. This unit applies to individuals who have achieved a degree of autonomy as information and communications technology (ICT) users and support staff engaged in ongoing review and research to identify and apply new technology or techniques to improve aspects of the organisation's activities.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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. Students will be expected to demonstrate the following required skills: - identify new and emerging technology in information and communications technology (ICT); - test and evaluate new equipment for the benefit of the organisation, and; - use features and functions of new technologies, including software and equipment. Students will also be expected to demonstrate the following knowledge: - discuss current technology trends and directions in ICT including: hardware; new developments; new protocols; services, and software; - describe the general features and capabilities of current industry hardware and software products; - outline information gathering techniques, and; - outline vendor product directions relating to specified technology.

ICTICT307 Customise packaged software applications for clients

Locations: Footscray Nicholson, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to analyse, design, implement and review the customisation of packaged software applications, using simple programming constructs. It applies to individuals who have achieved a degree of autonomy as information and communications technology (ICT) users and support personnel for software application activities in the workplace.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - interpret and document client

requirements to customise software applications; - design software applications; - analyse, implement and review customised software applications; - produce documentation for the client, and; - obtain feedback from client to ensure requirements have been met. Students will also be expected to demonstrate the following knowledge: - outline the general features and capabilities of current industry accepted hardware and software products; - discuss functions and features of software applications suitable for client; - discuss functions and features of the operating system (OS); - identify information and communications technology (ICT) structure and system infrastructure; - describe organisational policy and procedures relating to customising software, and; - identify organisational security procedures.

ICTICT308 Use advanced features of computer applications

Locations:Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to use computer applications employing advanced features. It involves manipulating data and accessing support resources to solve routine problems. It applies to individuals who have achieved a degree of autonomy as advanced information and communications technology (ICT) users, and support information technology activities in software applications.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - use at least three computer applications employing advanced features and import and export capacities for efficiency and productivity purposes, and; - solve routine problems using support resources. Students will also be expected to demonstrate the following knowledge: - outline the basic features and functions of relevant operating systems software and system tools; - outline relevant vendor product directions in computer applications, and; - identify commonly available vendor applications and their features.

ICTICT401 Determine and confirm client business requirements

Locations:Footscray Nicholson, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to determine client business system requirements and verify the accuracy of the information gathered.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - use investigative techniques to obtain information and document the business system problem, and; - produce a clear statement of business expectations and needs, including critical business requirements. Students will also be expected to demonstrate the following knowledge: - describe a variety of data gathering techniques; - describe areas related

to the client business in detail; - interpret functional organisational charts; - outline physical requirements of the client's business, taking into account current system functionality, geography, environment, client user and cost constraints; - describe products related to data capture, and; - discuss the role of stakeholders and the degree of stakeholder involvement.

ICTICT409 Develop macros and templates for clients using standard products

Locations:Footscray Nicholson, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to develop macros and templates for clients using industry recognised software applications. It applies to individuals working in an office environment who achieve a degree of self-sufficiency as an advanced information and communications technology (ICT) user, and who support software applications activities in the workplace.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - determine client needs and specifications for macros and templates; - develop a variety of macros and templates using at least two industry recognised application packages, and; - provide support to the client for utilising the macros and templates. Students will also be expected to demonstrate the following knowledge: - outline features and functions of particular categories of commercial computing packages, in particular procedures for: creating macros and using default templates supplied by the software application package; creating new macros and templates; - identify functions and features of the operating system, and; - identify features and functions of software and hardware supported by the organisation.

ICTICT418 Contribute to copyright, ethics and privacy in an ICT environment

Locations:Footscray Nicholson, St Albans, Sunshine.

Prerequisites:Nil.

Description:This unit describes the 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 and communications technology (ICT) environment.

It applies to ICT personnel who are required to gather information to determine the organisation's code of ethics, and protect and maintain privacy policies and system security.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - analyse legislation and standards relating to professional conduct and privacy in the information and communications technology (ICT) 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, and; - contribute to the development of a privacy policy and monitor the workplace to ensure the policy is being applied and is appropriate. Students will also be expected to demonstrate the following knowledge: - discuss codes of ethics pertinent to computing industry; - discuss federal and state or territory legislation and policy relevant to an ICT environment and relating to: access and equity; copyright and intellectual property; workplace health and safety (WHS); privacy; - outline organisational communication processes and procedures; - outline organisational requirements for customer service; - discuss the security features of server operating systems, and; - explain system security procedures.

ICTICT421 Connect, maintain and configure hardware components

Locations: Footscray Nicholson, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to install, configure and maintain personal computer devices, including mobile devices according to client and user requirements.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - install components across a variety of situations and account for unexpected contingencies; - modify system's hardware, internal hardware and peripheral hardware components to meet client requirements; - identify and plan the modification and connection of hardware, internal hardware and peripheral hardware components according to vendor and technical specifications, and; - test components and rectify identified problems. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - identify and categorise the different types of personal computer devices, hardware, internal hardware and peripheral hardware components; - outline environmental considerations in e-waste disposal; - discuss systems diagnostic software; - identify areas of the operating system (OS) related to configuration and testing; - identify current industry accepted hardware and software products; - outline organisational guidelines; - outline organisational requirements; - identify system's current functionality, and; - identify vendor specifications and requirements for component installation.

ICTNWK305 Install and manage network protocols

Locations: Footscray Nicholson, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to install and manage network protocols in a networking environment. It applies to individuals with competent information and communications technology (ICT) skills, working as network administrators who are required to ensure that appropriate protocols have been installed in networks to allow user functionality and maintenance. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each

unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - configure, test and validate network protocols in order to facilitate interconnectivity, and; - install and manage network protocols in a network, and troubleshoot problems. Students will also be expected to demonstrate the following knowledge: - describe the client business domain, including client organisation structure and business functionality; - list current communications technologies and their associated protocols; - outline current industry accepted hardware and software products, and general features and capabilities; - summarise network protocols currently in use in the organisation and industry, including transmission control protocol, internet protocol (TCP/IP), OSI models; - clarify the vendor product range and development directions, and; - describe how network protocols transcend organisational size and network complexity.

ICTNWK402 Install and configure virtual machines for sustainable ICT

Locations: Footscray Nicholson, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to develop and implement virtualisation technologies with the goal of providing a more sustainable information and communications technology (ICT) environment. It applies to individuals who work in the network area of organisations and are responsible for the use of virtual machines to increase sustainability.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - apply sustainability practices related to current information and communications technology (ICT) network design; - research, identify and develop a virtual machine environment, and; - implement and maintain a virtual machine environment. Students will also be expected to demonstrate the following knowledge: - summarise the current government and industry policies and guidelines related to developing sustainable ICT environments; - identify and describe current technologies and processes designed to produce a sustainable ICT environment; - state the available tools and software applications required to manage virtual machines; - define the structure, function and business organisation of client; - outline the configuration of software applications required to manage virtual machines, and; - describe the configuration requirements required to integrate virtual machines into an existing network design.

ICTNWK404 Install, operate and troubleshoot a small enterprise branch network

Locations: Footscray Nicholson, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to utilise networking fundamentals, including wide area network (WAN) technologies, basic security, routing and switching fundamentals, and to configure simple networks.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge

and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - specify the network elements; - implement a small switched network; - select and implement the suitable network addressing protocols; - select and install a router; - identify and verify, wide area network (WAN) links, and; - test and resolve the problems for a small enterprise branch network. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - summarise the design of an internet protocol (IP) addressing scheme; - describe how to install, configure and test the network elements, in order to ensure interoperability within the network, and; - explain how to apply network topologies, protocols and security solutions and troubleshoot defined network problems.

ICTNWK405 Build a small wireless local area network

Locations: Footscray Nicholson, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to build and arrange connectivity to a single zone wireless local area network (WLAN).

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - develop, implement and maintain wireless networks; - install, configure and test wireless access points; - test security and network to business specifications; - develop user training material, and; - monitor and resolve wireless network issues. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - outline features of security threats; - summarise the basic principles of network security; - describe the factors that impact on a small wireless network, and; - outline the protocols and their application for wireless network.

ICTNWK406 Install, configure and test network security

Locations: Footscray Nicholson, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to install, configure and test network security in an information and communications technology (ICT) network.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - assess and identify security threats, vulnerabilities and risks; - determine appropriate countermeasure for threat,

vulnerability or risk; - implement countermeasure per threat or risk; - install, configure and test network elements to ensure perimeter security; - test and verify function and performance of selected security measures; - monitor network for suspicious activity and take appropriate action where necessary, and; - document newly discovered threats, vulnerabilities and risks, including change recommendations for approval.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - outline authentication issues; - summarise the security requirements of the client business domain; - outline common virtual private network (VPN) issues, including bandwidth and dynamic security environment; - explain how to configure routers and switches; - summarise current industry accepted hardware and software security products, including general features and capabilities; - outline the function and operation of VPN concepts, including encryption, firewalls, packet tunnelling and authentication; - outline network protocols and operating systems; - summarise organisational issues surrounding security; - outline security perimeters and their functions; - describe security protocols, standards and data encryption; - summarise security threats, including eavesdropping, data interception, data corruption and data falsification; - outline types of VPNs, including site-to-site and user-to-site internet traffic and extranets, and; - summarise the systems and procedure.

ICTNWK408 Configure a desktop environment

Locations: Footscray Nicholson, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to install, configure and support a desktop or workstation operating system in a networked environment. It applies to individuals with competent technical skills employed in information and communications technology (ICT) support roles.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - install and configure a desktop operating system; - attach the desktop to the network; - configure the desktop operating system, including user accounts, file and print services, and security; - perform backup and recovery; - update operating system and software, and; - monitor and troubleshoot the desktop environment. Students will also be expected to demonstrate the following knowledge: - outline the features of current desktop operating systems, applications, compatibility issues and the resolution procedures; - summarise the configuration requirements of a desktop environment; - explain file system navigation and manipulation utilities, including: edit, copy, move and search; operating system help and support utilities, and; - summarise relevant work health and safety (WHS) and regulatory requirements for desktop operators.

ICTNWK420 Install and configure virtual machines

Locations: Footscray Nicholson, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to select and implement virtualisation solutions to meet organisational needs in an information and communications technology (ICT) environment. It applies to individuals who work in the network area of organisations and are responsible for the virtualisation of desktop and server operating systems. No licensing, legislative or certification

requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify one virtualisation solution for the organisation including the identification of applicable guidelines or policies, benefits and detriments and currently available software; - interpret organisational needs to determine technical requirements of virtualisation solution once; - install and configure virtualisation software to accommodate organisational needs once; - install, configure, and test the functionality of two (2) virtual machines, including evidence of the ability to backup virtual machine state on shutdown, restore virtual machine state on start up and backup and restore a virtual hard drive and software configuration files for virtual machine, and; - configure and test the functionality of a virtual network for the two (2) virtual machines, including the ability to configure internet protocol (IP) addresses to match selected network configuration, configure virtual network as host only, bridged, and network address translation (NAT) configurations and configure services to operate under current network configuration. Students will also be expected to demonstrate the following knowledge: - government and industry policies and guidelines related to virtualisation; - technologies and processes relating to virtualisation; - tools and software applications for virtual machine management; - configuration of software applications required to manage virtual machines, and; - configuration requirements for the integration of virtual machines into an existing network design.

ICTNWK421 Install, configure and test network security

Locations:Footscray Nicholson, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to install, configure and test network security in an organisational environment. It applies to individuals who are involved in the installation, configuration, and testing of network security for networks of any size in job roles including network administrator, penetration tester, and security consultant. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills with respect to one network: - identify and analyse network security threats and vulnerabilities; - make recommendations to management to address network security deficiencies and fulfill organisational asset security requirements; - implement perimeter security, network hardening measures and authentication and user account controls - according to identified deficiencies and organisational asset security requirements; - design and conduct testing to verify the key function and performance measures of network security; - debug network security according to test results; - review logs and audit reports to identify and record five security incidents, intrusions and attempts, and; -

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undertake three (3) spot checks and audits to ensure that procedures are not being bypassed. Students will also be expected to demonstrate the following knowledge: - security requirements of the organisation, including: organisational structure and functions; features and capabilities of networking technologies; privacy issues and privacy legislation; security information sources, and; risk analysis; - virtual private network (VPN) issues, including bandwidth and dynamic security environment; - configuration of routers and switches; - current hardware and software security products, including general features and capabilities; - function and operation of VPN concepts including encryption, firewalls, packet tunnelling, and authentication; - network protocols and operating systems; - security perimeters and functions; - security protocols, standards and data encryption; - security threats including eavesdropping, data interception, data corruption and data falsification; - types of VPNs including site-to-site and user-to-site internet traffic and extranets, and; - systems and procedures related to audit and intrusion detection systems; auditing and penetration testing techniques; cryptography; local area network (LAN), wireless local area network (WLAN) and wide area network (WAN); screened subnets; transmission control protocol, internet protocol (TCPs/IPs), and applications, and; virus detection software.

ICTPMG401 Support small scale ICT projects

Locations:Footscray Nicholson, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to support the management of low risk, straightforward information and communications technology (ICT) projects within an organisation. It applies to individuals who may work under supervision but have responsibility to ensure workflow is planned and completed in line with requirements.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - develop a project plan appropriate to the project objectives and the project proposal; - support the initiation, control and completion of a simple small-scale information and communications technology (ICT) project, and; - identify and apply requirements and expectations of a project according to the project plan. Students will also be expected to demonstrate the following knowledge: - identify the different project-management and planning methods and tools; - explain the characteristics of technical teams; - describe the different methods of communication and communication styles, including interviewing techniques; - explain the organisational values, policies and processes that may be relevant to the project, and; - describe the risks associated with small scale projects including: cost; scope, and; timelines.

ICTPRG301 Apply introductory programming techniques

Locations:Footscray Nicholson, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to create simple applications or games. It applies to individuals with responsibility for creating applications or games and includes creating code, using programming standards, testing, and debugging. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - 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 the program specifications, and; - confirm that the created application, or game, meets the original program specifications, and obtain user sign-off for the completed program. Students will also be expected to demonstrate the following knowledge: - identify and describe common games programming languages, their syntax, and command structure, and; - describe the development of small-sized applications or games.

ICTPRG405 Automate processes

Locations:Footscray Nicholson, St Albans, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to write scripts to automate solutions, by using basic scripting processes, and application-specific scripting options. It applies to individuals who may work in information and communications technology (ICT) support roles and who are required to automate tasks.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - develop an algorithmic statement of a solution, for a set process; - produce a functional script to automate a set process, and; - document this script for internal and external stakeholders. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - explain debugging for a variety of scripting scenarios; - describe the principles of algorithms, and their application, in computer programming; - describe scripting language syntax, and; - identify and describe scripting techniques.

ICTPRG406 Apply introductory object-oriented language skills

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the performance outcomes, skills and knowledge required to undertake introductory programming tasks using an object-oriented programming language, including tool usage, documentation, debugging, and testing techniques. It applies to individuals who are programmers in a variety of fields and who are required to produce simple programs in object-oriented languages.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge

and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - use an application program to design, and build, standard reusable software modules in response to a design specification; - generate the code, and the documentation, and; - undertake testing and debugging, to meet specifications. Students will also be expected to demonstrate the following knowledge: - describe the processes and techniques related to object-oriented programming, including the concepts and language used; - describe the process for developing small-size applications, and; - identify and outline the key features of a graphical user interface (GUI), for interaction with an operator.

ICTPRG407 Write script for software applications

Locations:Footscray Nicholson, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to plan, design and build scripts, using a scripting language to construct a highly interactive and automated software application. It applies to individuals who build and integrate interactive applications, or websites for internal, and public, sites. They may work as application developers, application-support personnel, programmers specialising in a scripting language, web application programmers, or web developers.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - design, write, and integrate scripts into software solutions to accommodate specified application requirements; - test and debug scripts, to ensure that the software meets the specification, and; - use a framework and an integrated development environment (IDE) in developing scripts. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - describe the platforms suited to software development; - identify and summarise, copyright and intellectual property legislative requirements; - describe the life cycle of software development, and; - describe the processes and techniques related to the development of small-size applications.

ICTPRG414 Apply introductory programming skills in another language

Locations:Footscray Nicholson, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to carry out programming activities using a procedural approach.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - perform coding activities to

create, maintain and update programs using basic language and layout; - write coding using data structures and standard algorithms, and following guidelines; - debug code; - generate design and code documentation; - test and confirm that the application meets program specifications, and; - record the test results. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - describe and explain programming techniques; - describe documentation techniques; - give details of application development processes, and; - summarise testing techniques.

ICTPRG430 Apply introductory object-oriented language skills

Locations:Footscray Nicholson, Sunshine.

Prerequisites:Nil.

Description:This unit describes the performance outcomes, skills and knowledge required to undertake introductory programming tasks using an object-oriented programming language including tool usage, documentation, debugging, and testing techniques. It applies to individuals who are programmers in a variety of fields and who are required to produce simple programs in object-oriented languages. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - select and use three language data types, three operators and three expressions; - use correct language syntax for one sequence, one selection and two iteration constructs; - use a modular approach to implement the logic for one object operation; - implement a class that uses arrays of primitive data types twice; - read from and write to one text file; - implement two classes that each contain four instance variables; - implement one class that contains two options for object construction; - implement one class that uses user-defined object aggregation; - implement polymorphism once for code extensibility; - use one debugging tool; - apply code and documentation conventions that specify at least 3 aspects, according to organisational requirements, and; - perform and document two unit test cases; Students will also be expected to demonstrate the following knowledge: - processes and techniques related to object-oriented programming, including the concepts and language; - syntax language rules, data types structures; - primitive instance variables; - class variables; - small-size application development processes; - polymorphism and inheritance; - debugging and testing approaches and techniques; - constructors; - object aggregation; - sequence, selection and iteration constructs, and; - organisational documentation;

ICTSAS205 Maintain ICT system integrity

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

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to protect and secure stand-alone or networked client server environments. It applies to technical support individuals who are required to maintain workflow and quality processes in a small or large office environment.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic

and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - protect and secure stand-alone or networked client server environments and operating systems according to system maintenance procedures; - complete file backup according to organisational standards; - recover, delete and archive according to backup and recovery procedure, and; - check computers and networks for compliance with licensing requirements. Students will also be expected to demonstrate the following knowledge: - identify organisational standards regarding: - backup and recovery procedures and operations; - labelling and storage of backups; - describe current industry accepted hardware and software products; - describe current viruses and protection methods; - identify common diagnostic tools; - identify inventory procedures; - identify maintenance procedures; - describe storage and retrieval guidelines; - explain system performance, and; - identify software copyright and General Public Licence (GPL) or copyright responsibilities.

ICTSAS206 Detect and protect from spam and destructive software

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

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to reduce the risk of a computer's operation being affected by spam or destructive software. It applies to technical support individuals who, while working under a level of supervision, have responsibility to exercise the discretion required to protect and secure equipment and software in a small or large office environment.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - install virus protection software and updates; - schedule virus protection software to run on a regular basis; - remove common destructive software, and; - identify common spam types and take appropriate action. Students will also be expected to demonstrate the following knowledge: - describe spam and virus intrusions and identify appropriate remedial actions; - identify the types of protective applications used against viruses and spam; - identify the operating systems supported by the organisation, and; - identify the common components of computer hardware that may be affected by spam.

ICTSAS301 Run standard diagnostic tests

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to troubleshoot problems and conduct diagnostic tests on a range of platforms. It applies to individuals who, while working under a level of supervision, have responsibility to action tasks in a frontline technical support capacity.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify hardware and operating system 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, and; - remove viruses by restoring backups. Students will also be expected to demonstrate the following knowledge: - describe the client business domain, including client organisation structure and business functionality; - identify the current industry accepted hardware and software diagnostic tools; - describe common symptoms of problems associated with: desktop applications; operating systems; laptops; mobile devices; printers, and; other common peripherals; - describe a range of preventative tasks relevant to maintaining hardware and software applications, and; - describe the organisational procedures relevant to diagnostic testing.

ICTSAS304 Provide basic system administration

Locations: Footscray Nicholson, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to implement components of systems backup, restore, security and licensing in a stand-alone or client server environment. It applies to individuals who, while working under limited supervision, have responsibility in a frontline technical support capacity to exercise discretion and judgement, using appropriate knowledge to provide assistance. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - perform a 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, and; - maintain security access records and apply access controls on network resources. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - describe common backup procedures; - identify and outline operating systems used by the organisation; - describe the organisational security procedures; - identify organisational standards to carry out backup and restore operations; label and store backups, and; record security and software details; - describe the selection, functions and features of appropriate diagnostic tools; - identify software copyright responsibilities, and; - identify the system's current functionality.

ICTSAS305 Provide ICT advice to clients

Locations: Footscray Nicholson, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to provide

information and communications technology (ICT) advice and support to clients, including the communication of comprehensive technical information. It applies to frontline technical support individuals who work under a level of supervision but have responsibility for providing technical support.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - 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, and; - use technical manuals and 'help' documentation. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - identify and describe the available in-house and vendor support; - explain contract and service agreements with vendors; - identify features of different types of hardware supported by the organisation; - identify sources of information relevant to the provision of services and support; - identify operating system: functions and basic features, and; supported by the organisation; - identify and describe security and network guidelines and procedures, and; - identify the advanced features of software, including the functions and support provided by the organisation.

ICTSAS306 Maintain equipment and software

Locations: Footscray Nicholson, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to carry out maintenance and fault repair according to organisational procedures, in order to keep equipment and software operating. It applies to frontline technical support individuals who work under a level of supervision and have some responsibility to maintain computer systems.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - undertake maintenance according to maintenance procedures; - identify and resolve a defined range of equipment and software problems, and; - maintain accurate records according to organisational guidelines. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - identify and describe equipment and software maintenance practices; - identify help-desk response level escalation procedures; - describe the operation and purpose of specified equipment; - identify and describe the operation of technical diagnostic tools; - identify quality assurance practices; - identify relevant service level agreements (SLAs) to determine conditions of the SLA cover; - describe client warranty claims, repair or replacement procedures;

- identify system's current functionality, and; - describe organisational work health and safety (WHS) procedures.

ICTSAS307 Install, configure and secure a small office or home office network

Locations: Footscray Nicholson, Sunshine.

Prerequisites: Nil.

Description: This unit describes the 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. It applies to individuals who work under a level of supervision and have experience with analysis and problem solving when working with technologies. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - analyse the client's needs; - undertake research to source the images; - manipulate and produce images for use in website development, to meet the requirements of the brief, and; - save the images in appropriate format. Students will also be expected to demonstrate the following knowledge: - identify and describe, the industry standards and the copyright legislation relevant to digital images; - explain sustainability concepts appropriate to the ICT industry; - describe digital image formats and their application, and; - identify and summarise, common digital image editing software.

ICTSAS308 Run standard diagnostic tests

Locations: Footscray Nicholson, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to troubleshoot problems, identify and implement preventative maintenance techniques, and conduct diagnostic tests on a range of platforms. It applies to individuals who, while working under a level of supervision, have responsibility to action tasks in a frontline technical support capacity.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify and document six ICT problems and corresponding testing and preventative maintenance techniques to provide for troubleshooting process planning; - implement preventative maintenance techniques to address three common symptoms of problems associated with each of the following: desktop application, operating system, laptop, mobile device and printer, and; - identify and address three virus infections using a system diagnostic program. Students will also be expected to demonstrate the following knowledge: - impact of organisational structure, diagnostic testing procedures and guidelines, and software specifications on conducting diagnostic testing; - hardware and software

diagnostic tools, including products that manage backup procedures, configuration procedures, hardware maintenance and security; - common symptoms of problems associated with desktop applications, operating systems, laptops, mobile devices and printers; - preventative maintenance techniques relevant to maintaining hardware and software applications, and; - common diagnostic testing approaches.

ICTSAS410 Identify and resolve client ICT problems

Locations: Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to record and prioritise client support activities, determine the required resources, solve client information and communications technology (ICT) problems or escalate as necessary. It applies to experienced individuals who apply specialised and technical knowledge and have responsibility for providing support to end users.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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. Students will be expected to demonstrate the following required skills: - record and prioritise client support activities; - determine required resources; - resolve client problems or escalate according to organisational guidelines or practices; - prepare maintenance report, and; - seek and record client feedback. Note: Evidence must be supplied for at least two client support activities. Students will also be expected to demonstrate the following knowledge: - describe hardware and software products: - outline sustainable practices consistent with information and communications technology (ICT) industry; - explain help desk or service desk structure and escalation procedures; - describe key functions and basic features of operating system; - describe organisational structure of workplace; - discuss principles of equal employment opportunity and anti-discrimination relating to client ICT problems; - relating to client ICT problems, and; - outline workplace security and network guidelines and procedures.

ICTSAS425 Configure and troubleshoot operating system software

Locations: Footscray Nicholson, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to configure, maintain and troubleshoot operating system (OS) software to ensure organisational requirements and client needs are met.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - determine the appropriate operating system; - install, configure and test an operating system (OS); - improve system performance with minimum disruption to clients; - identify faults and rectify with utilities and tools; - instruct the client or users on the changes in OS, and; - seek client and user feedback. Note: Evidence must be provided in at least TWO

organisations or situations. Students will also be expected to demonstrate the following knowledge: - summarise the requirements of different operating systems; - outline the architecture of current technical systems; - identify and describe the key current industry accepted hardware and software products; - describe the functions and features of the OS used by the organisation, and; - describe the installation and configuration of systems software.

ICTSAS426 Locate and troubleshoot ICT equipment, system and software faults

Locations: Footscray Nicholson, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to troubleshoot problems and apply systematic processes to fault finding across a wide range of information and communications technology (ICT) disciplines.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - determine the most appropriate fault finding method; - document the troubleshooting process; - analyse and identify faults; - obtain suitable tools and equipment; - apply simple checks, tests and fault finding methodologies, and; - apply the recommended means to rectify fault and document results. Note: Evidence must be provided for at least TWO organisations or situations. Students will also be expected to demonstrate the following knowledge: - explain client support and maintenance practices; - identify and describe current industry accepted hardware and software products, including features and capabilities; - discuss the system's current functionality, including details of the proposed system modifications; - describe one or more change management tools; - explain the key features of quality assurance practices with regard to locating and troubleshooting information and communications technology (ICT) equipment, system and software faults; - outline the change control procedures of the organisation; - describe a range of trouble shooting methodologies and system testing tools; - list and describe common symptoms of faulty ICT equipment, and; - identify and describe legislative, regulatory, standards or codes of practice that impact on the ICT service sector.

ICTTEN417 Install, configure and test a router

Locations: Footscray Nicholson, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to undertake router installation and configuration, as part of an upgrade in an existing network or the implementation of a new network.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - plan and prepare for router

installation task; - select router to meet client's business specifications; - install and test the router ensuring interoperability within the network, and applying router principles and technologies; - report on status of completed installation and seek sign-off and customer satisfaction; - use routers, and; - apply solutions to defined routing problems. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - identify and outline codes of practice for computing; - explain the effect of a router on delimiting broadcast traffic and on conserving bandwidth; - explain how dynamic routing algorithms or protocols create and maintain routing tables; - explain how to provide the network with redundant paths for reliability, and the way routers manage these paths; - summarise the following aspects of routers; - describe router-based network architectures, and; - explain the use of routing tables in intelligent packet routing and switching.

ICTWEB201 Use social media tools for collaboration and engagement

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to establish a social networking presence, using social media tools and applications. It includes the requirement to review, compare, and use different types of social networking tools and applications. It applies to information and communications technology (ICT) personnel who need to develop a social networking web presence for a small or large office environment, using social media tools and applications.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify different types of social media tools and applications, and the issues associated with their use; - access the internet, set up a social networking presence and upload and link a wide variety of files, and; - use and evaluate social media tools and applications. Students will also be expected to demonstrate the following knowledge: - list basic technical terminology in relation to social networking, social media applications, and tools; - outline basic methods of uploading images, text files, portable document format (PDF) files, audio files, video files, and link the associated files; - state the features, and functions, of social media applications; - list import and export software functions; - explain how to link documents; - explain the process of tagging, in order to facilitate collaborative folksonomy; - list social media applications and procedures, for connecting to social networking sites; - identify and describe, input and output devices, and; - describe, and use, really simple syndication (RSS) feeds to connect a social network.

ICTWEB303 Produce digital images for the web

Locations: Footscray Nicholson, Sunshine.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to produce, and manipulate, images suitable for use in website development. This unit applies to individuals with responsibility for creating graphics for a web environment. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading: The qualified trainer and assessor will provide teaching and

learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - analyse the client's needs; - undertake research to source the images; - manipulate and produce images for use in website development, to meet the requirements of the brief, and; - save the images in appropriate format. Students will also be expected to demonstrate the following knowledge: - identify and describe, the industry standards and the copyright legislation relevant to digital images; - explain sustainability concepts appropriate to the ICT industry; - describe digital image formats and their application, and; - identify and summarise, common digital image editing software.

ICTWEB409 Develop cascading style sheets

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the 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. It applies to individuals who are required to layout and ensure consistency of appearance between web pages.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - develop a website style and format, using cascading style sheets (CSS), to user requirements; - lay out page elements, using CSS; - test web pages in a variety of browsers, and; - validate the CSS against industry standards. Students will also be expected to demonstrate the following knowledge: - discuss standard web and CSS design principles; - identify and describe the application of the following to CSS: - hypertext transfer protocol (HTTP); - hypertext mark-up language (HTML); - extensible hypertext mark-up language (XHTML); - industry standards for web design, and; - recognise a range of internet browsers.

ICTWEB411 Produce basic client-side script for dynamic web pages

Locations: Footscray Nicholson, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to develop interactive and engaging websites, using a range of features from various, appropriate languages. It applies to individuals working in web development environments who are required to produce client-side scripts as a common means of creating interactive websites. These scripts offer an effective simple means of enabling websites to provide greater interaction with clients.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge

and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - determine the dynamic functionality and requirements of web documents; - select the appropriate language; - design web documents with embedded script; - produce dynamic web page documents; - test and debug, the web document functionality, and; - document and gain client approval. Students will also be expected to demonstrate the following knowledge - discuss the basic principles behind open platform programming; - describe client-side scripting and its application to dynamic web page design; - identify and outline, security restrictions on servers; - describe the difference between sever-side and client-side scripting, and; - describe the standards associated with programming documentation.

ICTWEB415 Produce server-side script for dynamic web pages

Locations: Footscray Nicholson, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to produce server-side scripts for dynamic web pages, using a range of relevant features from different but appropriate languages.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - create dynamic web pages according to all job requirements, using server-side scripting to retrieve information from a web-hosted database, and; - create scripts. Students will also be expected to demonstrate the following knowledge: - explain server-side technologies, and the relevant web scripting languages; - discuss server-side web analysis and design parameters; - summarise and apply, programming control structures and object-oriented programming, and; - outline web-programming concept.

ICTWEB416 Customise content management system

Locations: Footscray Nicholson, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to create and integrate, a website into an open-source content management system.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - research and evaluate client requirements; - create a content management system (CMS) powered website using an open-source solution, and; - validate the CMS against the standards set by the World Wide Web Consortium (W3C). Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected

to demonstrate the following knowledge: - define "content management system" and describe its purpose; - explain mark-up language and its associated standards; - outline server-side language and security techniques; - discuss web accessibility; - evaluate a content management system (front and backend) in commonly used browsers, and; - outline W3C standards and their application to website development.

ICTWEB417 Integrate social web technologies

Locations:Footscray Nicholson, Online.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to successfully develop and integrate social networking code into new and existing websites. It applies to individuals working as web developers who apply a wide range of knowledge and skills across a range of general information and communications technology (ICT) environments and support small to medium enterprises (SMEs) that require broader, rather than more specialised, ICT support.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - analyse requirements for the integration of a social networking website into a pre-existing website; - determine the content management functionality, against current programming and security standards; - select an appropriate social networking platform; - develop and implement, social networking integration codes into an existing website, and; - validate frontend code markup, against the standards set by the World Wide Web Consortium (W3C). Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - outline the markup language and its associated standards; - summarise server-side language, and; - describe the advantages and disadvantages, of integrating social networking into web sites.

ICTWEB418 Use development software and ICT tools to build a basic website

Locations:Footscray Nicholson, Online.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to build a basic website, consistent with the design, technical requirements and expectations of a client's business, using current industry software and tools. It applies to individuals working as web developers who use a wide range of knowledge and skills across a range of general information and communications technology (ICT) environments, and support small to medium enterprises (SMEs) that require broader, rather than more specialised, ICT support.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - conduct an assessment of,

and document the specifications relating to, the client's website needs; - build a basic website according to client specifications; - validate the final web design against the client's requirements, and; - confirm and obtain client sign off. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - outline a basic knowledge of design principles and the issues around accessibility and equity principles, when building for diverse users; - identify and describe the software, and tools, that are used in website development; - outline the general principles of the standard generalised markup language (SGML), and associated documentation standards; - outline the principles of website design; - describe the technical attributes specific to the web, and; - describe and apply, the types of code used in the generation of web sites.

ICTWEB420 Write content for web pages

Locations:Footscray Nicholson, Online.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to write concise, and clear, content for web pages on behalf of a client. It applies to individuals who are proficient communicators in the web development field.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - write content for web pages that recognises cultural differences and diversity, in developing website content; - upload content for a website, and; - remove content on a website. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - outline content features, including clarity, ease of viewing and readability; - explain copyright and intellectual property legislation, relating to web page content; - summarise the document design, web design and usability; - discuss the functions and features of: micro-content elements, such as headings, highlighted words and link text, and style guides, such as cascading style sheets (CSS); - explain the information architecture; - summarise the instructional design principles; - outline the obligations of merchants and service providers; - outline the organisational requirements relating to web page content and user diversity, and; - explain privacy requirements relating to web page content.

ICTWEB425 Apply structured query language to extract and manipulate data

Locations:Footscray Nicholson, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to produce structured query language (SQL) statements to work with server-side scripts, enabling web designers to interact with web server databases.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify structured query language (SQL) requirements; - create the databases and tables; - generate queries for one or more tables, to provide the required data; - add, modify and delete records from the database tables, and; - test and verify SQL statements. Note: If a specific volume or frequency is not stated, then evidence must be provided at least once. Students will also be expected to demonstrate the following knowledge: - explain the features and application of the following aggregate functions: MIN; MAX; SUM; AVG; COUNT; COUNT(*); - explain the features and application of the following clause functions: GROUP BY; HAVING; ORDER BY; dates and times; SQL data types; numbers; text; SQL syntax; SELECT; FROM; WHERE; LIKE; DISTINCT; CREATE; ALTER TABLE; INSERT INTO; UPDATE; DELETE; DROP, and; - describe the principles of "combining and/or condition" in SQL statements and Boolean operators: IN and BETWEEN conditional operators; mathematical operators; table joins (relationships).

ICTWEB430 Produce server-side script for dynamic web pages

Locations: Footscray Nicholson, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to produce server-side scripts for dynamic web pages using a range of relevant features from different languages. It applies to individuals working as web designers who apply a wide range of knowledge and skills across different information and communications technology (ICT) environments to support organisations that require broad ICT support. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - create a dynamic web page according to one set of user requirements; - use server-side scripting to retrieve information from a web-hosted database in two (2) different instances; - analyse three (3) language options and the associated advantages and disadvantages based on web document requirements to select most appropriate language, and; - configure one (1) webserver to deliver the website using HTTPS. Students will also be expected to demonstrate the ability to create one (1) script for each of the following: - inserting, updating, and deleting data from a web server database; - implementing security features; - uploading and retrieving images; - managing sessions and creating secure logins, and; - test web document and undertake corrective actions to meet requirements. Students will also be expected to demonstrate the following knowledge: - server-side technologies and at least three web scripting languages and associated advantages and disadvantages; - server-side web analysis and design parameters; - XHTML standards; - testing tools and processes and associated advantages and disadvantages, and; - control structures and object-oriented programming. - web-programming concepts including the hypertext transfer protocol (HTTP) and HTTP Secure (HTTPS), stateless programming; session management; authentication and web security; database vulnerabilities and preventative software configuration and programming practices, and; - organisational procedures to document test results.

IT011 IT in Action

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit focuses on how individuals and organisations use, and can be affected by, information and communications technology (ICT) in their daily lives. In Areas of Study 1 and 3, students acquire and apply a range of knowledge and skills to manipulate different data types such as numeric, text, sound and images (still and moving) to create solutions that can be used to persuade, educate, inform and entertain. In Area of Study 3, students also explore how their lives are affected by ICT, and consider strategies for managing how ICT is applied. In Area of Study 2, students examine how networked information systems allow data to be exchanged locally and within a global environment, and explore how mobile devices, such as phones, are used within these networks.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks.

Assessment: Demonstrated of 'Satisfactory completion' by a selection of Assessment tasks and Level of Performance by SAC (Tests) and Exams.

IT012 IT pathways

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit focuses on how individuals and organisations use ICT to meet a range of purposes. Students apply a range of knowledge and skills to create solutions, including those that have been produced using a programming or scripting language, to meet users' needs. In this unit, students apply all stages of the problem-solving methodology when creating solutions.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks.

Assessment: Demonstrated of 'Satisfactory completion' by a selection of Assessment tasks and Level of Performance by SAC (Tests) and Exams.

LGACOM401A Administer contracts

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit covers the administration, monitoring and transition of contracts.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - negotiation and liaison across a range of internal and external customers; - contingency management; - contract interpretation; - project management; - conflict resolution; - client interaction, and; - financial and time management. Students will also be expected to demonstrate the following knowledge: - relevant legislation, regulations, codes of practice and policies applicable to the industry and the council, including those relating to environmental/sustainable practice and OHS; - relevant systems and procedures to aid in the achievement of sustainable practice; - contract procedures; - contract law; - knowledge of the contract service; - performance standards and analysis; - complaint procedures, and; - costing processes.

LGACOM402A Arrange contracts

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit covers receiving and evaluating tenders, preparing recommendations and notifying tenderers of the outcome

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - report writing; - oral presentation skills and interview techniques; - applying criteria; - verifying claims, and; - investigating. Students will also be expected to demonstrate the following knowledge: - relevant council policies and procedures; - quality assurance methods; - relevant Australian and industry standards; - statutory and council tender requirements; - contractual processes; - statutory council requirements; - tendering codes of practice; - evaluation methods, and; - strategies, policies and procedures on sustainable practice.

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: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - negotiation with a range of personnel and other agencies; - research and evaluation, including cost-benefit analysis; - written and verbal communication with public and council personnel affected by implementation; - strategic and business planning; - planning and organisational; - time management; - ability to work as part of a team particularly with people from diverse backgrounds; - problem solving, and; - using appropriate software and technology. Students will also be expected to demonstrate the following knowledge: - relevant council policies and procedures; - sustainable practices; - council operations; - council goals, objectives and strategies, and; - other organisations potentially interested in cooperative arrangements.

LGACOM409A Prepare tender documentation

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit covers the scoping of contract services, the preparation of tender documentation and the calling for tenders. It supports the attainment of skills and knowledge required for competent workplace performance in councils of all sizes. Knowledge of the legislation and regulations within which councils must operate is

essential. The unique nature of councils, as a tier of government directed by elected members and reflecting the needs of local communities, must be appropriately reflected.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - report and specification writing; - qualitative and quantitative research; - analytical; - consultation with relevant personnel; - specification interpretation; - negotiation with relevant internal and external people, and; - observation of protocol and probity policies. Students will also be expected to demonstrate the following knowledge: - relevant council policies, procedures and codes of conduct; - sustainability practices; - quality assurance systems; - relevant Australian and industry standards; - statutory and council tender requirements; - contractual processes; - industrial agreements; - statutory council requirements; - tendering codes of practice, and; - national competition policy.

LGACOM410A Prepare response to tenders

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit covers responding to tenders by preparing a tender bid or submission. It supports the attainment of skills and knowledge required for competent workplace performance in councils of all sizes. Knowledge of the legislation and regulations within which councils must operate is essential. The unique nature of councils, as a tier of government directed by elected members and reflecting the needs of local communities, must be appropriately reflected.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - logical argument for written reports, and; - verbal presentation of bid. Students will also be expected to demonstrate the following knowledge: - national competition policy and its application at state and enterprise level; - core and non-core activities; - occupational health and safety; - strategies, policies and procedures on sustainable practice; - risk assessment, and; - work flow.

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: The qualified trainer and assessor will provide teaching and

learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - literacy; - proofreading and editing; - communication; - evaluation; - problem solving; - negotiation; - leadership; - networking; - time management; - planning and managing own work priorities; - organisational; - proactive thinking and initiative; - using and maintaining appropriate technology and software, and; - relating to people from a range of social, cultural and ethnic backgrounds and with a range of physical and mental abilities. Students will also be expected to demonstrate the following knowledge: - knowledge of the organisation's policies, plans and procedures; - principles of effective communication in relation to listening, questioning and non-verbal communication; - techniques for building relationships of trust including with people from different cultures; - understanding techniques for facilitating mutually acceptable outcomes; - methods and techniques to prepare and present information to promote the organisation; - knowledge of related organisations, agencies and networks, and; - understanding the principles and operation of networks.

LGACOMP026A Provide team leadership

Locations: Industry, Footscray Nicholson.

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: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - consultation; - communication; - negotiation; - report writing; - facilitating the participation of team members, team development and improvement; - problem solving and conflict resolution; - decision making; - working effectively with team members who have diverse work styles, aspirations, cultures and perspectives; - relating to people from a range of social, cultural and ethnic backgrounds and with a range of physical and mental abilities, and; - using relevant software and technology skills. Students will also be expected to demonstrate the following knowledge: - relevant council policies and procedures; - relevant legislation; - access and equity issues; - code of conduct and ethics; - organization of teams; - team goal setting; - devolving responsibility and accountability to teams; - team dynamics; - conflict resolution; - leadership styles; - providing feedback to others and receiving feedback; - motivating others, and; - strategy development.

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: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - prioritising work; - communicating need for support; - responding to workplace change; - reporting accidents and incidents verbally; - filling in accident and incident report forms; - interpreting instructions; - implementing sustainable energy work practice; - problem solving; - conflict resolution; - appropriate software and technology skills, and; - team work and team building. Students will also be expected to demonstrate the following knowledge: - council's occupational health and safety policies and procedures; - council's environmental policies and procedures; - council's quality system policies and procedures; - council's emergency procedures; - council's organisational structure; - communication channels within council; - election process; - role of councillors and mayor; - structure of government in Australia; - functions of local government; - boundaries of local government; - duty of care requirements; - council's public liability, and; - sustainable energy work practice techniques.

LGACORE105B Work with others in local government

Locations: Industry.

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: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - coaching others; - clear verbal communication; - resolving conflicts; - organising skills in order to prioritise work activities; - time management, and; - rebuilding. Students will also be expected to demonstrate the following knowledge: - council structure and functions; - own role in relation to whole of council; - equal employment opportunity requirements; - anti-discrimination requirements; - relevant council workplace standards; - own role and function within council, and; - local community cultures.

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:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - verbal communication, presentation and negotiation; - consultation and liaison; - marketing, promotion and utilising and working with the media, and; - written communication, including reports and media releases. Students will also be expected to demonstrate the following knowledge: - council's political, social, economic and environmental context; - council's strategic and business plans, goals, objectives, policies and procedures; - council operations; - marketing principles and promotional strategies, including planning special events, and; - freedom of information and confidentiality.

LGAGCM708A Develop, lead and build community capacity

Locations: Industry.

Prerequisites: Nil.

Description:This unit covers the development, engagement and leadership of communities by council officers and elected members. It addresses the skills involved in the strategic development of community directions and programs and the ongoing involvement of residents, businesses and other stakeholders in the work of council. It is appropriate for elected members, CEOs and other senior managers of councils. This unit supports the attainment of skills and knowledge required for competent workplace performance in councils of all sizes. Knowledge of the legislation and regulations that provide the boundaries for the operation of councils is essential. The unique nature of councils, as a tier of government, directed by elected members and reflecting the needs of local communities must be appropriately reflected.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - high-level communication skills, including the capacity to engage community members in planning processes and negotiate successful and mutually satisfactory outcomes; - high-level research and analytical skills in relation to management accounting and finance; - application of decision-making strategies to a range of business scenarios; - strategic and operational planning, and; - reporting. Students will also be expected to demonstrate the following knowledge: - local government framework (policies and practices) for engaging communities, including key stakeholders; - operational capacity and resourcing of the council to support development project; - human, economic, social, environmental and physical resource capacity of the community, and; - available external funding sources to provide potential support for community projects.

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:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - questioning; - listening; - research; - management, and; - lateral thinking. Students will also be expected to demonstrate the following knowledge: - decision making processes; - legislation affecting councils, and; - responsibilities conferred upon councillors to act responsibly and ethically.

LGAGENE303A Contribute to council teams

Locations: Industry.

Prerequisites: Nil.

Description:This unit covers councillor participation as part of a team. Its application may include contribution to council as a whole or to other group activities. This unit supports the attainment of skills and knowledge required for competent workplace performance in remote and Indigenous communities and councils. Knowledge of the legislation and regulations within which councils must operate is essential. The role of elected members and senior management in leading and supporting their communities, and the identification of processes and solutions to meet the specific needs of communities, must be appropriately reflected.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - management; - strategic planning; - setting team objectives; - resolving conflict, and; - effective interpersonal communication. Students will also be expected to demonstrate the following knowledge: - legislation governing council operations; - meeting procedures; - ethical practice in council, community and personal dealings; - team organisation, dynamics and accountabilities; - roles of team leaders; - quality assurance issues, and; - continuous improvement processes.

LGAGENE304A Conduct effective council meetings

Locations: Industry.

Prerequisites: Nil.

Description:This unit covers running effective council meetings. It is appropriate for those responsible for conducting subgroups or committee meetings. It recognises the importance of ensuring that clear and well-planned objectives are set for meetings and that proceedings are conducted in accordance with accepted protocols. This unit supports the attainment of skills and knowledge required for competent workplace performance in remote and Indigenous communities and councils. Knowledge of the legislation and regulations within which councils must operate is essential. The role of elected members and senior management in leading and supporting their communities, and the identification of processes and solutions to meet the specific

needs of communities, must be appropriately reflected.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - oral and written communication; - interpersonal skills, including courtesy and respect for diversity; - presentation skills; - research capacity; - negotiation and debating; - management, and; - self-discipline. Students will also be expected to demonstrate the following knowledge: - meeting procedures; - council or authority regulations; - protocols and codes of conduct; - community or locality knowledge, including history and current events, traditions, customs and social issues, and; - current communications technology.

LGAGENE501A Undertake councillor roles and responsibilities

Locations: Industry.

Prerequisites: Nil.

Description:This unit covers the behaviours and actions required of councillors in meeting their roles and responsibilities as elected representatives. This unit supports the attainment of skills and knowledge required for competent workplace performance in remote and Indigenous communities and councils. Knowledge of the legislation and regulations within which councils must operate is essential. The role of elected members and senior management in leading and supporting their communities, and the identification of processes and solutions to meet the specific needs of communities, must be appropriately reflected.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - decision making; - problem solving; - conflict resolution; - communication; - networking; - leadership and management, and; - presentation and public speaking. Students will also be expected to demonstrate the following knowledge: - state or territory legislation affecting councils and influencing bodies; - councillor, executive, administrative and specialist roles within council structure, and; - policies and protocols governing effective legal and ethical operation of council.

LGAGENE502A Provide leadership within the council and community

Locations: Industry.

Prerequisites: Nil.

Description:This unit introduces leadership concepts and the behaviours required of councillors in their role as leaders of council and prominent leaders in the community. This unit supports the attainment of skills and knowledge required for competent workplace performance in remote and Indigenous communities and councils. Knowledge of the legislation and regulations within which councils must operate is essential. The role of elected members and senior management in leading and supporting their communities, and the identification of processes and solutions to

meet the specific needs of communities, must be appropriately reflected.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - judgement and decision making; - management; - effective interpersonal; - effective verbal and written communication; - analytical and problem solving; - identifying community needs and issues, and; - research and reporting. Students will also be expected to demonstrate the following knowledge: - budgeting and financial procedures; - strategic planning processes; - policy analysis and interpretation, and; - links between policy areas and processes within council.

LGAGENE503 Perform the role of an elected member

Locations: Industry.

Prerequisites: Nil.

Description:This unit covers the competencies required to undertake the functions of an elected member in Local Government. This unit is suitable for both newly elected and returning members and provides a basic overview of the roles and responsibilities of elected members, the local government environment and Council operating procedures.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - teamwork to work effectively with elected members; - oral and written communication skills for: interacting with the community during consultation; - contributing to discussions on complex issues: negotiating and influencing others; debating and solving problems in collaboration with other elected members, and; - numeracy and financial literacy skills for budgeting, asset management, strategic planning, financial planning and reporting. Students will also be expected to demonstrate the following knowledge: - relevant state/territory Local Government Acts and amendments; - code of conduct and relevant policies and procedures; - separation of powers of council and administration; - rights and responsibilities of elected members; - WH&S responsibilities pertaining to elected member operating environment; - meeting standing orders; - peer support network, including external organisations, and; - Australian constitution.

LGAWORK402A Prepare for operational works

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description:This unit covers preparing a works project plan that is conveyed to relevant stakeholders. This unit supports the attainment of skills and knowledge required for competent workplace performance in councils of all sizes. Knowledge of the legislation and regulations within which councils must operate is essential. The unique nature of councils, as a tier of government directed by elected members and

reflecting the needs of local communities, must be appropriately reflected.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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. Students will be expected to demonstrate the following required skills: - organisational capability across a range of physical and human resources; - communicating with public, other authorities and council staff; - estimating resources and capacity, and; - calculating quantities of resources and materials. Students will also be expected to demonstrate the following knowledge: - materials technology; - construction technology; - works methods; - state and local government standards; - relevant environmental legislation; - climatic conditions; - supply networks and council procurement policies, and; - road and traffic safety regulations.

L1033 English Literature 3

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:This unit focuses on the ways writers construct their work and how meaning is created for and by the reader. Students consider how the form of text (such as poetry, prose, drama, non-print or combinations of these) affects meaning and generates different expectations in readers, the ways texts represent views and values and comment on human experience, and the social, historical and cultural contexts of literary works. This unit is delivered in Year 12.

Required Reading:Lecturer will provide teaching and learning materials as required in the form of VU produced workbooks.

Assessment:Demonstration of 'Satisfactory completion' by a selection of Assessment tasks and Level of Performance by SAC (Tests) and Exams .

L1034 English Literature 4

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:This unit focuses on students' creative and critical responses to texts. Students consider the context of their responses to texts as well as the concerns, the style of the language and the point of view in their re-created or adapted work. This unit is delivered in Year 12.

Required Reading:Lecturer will provide teaching and learning materials as required in the form of VU produced workbooks.

Assessment:Demonstration of 'Satisfactory completion' by a selection of Assessment tasks and Level of Performance by SAC (Tests) and Exams .

L1T011 Literacy Skills Foundation Reading and Writing

Locations:Footscray Nicholson, Havester Technical College..

Prerequisites:Nil.

Description:The purpose of this unit is to enable students to develop skills and knowledge to read and write simple or short texts. Texts will deal with mainly personal and familiar topics but may include some unfamiliar aspects. At this level students, often with support, use the writing process with an awareness of the purpose and audience of the text. In reading students are able to identify the main point of the text, some key details and express an opinion about the text as a whole as well as some of the details. At the end of the Foundation Reading and Writing unit students will be able to read and comprehend a range of simple short texts and

write a range of short texts in a number of contexts which may be interrelated.

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

Assessment:Assessment may be through: For writing learning outcomes: - written text (which may be computer generated) - teacher observation. For reading learning outcomes: - oral or written explanation of task - teacher observation - oral or written response to text.

L1T012 Literacy Skills Foundation Oral Communication

Locations:Footscray Nicholson, Havester Technical College..

Prerequisites:Nil.

Description:At the end of this unit students will be able to use and respond to spoken language, around everyday subject matter which may include some unfamiliar aspects, for a range of purposes in a number of contexts which may be interrelated.

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

Assessment:Evidence of successful completion of each learning outcome may be ascertained through any or a combination of the following methods: teacher observation; discussion group activities; student self-assessments; peer evaluations and practical applications outside the classroom supported by evidence.

L1T021 Literacy Skills Intermediate Reading and Writing

Locations:Footscray Park, Footscray Nicholson, Werribee, City King St, Sunshine.

Prerequisites:Nil.

Description:The purpose of this unit is to enable students to develop the skills and knowledge to read and write a range of texts on everyday subject matters which include some unfamiliar aspects or material. At this level students, once they have identified the audience and purpose of the text, use the writing process to produce texts that link several ideas or pieces of information. In reading, students identify how, and if, the writer has achieved his or her purpose and express an opinion on the text taking into account its effectiveness. At the end of the unit students will be able to read, comprehend and write a range of texts within a variety of contexts.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

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

L1T022 Literacy Skills Intermediate Oral Communication

Locations:Footscray Park, Footscray Nicholson, Werribee, City King St, Sunshine.

Prerequisites:Nil.

Description:At the end of this unit students will be able to use and respond to spoken language including some unfamiliar material within a variety of contexts.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

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

LIT031 Literacy Skills Senior Reading and Writing

Locations:Footscray Park, Footscray Nicholson, Werribee, City King St, Sunshine.

Prerequisites:Nil.

Description:The purpose of this unit is to enable students to develop the skills and knowledge to read and write complex texts. The texts will deal with general situations and include some abstract concepts or technical details. At this level, students produce texts that incorporate a range of ideas, information, beliefs or processes and have control of the language devices appropriate to the type of text. In reading, the student identifies the views shaping the text and the devices used to present that view and express an opinion on the effectiveness and content of the text. At the end of the unit students will be able to read, comprehend and write a range of complex texts across a broad range of contexts.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

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

LIT032 Literacy Skills Senior Oral Communication

Locations:Footscray Park, Footscray Nicholson, Werribee, City King St, Sunshine.

Prerequisites:Nil.

Description:At the end of this unit students will be able to use and respond to spoken language with complex and abstract content across a broad range of contexts.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

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

LS011 Legal Studies 1

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:Criminal law and civil law aim to achieve social cohesion and protect the rights of individuals. Criminal law is aimed at maintaining social order and infringing criminal law can result in charges. Civil law deals with the infringement of a person's or group's rights and breaching civil law can result in litigation. In this unit students develop an understanding of legal foundations, such as the different types and sources of law and the existence of a court hierarchy in Victoria. Students investigate key concepts of criminal law and civil law and apply these to actual and/or hypothetical scenarios to determine whether an accused may be found guilty of a crime, or liable in a civil dispute. In doing so, students develop an appreciation of the way in which legal principles and information are used in making reasoned judgments and conclusions about the culpability of an accused, and the liability of a party in a civil dispute. This unit is delivered in Year 11.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge in

accordance with each unit's learning outcomes, including the setting of practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following knowledge: Outcome 1 On completion of this unit the student should be able to describe the main sources and types of law, and assess the effectiveness of laws. Outcome 2 On completion of this unit the student should be able to explain the purposes and key concepts of criminal law, and use legal reasoning to argue the criminal culpability of an accused based on actual and/or hypothetical scenarios. Outcome 3 On completion of this unit the student should be able to explain the purposes and key concepts of civil law, and apply legal reasoning to argue the liability of a party in civil law based on actual and/or hypothetical scenarios. Assessment will follow the requirements set out in the VCE Legal Studies Study Guide: The award of satisfactory completion for a unit is based on whether the student has demonstrated the set of outcomes specified for the unit. A variety of learning activities and assessment tasks will provide a range of opportunities for students to demonstrate the key knowledge and key skills in the outcomes. Assessment will be a part of the regular teaching and learning program and will be completed mainly in class and within a limited time-frame. All assessments at Units 1 and 2 are schoolbased. For this unit students are required to demonstrate achievement of three outcomes. As a set these outcomes encompass all areas of study in the unit. .

LS011A Legal Studies 1

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:Students examine the need for laws in society. They investigate the key features of criminal law, how it is enforced and adjudicated and possible outcomes and impacts of crime. Through a consideration of contemporary cases and issues, students learn about different types of crimes and explore rights and responsibilities under criminal law. Students also consider the role of parliament and subordinate authorities in law-making, as well as the impact of the Victorian Charter of Rights and Responsibilities on law enforcement and adjudication in Victoria. This unit is studied in Year 11.

Required Reading:Lecturer will provide teaching and learning materials as required in the form of VU produced workbooks.

Assessment:Demonstration of 'Satisfactory completion' by a selection of Assessment tasks and Level of Performance by SAC (Tests) and Exams .

LS022 Legal Studies 2

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:Criminal law and civil law aim to protect the rights of individuals. When rights are infringed, a case or dispute may arise which needs to be determined or resolved, and sanctions or remedies may be imposed. This unit focuses on the enforcement of criminal law and civil law, the methods and institutions that may be used to determine a criminal case or resolve a civil dispute, and the purposes and types of sanctions and remedies and their effectiveness. Students undertake a detailed investigation of two criminal cases and two civil cases from the past four years to form a judgment about the ability of sanctions and remedies to achieve the principles of justice. Students develop their understanding of the way rights are protected in Australia and in another country, and possible reforms to the protection of rights. They examine a significant case in relation to the protection of rights in Australia. This unit is delivered in Year 11.

Required Reading:The qualified trainer and assessor will provide teaching and

learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge in accordance with each unit's learning outcomes, including the setting of practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following knowledge: Outcome 1 On completion of this unit the student should be able to explain key concepts in the determination of a criminal case, and discuss the principles of justice in relation to the determination of criminal cases, sanctions and sentencing approaches. Outcome 2 On completion of this unit the student should be able to explain key concepts in the resolution of a civil dispute, and discuss the principles of justice in relation to the resolution of civil disputes and remedies. Outcome 3 On completion of this unit the student should be able to evaluate the ways in which rights are protected in Australia, compare this approach with that adopted by another country and discuss the impact of an Australian case on the rights of individuals and the legal system. Assessment will follow the requirements set out in the VCE Legal Studies Study Guide: The award of satisfactory completion for a unit is based on whether the student has demonstrated the set of outcomes specified for the unit. A variety of learning activities and assessment tasks will provide a range of opportunities for students to demonstrate the key knowledge and key skills in the outcomes. Assessment will be a part of the regular teaching and learning program and will be completed mainly in class and within a limited time-frame. All assessments at Units 1 and 2 are school-based. For this unit students are required to demonstrate achievement of three outcomes. As a set these outcomes encompass all areas of study in the unit.

LS022A Legal Studies 2

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: Students examine the rights that are protected by civil law, as well as obligations that laws impose. They investigate types of civil laws and related cases and issues and develop an appreciation of the role of civil law in society and how it affects them as individuals. The unit also focuses on the resolution of civil disputes through judicial determination and alternative methods in courts, tribunals and independent bodies. Students examine these methods of dispute resolution and evaluate their effectiveness. This unit is studied in Year 11.

Required Reading: Lecturer will provide teaching and learning materials as required in the form of VU produced workbooks.

Assessment: Demonstration of 'Satisfactory completion' by a selection of Assessment tasks and Level of Performance by SAC (Tests) and Exams.

LS033 Legal Studies 3

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: The Victorian justice system, which includes the criminal and civil justice systems, aims to protect the rights of individuals and uphold the principles of justice: fairness, equality and access. In this unit students examine the methods and institutions in the justice system and consider their appropriateness in determining criminal cases and resolving civil disputes. Students consider the Magistrates' Court, County Court and Supreme Court within the Victorian court hierarchy, as well as other Victorian legal institutions and bodies available to assist with cases. Students explore matters such as the rights available to an accused and to victims in the criminal justice system, the roles of the judge, jury, legal practitioners and the parties, and the ability of sanctions and remedies to achieve their purposes. Students

investigate the extent to which the principles of justice are upheld in the justice system. They discuss recent reforms from the past four years and recommended reforms to enhance the ability of the justice system to achieve the principles of justice. Throughout this unit, students apply legal reasoning and information to actual and/or hypothetical scenarios. This unit is delivered in Year 12.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge in accordance with each unit's learning outcomes, including the setting of practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following knowledge: Outcome 1 On completion of this unit the student should be able to explain the rights of the accused and of victims in the criminal justice system, discuss the means used to determine criminal cases and evaluate the ability of the criminal justice system to achieve the principles of justice. Outcome 2 On completion of this unit the student should be able to analyse the factors to consider when initiating a civil claim, discuss the institutions and methods used to resolve civil disputes and evaluate the ability of the civil justice system to achieve the principles of justice. Assessment will follow the requirements set out in the VCE Legal Studies Study Guide: SCHOOL-BASED ASSESSMENT 1. Satisfactory completion The award of satisfactory completion for a unit is based on whether the student has demonstrated the set of outcomes specified for the unit. A variety of assessment tasks will provide a range of opportunities for students to demonstrate the key knowledge and key skills in the outcomes. 2. Assessment of levels of achievement The student's level of achievement in Unit 3 will be determined by School-assessed Coursework (SAC). SAC will be completed mainly in class and within a limited time-frame. SAC for Unit 3 will contribute 25 per cent to the study score. SAC for Unit 4 will contribute 25 per cent to the study score (LS034 Legal Studies 4). EXTERNAL ASSESSMENT The level of achievement for Units 3 and 4 is also assessed by an end-of-year examination, which will contribute 50 per cent to the study score.

LS034 Legal Studies 4

Locations: Footscray Nicholson.

Prerequisites: LS033 - Legal Studies 3

Description: The study of Australia's laws and legal system involves an understanding of institutions that make and reform our laws, and the relationship between the Australian people, the Australian Constitution and law-making bodies. In this unit, students explore how the Australian Constitution establishes the law-making powers of the Commonwealth and state parliaments, and protects the Australian people through structures that act as a check on parliament in law-making. Students develop an understanding of the significance of the High Court in protecting and interpreting the Australian Constitution. They investigate parliament and the courts, and the relationship between the two in law-making, and consider the roles of the individual, the media and law reform bodies in influencing law reform. Throughout this unit, students apply legal reasoning and information to actual scenarios. This unit is delivered in Year 12.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge in accordance with each unit's learning outcomes, including the setting of practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the

following knowledge: Outcome 1 On completion of this unit the student should be able to discuss the significance of High Court cases involving the interpretation of the Australian Constitution and evaluate the ways in which the Australian Constitution acts as a check on parliament in law-making. Outcome 2 On completion of this unit the student should be able to discuss the factors that affect the ability of parliament and courts to make law, evaluate the ability of these law-makers to respond to the need for law reform, and analyse how individuals, the media and law reform bodies can influence a change in the law. Assessment will follow the requirements set out in the VCE Legal Studies Study Guide: SCHOOL-BASED ASSESSMENT 1. Satisfactory completion The award of satisfactory completion for a unit is based on whether the student has demonstrated the set of outcomes specified for the unit. A variety of assessment tasks will provide a range of opportunities for students to demonstrate the key knowledge and key skills in the outcomes. 2. Assessment of levels of achievement The student's level of achievement in Unit 4 will be determined by School-assessed Coursework (SAC). SAC will be completed mainly in class and within a limited time-frame. SAC for Unit 3 will contribute 25 per cent to the study score (LS033 Legal Studies 3). SAC for Unit 4 will contribute 25 per cent to the study score. EXTERNAL ASSESSMENT The level of achievement for Units 3 and 4 is also assessed by an end-of-year examination, which will contribute 50 per cent to the study score.

MA071 General Mathematics 1

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: General Mathematics provides for different combinations of student interests and preparation for study of VCE Mathematics at the Unit 3 and 4 level. The areas of study for General Mathematics Unit 1 and Unit 2 are 'Algebra and structure', 'Arithmetic and number', 'Discrete mathematics', 'Geometry, measurement and trigonometry', 'Graphs of linear and non-linear relations' and 'Statistics'. For Units 1 and 2, to suit the range of students entering the study, content must be selected from the six areas of study using the following rules: for each unit, content covers four or more topics in their entirety, selected from at least three different areas of study; courses intended as preparation for study at the Units 3 and 4 level should include a selection of topics from areas of study that provide a suitable background for these studies; topics can also be selected from those available for Specialist Mathematics Units 1 and 2, and; content covered from an area of study provides a clear progression in knowledge and skills from Unit 1 to Unit 2. In undertaking these units, students are expected to be able to apply techniques, routines and processes involving rational and real arithmetic, sets, lists and tables, diagrams and geometric constructions, algebraic manipulation, equations and graphs with and without the use of technology. They should have facility with relevant mental and by-hand approaches to estimation and computation. The use of numerical, graphical, geometric, symbolic, financial and statistical functionality of technology for teaching and learning mathematics, for working mathematically, and in related assessment, is to be incorporated throughout each unit as applicable. This unit is delivered in Year 11.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge in accordance with each unit's learning outcomes, including the setting of practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. For this unit the student is required to demonstrate achievement of three outcomes. As a set these outcomes encompass all of the

selected areas of study for each unit. For each of Unit 1 and Unit 2, the outcomes apply to the content from the areas of study selected for that unit. Outcome 1 On completion of this unit the student should be able to define and explain key concepts as specified in the selected content from the areas of study, and apply a range of related mathematical routines and procedures. Outcome 2 On completion of each unit the student should be able to select and apply mathematical facts, concepts, models and techniques from the topics covered in the unit to investigate and analyse extended application problems in a range of contexts. Outcome 3 On completion of this unit the student should be able to select and use numerical, graphical, symbolic and statistical functionalities of technology to develop mathematical ideas, produce results and carry out analysis in situations requiring problem-solving, modelling or investigative techniques or approaches. Assessment will follow the requirements set out in the VCE Mathematical Study Guide: The award of satisfactory completion for a unit is based on whether the student has demonstrated the set of outcomes specified for the unit. A variety of learning activities and assessment tasks will provide a range of opportunities for students to demonstrate the key knowledge and key skills in the outcomes. Assessment will be a part of the regular teaching and learning program and will be completed mainly in class and within a limited time-frame. All assessments at Units 1 and 2 are school-based. For this unit students are required to demonstrate achievement of three outcomes. As a set these outcomes encompass all areas of study in the unit.

MA072 General Mathematics 2

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: General Mathematics provides for different combinations of student interests and preparation for study of VCE Mathematics at the Unit 3 and 4 level. The areas of study for General Mathematics Unit 1 and Unit 2 are 'Algebra and structure', 'Arithmetic and number', 'Discrete mathematics', 'Geometry, measurement and trigonometry', 'Graphs of linear and non-linear relations' and 'Statistics'. For Units 1 and 2, to suit the range of students entering the study, content must be selected from the six areas of study using the following rules: for each unit, content covers four or more topics in their entirety, selected from at least three different areas of study; courses intended as preparation for study at the Units 3 and 4 level should include a selection of topics from areas of study that provide a suitable background for these studies; topics can also be selected from those available for Specialist Mathematics Units 1 and 2, and; content covered from an area of study provides a clear progression in knowledge and skills from Unit 1 to Unit 2. In undertaking these units, students are expected to be able to apply techniques, routines and processes involving rational and real arithmetic, sets, lists and tables, diagrams and geometric constructions, algebraic manipulation, equations and graphs with and without the use of technology. They should have facility with relevant mental and by-hand approaches to estimation and computation. The use of numerical, graphical, geometric, symbolic, financial and statistical functionality of technology for teaching and learning mathematics, for working mathematically, and in related assessment, is to be incorporated throughout each unit as applicable. This unit is delivered in Year 11.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge in accordance with each unit's learning outcomes, including the setting of practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. For this unit the student is required to demonstrate

achievement of three outcomes. As a set these outcomes encompass all of the selected areas of study for each unit. For each of Unit 1 and Unit 2, the outcomes apply to the content from the areas of study selected for that unit. Outcome 1 On completion of this unit the student should be able to define and explain key concepts as specified in the selected content from the areas of study, and apply a range of related mathematical routines and procedures. Outcome 2 On completion of each unit the student should be able to select and apply mathematical facts, concepts, models and techniques from the topics covered in the unit to investigate and analyse extended application problems in a range of contexts. Outcome 3 On completion of this unit the student should be able to select and use numerical, graphical, symbolic and statistical functionalities of technology to develop mathematical ideas, produce results and carry out analysis in situations requiring problem-solving, modelling or investigative techniques or approaches. Assessment will follow the requirements set out in the VCE Mathematical Study Guide: The award of satisfactory completion for a unit is based on whether the student has demonstrated the set of outcomes specified for the unit. A variety of learning activities and assessment tasks will provide a range of opportunities for students to demonstrate the key knowledge and key skills in the outcomes. Assessment will be a part of the regular teaching and learning program and will be completed mainly in class and within a limited time-frame. All assessments at Units 1 and 2 are school-based. For this unit students are required to demonstrate achievement of three outcomes. As a set these outcomes encompass all areas of study in the unit.

MA073 Further Mathematics 3

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: Further Mathematics consists of two areas of study, a compulsory Core area of study to be completed in Unit 3 and an Applications area of study to be completed in Unit 4. The Core comprises 'Data analysis' and 'Recursion and financial modelling'. The Applications comprises two modules to be completed in their entirety, from a selection of four possible modules: 'Matrices', 'Networks and decision mathematics', 'Geometry and measurement' and 'Graphs and relations'. 'Data analysis' comprises 40 per cent of the content to be covered, 'Recursion and financial modelling' comprises 20 per cent of the content to be covered, and each selected module comprises 20 per cent of the content to be covered. In undertaking these units, students are expected to be able to apply techniques, routines and processes involving rational and real arithmetic, sets, lists and tables, diagrams and geometric constructions, algebraic manipulation, equations, and graphs. They should have a facility with relevant mental and by-hand approaches to estimation and computation. The use of numerical, graphical, geometric, symbolic, financial and statistical functionality of technology for teaching and learning mathematics, for working mathematically, and in related assessment, is to be incorporated throughout each unit as applicable. This unit is delivered in Year 12.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge in accordance with each unit's learning outcomes, including the setting of practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following knowledge: Outcome 1 On completion of this unit the student should be able to define and explain key concepts and apply related mathematical techniques and models. Outcome 2 On completion of this unit the student should be able to select and apply the mathematical concepts, models and techniques as specified in

Area of Study 1 in a range of contexts of increasing complexity. Outcome 3 On completion of this unit the student should be able to select and appropriately use numerical, graphical, symbolic and statistical functionalities of technology to develop mathematical ideas, produce results and carry out analysis in situations requiring problem-solving, modelling or investigative techniques or approaches. Assessment will follow the requirements set out in the VCE Mathematics Study Guide: SCHOOL-BASED ASSESSMENT 1. Satisfactory completion The award of satisfactory completion for a unit is based on whether the student has demonstrated the set of outcomes specified for the unit. A variety of assessment tasks will provide a range of opportunities for students to demonstrate the key knowledge and key skills in the outcomes. 2. Assessment of levels of achievement The student's level of achievement in Unit 3 will be determined by School-assessed Coursework (SAC). SAC will be completed mainly in class and within a limited time-frame. SAC for Unit 3 will contribute 20 per cent to the study score. SAC for Unit 4 will contribute 14 per cent to the study score (MA074 Further Mathematics 4). EXTERNAL ASSESSMENT The level of achievement for Units 3 and 4 is also assessed by two end-of-year examinations, which will contribute 33 per cent each to the study score.

MA074 Further Mathematics 4

Locations: Footscray Nicholson.

Prerequisites: MA073 - Further Mathematics 3

Description: Further Mathematics consists of two areas of study, a compulsory Core area of study to be completed in Unit 3 and an Applications area of study to be completed in Unit 4. The Core comprises 'Data analysis' and 'Recursion and financial modelling'. The Applications comprises two modules to be completed in their entirety, from a selection of four possible modules: 'Matrices', 'Networks and decision mathematics', 'Geometry and measurement' and 'Graphs and relations'. 'Data analysis' comprises 40 per cent of the content to be covered, 'Recursion and financial modelling' comprises 20 per cent of the content to be covered, and each selected module comprises 20 per cent of the content to be covered. In undertaking these units, students are expected to be able to apply techniques, routines and processes involving rational and real arithmetic, sets, lists and tables, diagrams and geometric constructions, algebraic manipulation, equations, and graphs. They should have a facility with relevant mental and by-hand approaches to estimation and computation. The use of numerical, graphical, geometric, symbolic, financial and statistical functionality of technology for teaching and learning mathematics, for working mathematically, and in related assessment, is to be incorporated throughout each unit as applicable. This unit is delivered in Year 12.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge in accordance with each unit's learning outcomes, including the setting of practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following knowledge: Outcome 1 On completion of this unit the student should be able to define and explain key concepts as specified in the content from the two selected modules, and apply related mathematical techniques and models in routine contexts. Outcome 2 On completion of this unit the student should be able to select and apply the mathematical concepts, models and techniques from the two selected modules in a range of contexts of increasing complexity. Outcome 3 On completion of this unit the student should be able to select and appropriately use numerical, graphical, symbolic and statistical functionalities of technology to develop mathematical ideas, produce results and carry out analysis in situations requiring

problem-solving, modelling or investigative techniques or approaches. Assessment will follow the requirements set out in the VCE Mathematics Study Guide: SCHOOL-BASED ASSESSMENT 1. Satisfactory completion The award of satisfactory completion for a unit is based on whether the student has demonstrated the set of outcomes specified for the unit. A variety of assessment tasks will provide a range of opportunities for students to demonstrate the key knowledge and key skills in the outcomes. 2. Assessment of levels of achievement The student's level of achievement in Unit 4 will be determined by School-assessed Coursework (SAC). SAC will be completed mainly in class and within a limited time-frame. SAC for Unit 3 will contribute 20 per cent to the study score (MA073 Further Mathematics 3). SAC for Unit 4 will contribute 14 per cent to the study score. EXTERNAL ASSESSMENT The level of achievement for Units 3 and 4 is also assessed by two end-of-year examinations, which will contribute 33 per cent each to the study score.

MA081 Mathematical Methods 1

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: Mathematical Methods (CAS) Units 1 and 2 are designed as preparation for Mathematical Methods (CAS) Units 3 and 4. The areas of study for Unit 1 are 'Functions and graphs', 'Algebra', 'Rates of change and calculus' and 'Probability'. Familiarity with determining the equation of a straight line from combinations of sufficient information about points on the line or the gradient of the line and familiarity with pythagoras theorem and its application to finding the distance between two points is assumed. Students should also be familiar with quadratic and exponential functions, algebra and graphs, and basic concepts of probability. This unit is studied in Year 11.

Required Reading: Lecturer will provide teaching and learning materials as required in the form of VU produced workbooks.

Assessment: Demonstration of 'Satisfactory completion' by a selection of Assessment tasks and Level of Performance by SAC (Tests) and Exams.

MA082 Mathematical Methods 2

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: The areas of study for Unit 2 are 'Functions and graphs', 'Algebra', 'Rates of change and calculus', and 'Probability'. Students are expected to be able to apply techniques, routines and processes involving rational and real arithmetic, algebraic manipulation, equation solving, graph sketching, differentiation and integration with and without the use of technology, as applicable. This unit is studied in Year 11.

Required Reading: Lecturer will provide teaching and learning materials as required in the form of VU produced workbooks.

Assessment: Demonstration of 'Satisfactory completion' by a selection of Assessment tasks and Level of Performance by SAC (Tests) and Exams.

MA093 Specialist Mathematics 3

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: In Unit 3 a study of Specialist Mathematics include content from 'Functions, relations and graphs' and a selection of material from the 'Algebra', 'Calculus' and 'Vectors' areas of study. This unit is studied in Year 12.

Required Reading: Lecturer will provide teaching and learning materials as required in the form of VU produced workbooks.

Assessment: Demonstration of 'Satisfactory completion' by a selection of Assessment tasks and Level of Performance by SAC (Tests) and Exams.

MA094 Specialist Mathematics 4

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: Unit 3 is a pre-requisite to this Unit. In Unit 4 this selection would typically consist of the remaining content from the 'Algebra', 'Calculus', and 'Vectors' areas of study and the content from the 'Mechanics' area of study. This unit is studied in Year 12.

Required Reading: Lecturer will provide teaching and learning materials as required in the form of VU produced workbooks.

Assessment: Demonstration of 'Satisfactory completion' by a selection of Assessment tasks and Level of Performance by SAC (Tests) and Exams.

MA101 Foundation maths 1

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: Foundation Mathematics provides for the continuing mathematical development of students entering VCE, who need mathematical skills to support their other VCE subjects. Students completing this course would need to undertake further mathematical study in order to attempt Further Mathematics Units 3 and 4. In Foundation Mathematics there is a strong emphasis on using mathematics in practical contexts relating to everyday life, recreation, work and study. Students are encouraged to use appropriate technology in all areas of their study. These units will be especially useful for students undertaking VET studies. The areas of study for Units 1 and 2 of Foundation Mathematics are 'Space, shape and design', 'Patterns and number', and Unit 2 deals with 'Handling data' and 'Measurement'. This Unit is delivered at Year 11 level.

Required Reading: Lecturer will provide teaching and learning materials as required in the form of VU produced workbooks.

Assessment: Demonstration of 'Satisfactory completion' by a selection of Assessment tasks and Level of Performance by SAC (Tests) and Exams.

MA102 Foundation maths 2

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: Foundation Mathematics provides for the continuing mathematical development of students entering VCE, who need mathematical skills to support their other VCE subjects. Students completing this course would need to undertake further mathematical study in order to attempt Further Mathematics Units 3 and 4. In Foundation Mathematics there is a strong emphasis on using mathematics in practical contexts relating to everyday life, recreation, work and study. Students are encouraged to use appropriate technology in all areas of their study. These units will be especially useful for students undertaking VET studies. The areas of study for Units 1 and 2 of Foundation Mathematics are 'Space, shape and design', 'Patterns and number', and Unit 2 deals with 'Handling data' and 'Measurement'. This Unit is offered at Year 11 level.

Required Reading: Lecturer will provide teaching and learning materials as required in the form of VU produced workbooks.

Assessment: Demonstration of 'Satisfactory completion' by a selection of Assessment tasks and Level of Performance by SAC (Tests) and Exams .

MA111 Mathematical Methods 1

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: Mathematical Methods Units 1 and 2 provide an introductory study of simple elementary functions of a single real variable, algebra, calculus, probability

and statistics and their applications in a variety of practical and theoretical contexts. They are designed as preparation for Mathematical Methods Units 3 and 4 and contain assumed knowledge and skills for these units. The focus of Unit 1 is the study of simple algebraic functions, and the areas of study are 'Functions and graphs', 'Algebra', 'Calculus' and 'Probability and statistics'. At the end of Unit 1, students are expected to have covered the content outlined in each area of study, with the exception of 'Algebra' which extends across Units 1 and 2. This content should be presented so that there is a balanced and progressive development of skills and knowledge from each of the four areas of study with connections between and across the areas of study being developed consistently throughout both Units 1 and 2. In undertaking this unit, students are expected to be able to apply techniques, routines and processes involving rational and real arithmetic, sets, lists and tables, diagrams and geometric constructions, algebraic manipulation, equations, graphs and differentiation with and without the use of technology. They should have facility with relevant mental and by-hand approaches to estimation and computation. The use of numerical, graphical, geometric, symbolic and statistical functionality of technology for teaching and learning mathematics, for working mathematically, and in related assessment, is to be incorporated throughout the unit as applicable. This unit is delivered in Year 11.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge in accordance with each unit's learning outcomes, including the setting of practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following knowledge: Outcome 1 On completion of this unit the student should be able to define and explain key concepts as specified in the content from the areas of study, and apply a range of related mathematical routines and procedures. Outcome 2 On completion of this unit the student should be able to apply mathematical processes in non-routine contexts, including situations requiring problem-solving, modelling or investigative techniques or approaches, and analyse and discuss these applications of mathematics. Outcome 3 On completion of this unit the student should be able to use numerical, graphical, symbolic and statistical functionalities of technology to develop mathematical ideas, produce results and carry out analysis in situations requiring problem-solving, modelling or investigative techniques or approaches. Assessment will follow the requirements set out in the VCE Mathematics Study Guide: The award of satisfactory completion for a unit is based on whether the student has demonstrated the set of outcomes specified for the unit. A variety of learning activities and assessment tasks will provide a range of opportunities for students to demonstrate the key knowledge and key skills in the outcomes. Assessment will be a part of the regular teaching and learning program and will be completed mainly in class and within a limited time-frame. All assessments at Units 1 and 2 are school-based. For this unit students are required to demonstrate achievement of three outcomes. As a set these outcomes encompass all areas of study in the unit.

MA112 Mathematical Methods 2

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: In Maths: Mathematical Methods 2 students focus on the study of simple transcendental functions and the calculus of simple algebraic functions. The areas of study are 'Functions and graphs', 'Algebra', 'Calculus', and 'Probability and statistics'. At the end of Unit 2, students are expected to have covered the material

outlined in each area of study. Material from the 'Functions and graphs', 'Algebra', 'Calculus', and 'Probability and statistics' areas of study should be organised so that there is a clear progression of skills and knowledge from Unit 1 to Unit 2 in each area of study. In undertaking this unit, students are expected to be able to apply techniques, routines and processes involving rational and real arithmetic, sets, lists and tables, diagrams and geometric constructions, algebraic manipulation, equations, graphs, differentiation and anti-differentiation with and without the use of technology. They should have facility with relevant mental and by-hand approaches to estimation and computation. The use of numerical, graphical, geometric, symbolic and statistical functionality of technology for teaching and learning mathematics, for working mathematically, and in related assessment, is to be incorporated throughout the unit as applicable. This unit is delivered in Year 11.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge in accordance with each unit's learning outcomes, including the setting of practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following knowledge: Outcome 1 On completion of this unit the student should be able to define and explain key concepts as specified in the content from the areas of study, and apply a range of related mathematical routines and procedures. Outcome 2 On completion of this unit the student should be able to apply mathematical processes in non-routine contexts, including situations requiring problem-solving, modelling or investigative techniques or approaches, and analyse and discuss these applications of mathematics. Outcome 3 On completion of this unit the student should be able to select and use numerical, graphical, symbolic and statistical functionalities of technology to develop mathematical ideas, produce results and carry out analysis in situations requiring problem-solving, modelling or investigative techniques or approaches. Assessment will follow the requirements set out in the VCE Mathematical Study Guide: The award of satisfactory completion for a unit is based on whether the student has demonstrated the set of outcomes specified for the unit. A variety of learning activities and assessment tasks will provide a range of opportunities for students to demonstrate the key knowledge and key skills in the outcomes. Assessment will be a part of the regular teaching and learning program and will be completed mainly in class and within a limited time-frame. All assessments at Units 1 and 2 are school-based. For this unit students are required to demonstrate achievement of three outcomes. As a set these outcomes encompass all areas of study in the unit.

MA113 Mathematical Methods 3

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: Mathematical Methods Units 3 and 4 are completely prescribed and extend the introductory study of simple elementary functions of a single real variable, to include combinations of these functions, algebra, calculus, probability and statistics, and their applications in a variety of practical and theoretical contexts. Units 3 and 4 consist of the areas of study 'Functions and graphs', 'Calculus', 'Algebra' and 'Probability and statistics', which must be covered in progression from Unit 3 to Unit 4, with an appropriate selection of content for each of Unit 3 and Unit 4. Assumed knowledge and skills for Mathematical Methods Units 3 and 4 are contained in Mathematical Methods Units 1 and 2, and will be drawn on, as applicable, in the development of related content from the areas of study, and key knowledge and skills for the outcomes of Mathematical Methods Units 3 and 4. For

Unit 3 a selection of content would typically include the areas of study 'Functions and graphs' and 'Algebra', and applications of derivatives and differentiation, and identifying and analysing key features of the functions and their graphs from the 'Calculus' area of study. In undertaking these units, students are expected to be able to apply techniques, routines and processes involving rational and real arithmetic, sets, lists and tables, diagrams and geometric constructions, algebraic manipulation, equations, graphs, differentiation, anti-differentiation, integration and inference with and without the use of technology. They should have facility with relevant mental and by-hand approaches to estimation and computation. The use of numerical, graphical, geometric, symbolic and statistical functionality of technology for teaching and learning mathematics, for working mathematically, and in related assessment, is to be incorporated throughout each unit as applicable. This unit is delivered in Year 12.

Required Reading: Lecturer will provide teaching and learning materials as required in the form of VU produced workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge in accordance with each unit's learning outcomes, including the setting of practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following knowledge: Outcome 1 On completion of each unit the student should be able to define and explain key concepts as specified in the content from the areas of study, and apply a range of related mathematical routines and procedures. Outcome 2 On completion of each unit the student should be able to apply mathematical processes in non-routine contexts, including situations requiring problem-solving, modelling or investigative techniques or approaches, and analyse and discuss these applications of mathematics. Outcome 3 On completion of each unit the student should be able to select and appropriately use numerical, graphical, symbolic and statistical functionalities of technology to develop mathematical ideas, produce results and carry out analysis in situations requiring problem-solving, modelling or investigative techniques or approaches. Assessment will follow the requirements set out in the VCE Mathematics Study Guide: SCHOOL-BASED ASSESSMENT 1.

Satisfactory completion The award of satisfactory completion for a unit is based on whether the student has demonstrated the set of outcomes specified for the unit. A variety of assessment tasks will provide a range of opportunities for students to demonstrate the key knowledge and key skills in the outcomes. 2. **Assessment of levels of achievement** The student's level of achievement in Unit 3 will be determined by School-assessed Coursework (SAC). SAC will be completed mainly in class and within a limited time-frame. SAC for Unit 3 will contribute 17 per cent to the study score. SAC for Unit 4 will contribute 17 per cent to the study score (MA114 Mathematical Methods 4). **EXTERNAL ASSESSMENT** The level of achievement for Units 3 and 4 is also assessed by two end-of-year examinations, which will contribute 22 and 44 per cent respectively to the study score.

MA114 Mathematical Methods 4

Locations: Footscray Nicholson.

Prerequisites: MA113 - Mathematical Methods 3

Description: Mathematical Methods Units 3 and 4 are completely prescribed and extend the introductory study of simple elementary functions of a single real variable, to include combinations of these functions, algebra, calculus, probability and statistics, and their applications in a variety of practical and theoretical contexts. Units 3 and 4 consist of the areas of study 'Functions and graphs', 'Calculus', 'Algebra' and 'Probability and statistics', which must be covered in progression from Unit 3 to Unit 4, with an appropriate selection of content for each of Unit 3 and Unit 4. Assumed knowledge and skills for Mathematical Methods Units 3 and 4 are

contained in Mathematical Methods Units 1 and 2, and will be drawn on, as applicable, in the development of related content from the areas of study, and key knowledge and skills for the outcomes of Mathematical Methods Units 3 and 4. For Unit 4, this selection would typically consist of remaining content from the areas of study: 'Functions and graphs', 'Calculus' and 'Algebra', and the study of random variables and discrete and continuous probability distributions and the distribution of sample proportions. For Unit 4, the content from the 'Calculus' area of study would be likely to include the treatment of anti-differentiation, integration, the relation between integration and the area of regions specified by lines or curves described by the rules of functions, and simple applications of this content. In undertaking these units, students are expected to be able to apply techniques, routines and processes involving rational and real arithmetic, sets, lists and tables, diagrams and geometric constructions, algebraic manipulation, equations, graphs, differentiation, anti-differentiation, integration and inference with and without the use of technology. They should have facility with relevant mental and by-hand approaches to estimation and computation. The use of numerical, graphical, geometric, symbolic and statistical functionality of technology for teaching and learning mathematics, for working mathematically, and in related assessment, is to be incorporated throughout each unit as applicable. This unit is delivered in Year 12.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge in accordance with each unit's learning outcomes, including the setting of practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following knowledge: Outcome 1 On completion of each unit the student should be able to define and explain key concepts as specified in the content from the areas of study, and apply a range of related mathematical routines and procedures. Outcome 2 On completion of each unit the student should be able to apply mathematical processes in non-routine contexts, including situations requiring problem-solving, modelling or investigative techniques or approaches, and analyse and discuss these applications of mathematics. Outcome 3 On completion of each unit the student should be able to select and appropriately use numerical, graphical, symbolic and statistical functionalities of technology to develop mathematical ideas, produce results and carry out analysis in situations requiring problem-solving, modelling or investigative techniques or approaches. Assessment will follow the requirements set out in the VCE Mathematics Study Guide: SCHOOL-BASED ASSESSMENT 1.

Satisfactory completion The award of satisfactory completion for a unit is based on whether the student has demonstrated the set of outcomes specified for the unit. A variety of assessment tasks will provide a range of opportunities for students to demonstrate the key knowledge and key skills in the outcomes. 2. **Assessment of levels of achievement** The student's level of achievement in Unit 4 will be determined by School-assessed Coursework (SAC). SAC will be completed mainly in class and within a limited time-frame. SAC for Unit 3 will contribute 17 per cent to the study score (MA113 Mathematical Methods 3). SAC for Unit 4 will contribute 17 per cent to the study score. **EXTERNAL ASSESSMENT** The level of achievement for Units 3 and 4 is also assessed by two end-of-year examinations, which will contribute 22 and 44 per cent respectively to the study score.

MA163 Further Mathematics (NHT) 3

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: Further Mathematics consists of two areas of study, a compulsory Core

area of study to be completed in Unit 3 and an Applications area of study to be completed in Unit 4. The Core comprises 'Data analysis' and 'Recursion and financial modelling'. The Applications comprises two modules to be completed in their entirety, from a selection of four possible modules: 'Matrices', 'Networks and decision mathematics', 'Geometry and measurement' and 'Graphs and relations'. 'Data analysis' comprises 40 per cent of the content to be covered, 'Recursion and financial modelling' comprises 20 per cent of the content to be covered, and each selected module comprises 20 per cent of the content to be covered. Assumed knowledge and skills for the Core are contained in the General Mathematics Units 1 and 2 topics: 'Computation and practical arithmetic', 'Investigating and comparing data distributions', 'Investigating relationships between two numerical variables', 'Linear graphs and modelling', 'Linear relations and equations', and 'Number patterns and recursion'. For each module there are related topics in General Mathematics Units 1 and 2. In undertaking these units, students are expected to be able to apply techniques, routines and processes involving rational and real arithmetic, sets, lists and tables, diagrams and geometric constructions, algebraic manipulation, equations, and graphs. They should have a facility with relevant mental and by-hand approaches to estimation and computation. The use of numerical, graphical, geometric, symbolic, financial and statistical functionality of technology for teaching and learning mathematics, for working mathematically, and in related assessment, is to be incorporated throughout each unit as applicable. This unit is delivered in Year 12.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge in accordance with each unit's learning outcomes, including the setting of practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following knowledge: Outcome 1 On completion of this unit the student should be able to define and explain key concepts and apply related mathematical techniques and models. Outcome 2 On completion of this unit the student should be able to select and apply the mathematical concepts, models and techniques as specified in Area of Study 1 in a range of contexts of increasing complexity. Outcome 3 On completion of this unit the student should be able to select and appropriately use numerical, graphical, symbolic and statistical functionalities of technology to develop mathematical ideas, produce results and carry out analysis in situations requiring problem-solving, modelling or investigative techniques or approaches. Assessment will follow the requirements set out in the VCE Mathematics Study Guide: SCHOOL-BASED ASSESSMENT 1. Satisfactory completion The award of satisfactory completion for a unit is based on whether the student has demonstrated the set of outcomes specified for the unit. A variety of assessment tasks will provide a range of opportunities for students to demonstrate the key knowledge and key skills in the outcomes. 2. Assessment of levels of achievement The student's level of achievement in Unit 3 will be determined by School-assessed Coursework (SAC). SAC will be completed mainly in class and within a limited time-frame. SAC for Unit 3 will contribute 20 per cent to the study score. SAC for Unit 4 will contribute 14 per cent to the study score (MA164 Maths: Further Mathematics (NHT) 4). EXTERNAL ASSESSMENT The level of achievement for Units 3 and 4 is also assessed by two end-of-year examination, which will contribute 33 per cent each to the study score.

MA164 Further Mathematics (NHT) 4

Locations: Footscray Nicholson.

Prerequisites: MA163 - Further Mathematics (NHT) 3

Description: Further Mathematics consists of two areas of study, a compulsory Core area of study to be completed in Unit 3 and an Applications area of study to be completed in Unit 4. The Core comprises 'Data analysis' and 'Recursion and financial modelling'. The Applications comprises two modules to be completed in their entirety, from a selection of four possible modules: 'Matrices', 'Networks and decision mathematics', 'Geometry and measurement' and 'Graphs and relations'. 'Data analysis' comprises 40 per cent of the content to be covered, 'Recursion and financial modelling' comprises 20 per cent of the content to be covered, and each selected module comprises 20 per cent of the content to be covered. Assumed knowledge and skills for the Core are contained in the General Mathematics Units 1 and 2 topics: 'Computation and practical arithmetic', 'Investigating and comparing data distributions', 'Investigating relationships between two numerical variables', 'Linear graphs and modelling', 'Linear relations and equations', and 'Number patterns and recursion'. For each module there are related topics in General Mathematics Units 1 and 2. In undertaking these units, students are expected to be able to apply techniques, routines and processes involving rational and real arithmetic, sets, lists and tables, diagrams and geometric constructions, algebraic manipulation, equations, and graphs. They should have a facility with relevant mental and by-hand approaches to estimation and computation. The use of numerical, graphical, geometric, symbolic, financial and statistical functionality of technology for teaching and learning mathematics, for working mathematically, and in related assessment, is to be incorporated throughout each unit as applicable. This unit is delivered in Year 12.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge in accordance with each unit's learning outcomes, including the setting of practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following knowledge: Outcome 1 On completion of this unit the student should be able to define and explain key concepts as specified in the content from the two selected modules, and apply related mathematical techniques and models in routine contexts. Outcome 2 On completion of this unit the student should be able to select and apply the mathematical concepts, models and techniques from the two selected modules in a range of contexts of increasing complexity. Outcome 3 On completion of this unit the student should be able to select and appropriately use numerical, graphical, symbolic and statistical functionalities of technology to develop mathematical ideas, produce results and carry out analysis in situations requiring problem-solving, modelling or investigative techniques or approaches. Assessment will follow the requirements set out in the VCE Mathematics Study Guide: SCHOOL-BASED ASSESSMENT 1. Satisfactory completion The award of satisfactory completion for a unit is based on whether the student has demonstrated the set of outcomes specified for the unit. A variety of assessment tasks will provide a range of opportunities for students to demonstrate the key knowledge and key skills in the outcomes. 2. Assessment of levels of achievement The student's level of achievement in Unit 4 will be determined by School-assessed Coursework (SAC). SAC will be completed mainly in class and within a limited time-frame. SAC for Unit 3 will contribute 20 per cent to the study score (MA163 Maths: Further Mathematics (NHT) 3). SAC for Unit 4 will contribute 14 per cent to the study score. EXTERNAL ASSESSMENT The level of achievement for Units 3 and 4 is also assessed by two end-of-year examination, which will contribute 33 per cent each to the study score.

MA733 Further Mathematics 3

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: Further Mathematics consists of a compulsory core area of study 'Data analysis' and then a selection of three from six modules in the 'Applications' area of study. Unit 3 comprises the 'Data analysis' area of study which incorporates a statistical application task, and one of the selected modules from the 'Applications' area of study. Unit 4 comprises the two other selected modules from the 'Applications' area of study. Assumed knowledge and skills for the 'Data analysis' area of study are contained in the topics: Univariate data, Bivariate data, Linear graphs and modelling, and Linear relations and equations from General Mathematics Units 1 and 2. This unit is studied in Year 12.

Required Reading: Lecturer will provide teaching and learning materials as required in the form of VU produced workbooks.

Assessment: Demonstration of 'Satisfactory completion' by a selection of Assessment tasks and Level of Performance by SAC (Tests) and Exams.

MA734 Further Mathematics 4

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: Unit 3 is a pre-requisite to Unit 4. Unit 4 comprises the two other selected modules from the 'Applications' area of study. Assumed knowledge and skills for the 'Data analysis' area of study are contained in the topics: Univariate data, Bivariate data, Linear graphs and modelling, and Linear relations and equations from General Mathematics Units 1 and 2. This unit is studied in Year 12.

Required Reading: Lecturer will provide teaching and learning materials as required in the form of VU produced workbooks.

Assessment: Demonstration of 'Satisfactory completion' by a selection of Assessment tasks and Level of Performance by SAC (Tests) and Exams.

MEM03001B Perform manual production assembly

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit covers assembling components and/or sub-assemblies in a production environment and testing the components and/or sub-assemblies to ensure compliance with specifications.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following job instructions and standard operating procedures; - selecting and using assembly tools, components and sub-assemblies; - entering routine and familiar information onto proformas and other standard workplace forms, and; - following oral instruction. Students will also be expected to demonstrate the following knowledge: - application and use of assembly tools and equipment; - sequence in which the assemblies are to be performed; - storage location of the component/sub-assemblies; - required tests and checks; - required action for non-conformance; - potential damage through the use of inappropriate handling and/or unsafe storage procedures; - use and application of personal protective equipment; - safe work practices and procedures, and; - hazards and control measures associated with manual production assembly.

MEM03003 Perform sheet and plate assembly

Locations: Sunshine.

Prerequisites: MEM11011 - Undertake manual handling MEM13015 - Work safely and effectively in manufacturing and engineering MEM16006 - Organise and communicate information MEM18001 - Use hand tools MEM18002 - Use power tools/hand held operations

Description: This unit of competency defines the skills and knowledge required to assemble prefabricated/formed components using a range of joining techniques in a production assembly environment. Where soft soldering is required unit MEM05003 Perform soft soldering should also be selected. Where brazing and/or silver soldering is required unit MEM05006 Perform brazing and/or silver soldering should also be selected. Where production welding skills are required unit MEM05013 Perform manual production welding should also be selected. Where the interpretation of technical drawings is required unit MEM09002 Interpret technical drawing should also be selected. Where the selection and use of engineering measuring equipment is required unit MEM12023 Perform engineering measurements should also be selected. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; - identifying and interpreting job requirements from verbal or written job instructions for sheet and plate assembly; - selecting appropriate tools, components and equipment for required assembly tasks; - using appropriate handling procedures to minimise damage to components and/or assemblies; - using equipment safely to assemble and join products to job requirements using specified assembly and joining techniques; - checking assembly to ensure compliance, and; - handling and storing components, fabrications and assemblies. Students will also be expected to demonstrate the following knowledge: - safe work practices and procedures and use of personal protective equipment (PPE); - purpose of a sequence of operations; - application and function of assembly equipment, including jigs, fixtures and other appropriate tools; - safety precautions and operating characteristics of assembly equipment and tools; - application and limitations of different joining techniques; - surface preparation and joining techniques; - assembly tests/checks; - safe handling and storage procedures applicable to components, fabrications and/or assemblies, and; - potential damage that can occur to components, fabrications and assemblies through the use of inappropriate handling and/or unsafe storage procedures.

MEM03003B Perform sheet and plate assembly

Locations: Industry, Sunshine.

Prerequisites: MEM18001C - Use hand tools MEM18002B - Use power tools/hand held operations

Description: The unit covers assembling prefabricated/formed components using a range of joining techniques. This unit applies to production assembly of pre-fabricated/formed components. Applications of this unit may include manufacture of white goods, appliances, electrical cabinets, metal furniture, cladding and shelving, box trailer bodies, ductwork and other sheet and plate assemblies.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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. Students will be expected to demonstrate the following required skills: - reading, interpreting and following written job sheets, instructions, standard operating procedures and other applicable reference documents; - checking and clarifying routine familiar information; - selecting and using specified assembly equipment and tools; - following sequence of operations; - joining the components/fabrications correctly and safely using appropriate techniques; - testing and checking assembled products for compliance with specifications; - handling and storing components, fabrications and/or assemblies; - checking for conformance to specifications, and; - following oral instructions. Students will also be expected to demonstrate the following knowledge: - the importance of following the sequence of operations; - application and function of assembly equipment; - safety precautions and operating characteristics of assembly equipment and tools; - application and limitations of different joining techniques; - surface preparation and joining techniques; - assembly tests/checks; - safe handling and storage procedures applicable to components, fabrications and/or assemblies; - effects of inappropriate handling and storage procedures; - hazards and control measures associated with sheet and plate assembly; - use and application of personal protective equipment, and; - safe work practices and procedures for sheet and plate assembly.

MEM03006B Set assembly stations

Locations:Sunshine.

Prerequisites:MEM03001B - Perform manual production assembly MEM18001C - Use hand tools or MEM03003B Perform sheet and plate assembly, MEM18001C Use hand tools and MEM18002B Use power tools/hand held operations.

Description:This unit covers setting up, adjusting and testing assembly stations according to defined procedures.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading and interpreting routine information on written job instructions, specifications and standard operating procedures. May include drawings for setting assembly stations; - following oral instructions; - testing and checking assembly station and outputs, and; - identifying worn and/or damaged components. Students will also be expected to demonstrate the following knowledge: - procedures to be followed in setting up assembly stations; - safety hazards associated with the assembly station and/or its setting up; - specifications applicable to the assembly station; - effect of various adjustments that can be made to the assembly station; - routine maintenance requirements; - effect of worn or damaged components on the operational requirements and specifications of the assembly station; - use and application of personal protective equipment, and; - safe work practices and procedures.

MEM04007B Pour molten metal

Locations:Sunshine.

Prerequisites:MEM13004B Work safely with molten metals/glass

Description:This unit covers starting, operating and shutting down pressure die casting machines.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading and following written instructions, standard operating procedures, specifications and standard test data sheets; - selecting and checking ladle; - preparing ladle for pouring; - transferring metal to ladle; - treating metal; - removing slag and dross; - sampling and testing molten metal; - pouring molten metal into moulds and pigs; - tagging pig metal, and; - using communication skills to effectively transfer skills and knowledge to employees. Students will also be expected to demonstrate the following knowledge: - types and pouring characteristics of metals; - types and characteristics of ladles; - procedures for maintaining condition and integrity of ladle; - procedures for safe handling and transference of molten metal; - metal treatments, applications and procedures for making additions to molten metal; - slag and dross removing procedures; - techniques for sampling and testing molten metal; - pouring procedures; - metal identification and tagging procedures; - use and application of personal protective equipment; - safe work practices and procedures, and; - hazards and control measures associated with pouring molten metal.

MEM04018B Perform general woodworking machine operations

Locations:Sunshine.

Prerequisites:MEM12023A - Perform engineering measurements MEM18001C - Use hand tools

Description:This unit covers setting up and operating wood working machines used by engineering pattern makers and marine fabricators.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - determining job requirements from job instructions, specifications, standard operating procedures and other applicable reference documents; - checking and clarifying task-related information; - selecting and setting machines; - setting guards and stops; - handling, machining and storing timber and wood; - measuring materials and components to specified sizes/tolerances, and; - checking for conformance to specifications. Students will also be expected to demonstrate the following knowledge: - application and use of general wood working machines; - interpreting instructions, drawings or sketches; - numerical operations and calculations within the scope of this unit; - machine settings including installation of blades and cutters, clamping for the job, including adjustments for sizing and speed; - the range of tools/cutters for different purposes;

- the consequences of incorrect set or cutting angles; - the consequences of tool holders, tools and cutters etc., being incorrectly secured; - the consequences of not using guards etc; - timber product knowledge including features, characteristics and applications; - methods of optimising quality of appearance, retention of shape, strength, and the minimisation of waste; - use and application of personal protective equipment; - safe work practices and procedures, and; - hazards and control measures associated with general woodworking machine operations.

MEM05001B Perform manual soldering/desoldering - electrical/electronic components

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit covers performing manual soldering/desoldering for the installation and fabrication of electrical/electronic components.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - performing routine soldering; - performing desoldering; - undertaking material preparation; - reading and interpreting routine information on written job instructions, specifications and standard operating procedures, and; - following oral instruction. Students will also be expected to demonstrate the following knowledge: - cleaning solutions and properties and cleaning procedures; - use and application of personal protective equipment for manual soldering/desoldering; - safe work practices and procedures; - methods of joint preparation; - properties of fluxes and their uses; - heat and damage protection procedures; - procedures for preventing electrostatic discharge damage; - soldered joint testing and inspection procedures, and; - reworking procedures and precautions.

MEM05003B Perform soft soldering

Locations: Sunshine.

Prerequisites: Nil.

Description: This unit applies to performing soft soldering applications of ferrous and non-ferrous materials, using straightforward techniques, where heat damage to components or finish of soldered joint is not critical.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - using soldering irons; - using direct flame and other heating devices; - reading and interpreting routine information on written job instructions, specifications and standard operating procedures, and; - following oral instruction. Students will also be expected to demonstrate the following knowledge: - the effect of material to be soft soldered on the selection of consumables; - the reasons for preparing surfaces prior to soldering; - the procedures

for rectifying defects in soldered joints; - use and application of personal protective equipment for soft soldering, and; - safe work practices and procedures.

MEM05004 Perform routine oxy fuel gas welding

Locations: Sunshine.

Prerequisites: MEM11011 - Undertake manual handling MEM13015 - Work safely and effectively in manufacturing and engineering MEM16006 - Organise and communicate information

Description: This unit of competency defines the skills and knowledge required to prepare materials and perform routine oxy fuel gas welding of mild/low carbon steel and cast iron where the welding is not required to meet an Australian Standard or equivalent. Where welding is required to meet AS 1554 General Purpose or equivalent codes, work health and safety (WHS) regulations and/or licensing requirements MEM05055 Weld using oxy fuel gas welding process should also be selected. Where the interpretation of technical drawings is required unit MEM09002 Interpret technical drawing should also be selected. Where the selection and use of engineering measuring equipment is required unit MEM12023 Perform engineering measurements should also be selected. Where the selection and use of tools is required unit MEM18001 Use hand tools and unit MEM18002 Use power tools/hand held operations should also be selected as appropriate. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; - cleaning and preparing materials for welding; setting up gas cylinders, hoses, blowpipes, tips and nozzles, regulators and flashback arrestors; - selecting settings and consumables; - butt and fillet weld materials to comply with specifications, and; - cleaning welds according to SOPs. Students will also be expected to demonstrate the following knowledge: - safe welding practices and procedures and use of personal protective equipment (PPE); - preparatory requirements; - equipment and equipment settings; - purpose of, and setting up requirements, of gas cylinders, hoses, blowpipes, tips and nozzles, regulators and flashback arrestors; - fuel gas properties and applications, and; - weld characteristics.

MEM05004C Perform routine oxy acetylene welding

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit covers preparing materials and performing routine oxy acetylene welding.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - preparing materials; - setting

up welding equipment; - welding with oxy acetylene fuel gas; - reading and interpreting routine information on written job instructions, specifications and standard operating procedures; - following oral instructions, and; - using measurement skills for joint preparation and routine oxy acetylene welding. Students will also be expected to demonstrate the following knowledge: - preparatory requirements; - materials and consumables properties and characteristics; - equipment and equipment settings; - fuel gas properties and applications; - post welding treatments; - weld characteristics; - any applicable industry standards, NOHSC guides, State/Territory regulatory codes of practice/standards; - safe work practices and procedures; - safe welding practices, and; - use and application of personal protective equipment for routine oxy acetylene welding.

MEM05005 Carry out mechanical cutting

Locations:Sunshine.

Prerequisites:MEM11011 - Undertake manual handlingMEM12023 - Perform engineering measurementsMEM13015 - Work safely and effectively in manufacturing and engineeringMEM16006 - Organise and communicate informationMEM18001 - Use hand tools

Description:This unit of competency defines the skills and knowledge required to set up and operate a range of mechanical cutting and holing equipment. Typical applications of this unit include cutting for manufacture, production cutting and cutting materials in a maintenance environment. Where the interpretation of technical drawings is required unit MEM09002 Interpret technical drawing should also be selected. Where the selection and use of power tools for hand held operations is required unit MEM18002 Use power tools/hand held operations should also be selected. Where operational maintenance of equipment is required unit MEM07001 Perform operational maintenance of machines/equipment should also be selected. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; - selecting appropriate cutting machine and tooling and loading material to match job requirements; - setting up and safely operating equipment; - securing and positioning material using a graduated measuring device and adjusting as required in conformance with specifications; - adjusting machine/tooling as required using material in most economical way, and; - checking material against specifications. Students will also be expected to demonstrate the following knowledge: - safe work practices and procedures and use of personal protective equipment (PPE); - characteristics of cutting methods and machines; - effect of materials on the machine tooling, tooling defects and adjustments; - effect of adjustments on the dimensions of the cut material; - applicable tolerances, and; - methods of marking out materials to ensure minimum wastage.

MEM05005B Carry out mechanical cutting

Locations:Industry, Sunshine.

Prerequisites:MEM12023A - Perform engineering measurementsMEM18001C - Use hand tools

Description:This unit covers setting up and operating a range of mechanical cutting and holing equipment.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - loading and adjusting cutting machines; - selecting machines and tooling; - installing cutting tool; - setting up and adjusting cutting machine; - securing and correctly positioning materials; - cutting and holing materials; - applying relevant codes and standards; - reading and interpreting routine information on written job instructions, specifications and standard operating procedures; - following oral instruction; - measuring materials to specified workplace tolerances and within the machine range, and; - clarifying routine task-related information. Students will also be expected to demonstrate the following knowledge: - the characteristics of cutting methods and machines; - effect of materials on the machine tooling, tooling defects and adjustments; - effect of adjustments on the dimensions of the cut material; - applicable tolerances; - methods of marking out materials to ensure minimum wastage; - any applicable industry standards, national/Australian standards, NOHSC guides, State/Territory regulatory codes of practice/standard; - use and application of personal protective equipment for mechanical cutting, and; - safe work practices and procedures.

MEM05006B Perform brazing and/or silver soldering

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit covers performing brazing and silver soldering including the preparation of materials and equipment and the inspection of the completed work.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - preparing materials; - performing brazing/silver soldering; - undertaking visual inspection; - reading and interpreting routine information on written job instructions, specifications and standard operating procedures, and; - following oral instructions. Students will also be expected to demonstrate the following knowledge: - the reasons for selecting specific methods of assembly/alignment; - the procedures for minimising distortion of the materials being brazed/silver soldered; - the procedures for assembling and setting up the specific heating equipment; - the reasons for selecting specific heating equipment; - the reasons for selecting specific consumables; - conducting test runs; - typical applications of brazing and silver soldering processes; - the procedures and precautions for preheating the materials to be joined; - the effects of the use of inappropriate techniques on the performance of the jointed materials; - the effect of inappropriate quantities of jointing material on the performance of the jointed materials; - the procedures for normalising the temperature of jointed materials; - the consequences of using inappropriate techniques to normalise the temperature of the joint; - the procedures for removing excess jointing material; - the procedures for

inspecting brazed/silver soldered joints; - use and application of personal protective equipment for silver soldering and brazing, and; - safe work practices and procedures.

MEM05006C Perform brazing and or silver soldering

Locations: Industry, Sunshine.

Prerequisites: N/A

Description: This unit covers performing brazing (including braze welding) and silver soldering. It includes the preparation of materials and equipment and the inspection of the completed work.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - preparing materials; - performing brazing, braze welding, silver soldering; - undertaking visual inspection; - reading and interpreting routine information on written job instructions, specifications and standard operating procedures, and; - following oral instructions. Students will also be expected to demonstrate the following knowledge: - the reasons for selecting specific methods of assembly/alignment; - the procedures for minimising distortion of the materials being brazed/braze welded/silver soldered; - the procedures for assembling and setting up the specific heating equipment; - the reasons for selecting specific heating equipment; - the reasons for selecting specific consumables; - conducting test runs; - typical applications of brazing/braze welding and silver soldering processes; - the procedures and precautions for preheating the materials to be joined; - the effects of the use of inappropriate techniques on the performance of the jointed materials; - the effect of inappropriate quantities of jointing material on the performance of the jointed materials; - the procedures for normalising the temperature of jointed materials; - the consequences of using inappropriate techniques to normalise the temperature of the joint; - the procedures for removing excess jointing material; - the procedures for inspecting brazed/braze welded/silver soldered joints; - use and application of personal protective equipment for silver soldering and brazing/braze welding, and; - safe work practices and procedures.

MEM05007 Perform manual heating and thermal cutting

Locations: Sunshine.

Prerequisites: MEM09002 - Interpret technical drawing MEM11011 - Undertake manual handling MEM12023 - Perform engineering measurements MEM13015 - Work safely and effectively in manufacturing and engineering MEM16006 - Organise and communicate information

Description: This unit of competency defines the skills and knowledge required to perform manual heating, thermal cutting and gouging including the assembly and disassembly and operation of the equipment on a range of materials. Where the selection and use of tools is required unit MEM18001 Use hand tools and unit MEM18002 Use power tools/hand held operations, should also be selected as appropriate. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge

and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; - selecting equipment appropriate to the material; - checking condition of equipment; - setting up gas cylinders, hoses, blowpipes, tips and nozzles, regulators and flashback arrestors; - operating equipment to cut materials making appropriate cutting allowances to ensure material is used in most economical way; - identifying defects and taking appropriate remedial action; - heating material to specification, and; - checking final product for compliance with specifications. Students will also be expected to demonstrate the following knowledge: - safe work practices and procedures and use of personal protective equipment (PPE); - cutting processes appropriate to various materials; - heating and cutting specifications; - purpose of, and setting up requirements, of gas cylinders, hoses, blowpipes, tips and nozzles, regulators and flashback arrestors; - tools, equipment, techniques and procedures for heating and cutting; - potential equipment faults; - assembling procedures for equipment and accessories; - equipment pre-checks and operation; - procedures for adjusting heating and cutting equipment; - cutting allowances and reasons for applying them; - procedures and reasons for minimising waste material, and; - cutting defects and their causes and tools, equipment and techniques required to correct defects.

MEM05007C Perform manual heating and thermal cutting

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit covers performing manual heating, thermal cutting and gouging including the assembly and disassembly and operation of the equipment on a range of materials (ferrous, non-ferrous and non-metallic) using a variety of methods.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - performing pre-start checks; - safely starting equipment; - following standard operating procedures; - adjusting equipment to operating specifications; - making cutting allowances; - economising material and minimising wastage; - identifying cutting defects and taking corrective action; - heating and cutting materials to specifications; - reading and interpreting routine information on written job instructions, specifications and standard operating procedures. May include drawings; - following oral instructions; - performing measurements needed to meet the requirements of this unit, and; - entering routine and familiar information onto proformas and standard workplace forms. Students will also be expected to demonstrate the following knowledge: - cutting processes appropriate to various materials; - heating and cutting specifications; - procedures for heating and cutting; - the tools, equipment and techniques for heating and cutting; - assembling procedures for equipment and accessories; - hazards and control measures associated with manual heating and thermal cutting; - use and application of personal protective clothing and equipment; - equipment pre-checks and operation; - procedures for adjusting heating and cutting equipment; - cutting allowances and reasons for applying them; - procedures for minimising waste material; - reasons for minimising waste material; - cutting defects and their causes; - procedures for

correcting cutting defects; - tools, equipment and techniques required to correct cutting defects; - use and application of personal protective equipment, and; - safe work practices and procedures.

MEM05008 Perform advanced manual thermal cutting, gouging and shaping

Locations:Sunshine.

Prerequisites:MEM05007 - Perform manual heating and thermal cuttingMEM09002 - Interpret technical drawingMEM11011 - Undertake manual handlingMEM12023 - Perform engineering measurementsMEM13015 - Work safely and effectively in manufacturing and engineeringMEM16006 - Organise and communicate information

Description:This unit of competency defines the skills and knowledge required to perform advanced manual heating, thermal cutting, gouging and shaping to produce complex internal and external profiles. Items are cut, shaped or gouged by a variety of methods to satisfy predetermined shape, size and surface finish specifications. Where the selection and use of tools is required unit MEM18001 Use hand tools, and unit MEM18002 Use power tools/hand held operations, should also be selected as appropriate. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; - selecting appropriate equipment to manual heat, thermal cut and gouge, including the selection of settings and consumables to specifications; - checking condition of equipment; - setting up gas cylinders, hoses, blowpipes, tips and nozzles, regulators and flashback arrestors; - operating equipment to produce complex internal and external profiles with shape/profile/surface finish to predetermined specifications with minimum loss of sound material; - identifying defects and taking appropriate remedial action, and; - checking final product for compliance with specifications. Students will also be expected to demonstrate the following knowledge: - safe work practices and procedures and use of personal protective equipment (PPE); - cutting processes and procedures appropriate to various materials; - potential equipment faults; - heating, cutting and surface finish specifications and procedures; - use and applications of tools, equipment and techniques for heating and cutting; - assembling procedures for equipment and accessories; - equipment settings, pre-checks and operation; - sources of information and application on equipment settings and consumables; - procedures for adjusting heating and cutting equipment; - cutting allowances and reasons for applying them; - tools, equipment and techniques required to correct cutting defects; - procedures and reasons for minimising waste material, and; - cutting defects and their causes and tools, equipment and techniques required to correct defects.

MEM05008C Perform advanced manual thermal cutting, gouging and shaping

Locations:Industry, Sunshine.

Prerequisites:MEM05007C - Perform manual heating and thermal cutting

Description:This unit covers performing manual heating, thermal cutting and gouging to produce complex internal and external profiles. It includes the assembly/disassembly of plant and equipment, selection of settings and

consumables and operation of the equipment.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - obtaining, interpreting and following relevant job sheets, drawings, instructions and procedures; - selecting and assembling equipment and accessories; - following safety procedures; - safely checking, starting and operating equipment; - cutting material to specifications; - identifying and correcting cutting defects, and; - economising material and minimising waste. Students will also be expected to demonstrate the following knowledge: - cutting processes and procedures appropriate to various material; - heating and cutting specifications; - procedures for heating and cutting; - specifications for cutting and surface finish; - use and applications of tools, equipment and techniques for heating and cutting; - assembling procedures for equipment and accessories; - equipment settings; - application of various consumables; - sources of information on equipment settings and consumables; - hazards and control measures associated with manual heating and thermal cutting; - use and application of personal protective clothing and equipment; - equipment pre-checks and operation; - procedures for adjusting heating and cutting equipment; - cutting allowances and reasons for applying them; - procedures for minimising waste material; - reasons for minimising waste material; - cutting defects and their causes; - procedures for correcting cutting defects; - tools, equipment and techniques required to correct cutting defects; - use and application of personal protective equipment, and; - safe work practices and procedures.

MEM05009C Perform automated thermal cutting

Locations:Industry, Sunshine.

Prerequisites:MEM12023A - Perform engineering measurements

Description:This unit covers setting up and using single and multi-headed automated thermal cutting machines.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - setting up materials and machines; - using thermal cutting machines; - reading and interpreting routine information on written job instructions, specifications and standard operating procedures, and; - following oral instruction. Students will also be expected to demonstrate the following knowledge: - material set-up procedures; - advantages of stack cutting and nesting; - procedures for establishing machine datum; - hazards associated with igniting cutting media; - safety precautions to be taken when starting and shutting down the machine; - procedures for using powder marking and other tracing devices; - use and application of personal protective equipment for automated thermal cutting, and; - safe work practices and procedures.

MEM05010 Apply fabrication, forming and shaping techniques

Locations:Sunshine.

Prerequisites:MEM05037 - Perform geometric developmentMEM09002 - Interpret technical drawingMEM11011 - Undertake manual handlingMEM12023 - Perform engineering measurementsMEM12024 - Perform computationsMEM13015 - Work safely and effectively in manufacturing and engineeringMEM14006 - Plan work activitiesMEM16006 - Organise and communicate informationMEM18001 - Use hand toolsMEM18002 - Use power tools/hand held operations

Description:This unit of competency has been developed for Engineering Tradesperson - Fabrication apprenticeship training and the recognition of trade-level skills in fabrication, forming and shaping of a wide variety of shapes and products undertaken using a variety of forming and shaping techniques. Fabrication, forming and shaping is done to specifications interpreted from technical drawings and job specifications using a variety of tools and equipment. Skills covered by this unit are generally applied in occupational and work situations associated with steel fabrication, boiler making or sheet metal work. Where heating and thermal cutting is required unit MEM05007 Perform manual heating and thermal cutting should also be selected. Where marking off/out skills is required unit MEM12007 Mark off/out structural fabrications and shapes should also be selected. Where welds are required to meet legislative or regulatory requirements appropriate welding units should also be selected. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; - selecting relevant tools and equipment to fabricate, form and shape materials; - setting up and safely operating equipment; - forming and shaping materials; - performing calculations associated with allowances for shrinkage, thickness and inside/outside measurements; - checking final product for compliance with specifications, and; - rectifying defects. Students will also be expected to demonstrate the following knowledge: - safe work practices and procedures and use of personal protective equipment (PPE); - hot and cold forming/shaping processes; - machines, tools and equipment required to perform forming/shaping processes and reasons for selection; - equipment adjustments that can be made and the effect on the object being formed/shaped; - calculations to determine allowances; - machine and equipment operation; - material positioning/feeding requirements; - location and function of all safety guards, and; - defects in formed/shaped materials and required rectification by further work/adjustment.

MEM05010C Apply fabrication, forming and shaping techniques

Locations:Industry, Sunshine.

Prerequisites:MEM05037C - Perform geometric developmentMEM09002B - Interpret technical drawingMEM12023A - Perform engineering measurementsMEM12024A - Perform computationsMEM18001C - Use hand tools

Description:This unit covers applying the fabrication of shapes and products using a variety of forming and shaping techniques, using a variety of tools and equipment.

Required Reading:The qualified trainer and assessor will provide teaching and

learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - selecting tools and equipment; - setting up and adjusting equipment; - calculating allowances; - taking measurements; - starting up and shutting down the machine; - positioning material; - positioning safety guards; - obtaining drawings and/or specifications; - selecting the most appropriate forming/shaping process to achieve the required size and specification; - forming/shaping material to size and specification; - checking the final form/shape of the object for conformance with specifications; - reworking the object to ensure conformance with specifications; - reading, interpreting and following information on written job instructions, specifications, standard operating procedures, charts, lists, drawings and other applicable reference documents; - planning and sequencing operations, and; - checking task-related information. Students will also be expected to demonstrate the following knowledge: - variety of hot and cold forming/shaping processes; - machines, tools and/or equipment required to perform forming/shaping processes; - reasons for selecting chosen tools, equipment and processes; - adjustments that can be made to the equipment and the effect of adjustments on the object being formed/shaped; - allowances when forming/shaping materials; - sources of data relating to allowances; - startup and shutdown procedures; - the material positioning/feeding requirements; - the location and function of all safety guards; - procedures for the forming/shaping process; - defects in formed/shaped materials; - defects that can be rectified by further work/adjustment; - hazards and control measures associated with undertaking fabrication, forming and shaping, including housekeeping; - safe work practices and procedures.

MEM05011 Assemble fabricated components

Locations:Sunshine.

Prerequisites:MEM05005 - Carry out mechanical cuttingMEM05007 - Perform manual heating and thermal cuttingMEM05051 - Select welding processesMEM05052 - Apply safe welding practicesMEM09002 - Interpret technical drawingMEM11011 - Undertake manual handlingMEM12023 - Perform engineering measurementsMEM12024 - Perform computationsMEM13015 - Work safely and effectively in manufacturing and engineeringMEM14006 - Plan work activitiesMEM16006 - Organise and communicate informationMEM18001 - Use hand toolsMEM18002 - Use power tools/hand held operationsMEM05015 - Weld using manual metal arc welding process orMEM05017 - Weld using gas metal arc welding process orMEM05019 - Weld using gas tungsten arc welding process orMEM05055 - Weld using oxy fuel gas welding process

Description:This unit of competency has been developed for Engineering Tradesperson - Fabrication apprenticeship training and recognition of trade-level skills in the assembly of general fabricated components in plate, pipe and section or sheet in typical applications either on-site or in a fabrication workplace. Skills covered by this unit are generally applied in occupational and work situations associated with steel fabrication, boilermaking or sheet metal work. Work may be undertaken individually or as part of a team. Where assembly involves using pre-constructed jigs unitMEM03001 Perform manual production assembly and unit MEM03003 Perform sheet and plate assembly, should also be selected as appropriate. Where skills for the assembly of fabricated engineering components are required unit MEM18006 Perform precision fitting of engineering components should also be selected. Where

welds are required to meet legislative or regulatory requirements, then appropriate welding units should also be selected. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; - constructing necessary jigs; - planning fabricated component assembly tasks and sequences efficiently and effectively; - aligning material in jigs and using fixtures, tools and equipment as necessary to check the position of all assembled components visually and dimensionally; - marking datum lines in an appropriate manner; - positioning and assembling general fabricated components in accordance with drawing/specifications using accepted engineering trade techniques, practices, processes and workplace procedures either on-site or in a fabrication workshop, and; - applying appropriate distortion control techniques and checking to ensure compliance of the final assembly with specifications. Students will also be expected to demonstrate the following knowledge: - safe work practices and procedures and use of personal protective equipment (PPE); - methods and techniques for assembly of fabricated components; - jig construction; - effects of distortion of fabricated components and distortion prevention techniques; - uses and interpretation of drawings, specifications and material lists; - characteristics of relevant tools and equipment for determining squareness, level and alignment - function and determination of datum lines; - fixing/joining techniques, including welding, adhesives, fasteners, rivets, and; - defects associated with the assembly of fabricated components and methods of rectification of defects by rework or adjustment.

MEM05011D Assemble fabricated components

Locations:Industry, Sunshine.

Prerequisites:MEM05005B - Carry out mechanical cuttingMEM05007C - Perform manual heating and thermal cuttingMEM05012C - Perform routine manual metal arc weldingMEM05015D - Weld using manual metal arc welding processMEM05051A - Select welding processesMEM05052A - Apply safe welding practicesMEM09002B - Interpret technical drawingMEM12023A - Perform engineering measurementsMEM18001C MEM18002B The above units belong to Path 1 - ARC Welding. Path 2 - TIG Welding MEM05005B MEM05007C MEM05019D MEM05049B MEM05051A MEM05052A MEM09002B MEM12023A MEM18001C MEM18002B Path 3 - OXY Welding MEM05004C MEM05005B MEM05007C MEM05022C MEM05051A MEM05052A MEM09002B MEM12023A MEM18001C MEM18002B Path 4 - MIG Welding MEM05005B MEM05007C MEM05017D MEM05050B MEM05051A MEM05052A MEM09002B MEM12023A MEM18001C MEM18002B

Description:This unit covers assembling general fabricated components in plate, pipe and section or sheet.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting

of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - constructing jigs where appropriate; - applying distortion prevention/control techniques; - positioning components in accordance with drawing/specifications; - using jigs, fixtures, tools and equipment; - correctly marking the datum line; - checking the position of all assembled components visually and dimensionally, and; - using appropriate fixing/joining techniques. Students will also be expected to demonstrate the following knowledge: - methods for assembly of fabricated components; - jigs construction; - effects of distortion of fabricated components; - distortion prevention techniques; - drawing and material list; - characteristics of relevant tools and equipment squareness, level and alignment; - function of datum lines; - variety of fixing/joining techniques; - defects associated with the assembly of fabricated components; - methods of rectification of defects by rework or adjustment, and; - requirements of relevant codes/standards.

MEM05012 Perform routine manual metal arc welding

Locations:Sunshine.

Prerequisites:MEM11011 - Undertake manual handlingMEM13015 - Work safely and effectively in manufacturing and engineeringMEM16006 - Organise and communicate information

Description:This unit of competency defines the skills and knowledge required to carry out routine manual metal arc welding (MMAW) of low carbon mild steel where the welding is not required to meet an Australian Standard or equivalent. Where the interpretation of technical drawings is required unit MEM09002 Interpret technical drawing should also be selected. Where the selection and use of engineering measurement is required unit MEM12023 Perform engineering measurements should also be selected. Where the selection and use of tools is required unit MEM18001 Use hand tools and unit MEM18002 Use power tools/hand held operations, should also be selected as appropriate. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; - identifying and interpreting specifications from drawings, sketches and verbal or written job instructions for performing routine manual metal arc welding (MMAW); - cleaning and preparing materials to specifications; - setting up welding equipment, selecting appropriate electrodes and adjusting settings to suit application; - welding materials to comply with specifications, and; - cleaning welds for slag and splatter in accordance with SOPs. Students will also be expected to demonstrate the following knowledge: - safe welding practices and procedures and use of personal protective equipment (PPE); - material and equipment preparation; - equipment set-up and settings; - appropriate welding consumables consistent with standard operating procedures, and; - MMAW processes and properties.

MEM05012C Perform routine manual metal arc welding

Locations:Industry, Sunshine.

Prerequisites:Nil.

Description: This unit covers preparing the materials and carrying out routine manual metal arc welding (MMAW).

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - preparing materials and electrodes; - setting up welding equipment; - welding with MMAW; - reading and interpreting routine information on written job instructions, specifications and standard operating procedures, and; - performing measurements for joint preparation and routine MMAW. Students will also be expected to demonstrate the following knowledge: - material and equipment preparation; - properties and characteristics of materials and consumables; - weld characteristics; - equipment set-up and settings; - MMAW processes and properties; - post-welding treatments; - safe welding practices, and; - use and application of personal protective equipment.

MEM05013C Perform manual production welding

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit covers performing tacking or production welding, including spot welding using a range of methods and metallic and non-metallic materials in a production environment.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - aligning to jigs and fixtures; - welding within the scope of this unit, and; - following standard operating procedures. Students will also be expected to demonstrate the following knowledge: - function and use of jigs and fixtures in production welding; - hazards associated with the welding process used; - function, application and operation of welding equipment within the scope of this unit; - material preparation, and; - acceptable workplace standards.

MEM05014C Monitor quality of production welding/fabrications

Locations: Industry, Sunshine.

Prerequisites: MEM05012C - Perform routine manual metal arc welding MEM05015D - Weld using manual metal arc welding process MEM05051A - Select welding processes MEM05052A - Apply safe welding practices MEM12023A - Perform engineering measurements MEM18001C - Use hand tools MEM18002B - Use power tools/hand held operations
The units above belong to Path 1 - ARC Welding. Path 2 - MIG Welding MEM05017D Weld using gas metal arc welding MEM05050B Perform routine gas metal arc welding MEM05051A Select welding process MEM05052A Apply safe welding practice MEM12023A Perform engineering measurement MEM18001C Use hand tools MEM18002B Use power tools/hand held operation Path 3 - TIG Welding MEM05019D Weld using gas tungsten arc welding MEM05049B Perform routine gas tungsten arc welding MEM05051A Select welding

process MEM05052A Apply safe welding practice MEM12023A Perform engineering measurements MEM18001C Use hand tools MEM18002B Use power tools/hand held operation Path 4 - OXY Welding MEM05004C Perform routine oxy acetylene welding MEM05007C Perform manual heating & thermal cutting MEM05051A Select welding process MEM05052A Apply safe weld practice MEM12023A Perform engineering measurements MEM18001C Use hand tools MEM18002B Use power tools/hand held operation

Description: This unit covers performing basic inspection of completed or partly completed welded fabrications produced by others in a production environment.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - recognising nonconforming welds; - reading, interpreting and following information on specifications, standard operating procedures, drawings and other - applicable reference documents; - using pre-set gauges; - collecting weld test data, and; - entering routine and familiar information onto proformas and standard workplace forms/reports. Students will also be expected to demonstrate the following knowledge: - the function of pre-set gauges; - test requirements appropriate to the welded product; - legislative and/or regulatory requirements of the welded product, and; - reporting and corrective action procedures.

MEM05015 Weld using manual metal arc welding process

Locations: Sunshine.

Prerequisites: MEM05012 - Perform routine manual metal arc welding MEM05051 - Select welding processes MEM05052 - Apply safe welding practices MEM09002 - Interpret technical drawing MEM11011 - Undertake manual handling MEM12023 - Perform engineering measurements MEM12024 - Perform computations MEM13015 - Work safely and effectively in manufacturing and engineering MEM14006 - Plan work activities MEM16006 - Organise and communicate information MEM18001 - Use hand tools MEM18002 - Use power tools/hand held operations

Description: This unit of competency has been developed for Engineering Tradesperson - Fabrication apprenticeship training and the recognition of trade-level skills in manual metal arc welding (MMAW) on heavy or light metal fabrications. It may also apply to other trade occupations requiring higher level MMAW welding skills. Weld quality would typically conform to AS 1554 General Purpose, and American Bureau of Shipping (ABS) or equivalent. Where manual thermal processes associated with preparation, pre-heat and/or post-heat is required unit MEM05007 Perform manual heating and thermal cutting and unit MEM05008 Perform advanced manual thermal cutting, gouging and shaping, should also be selected as appropriate. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

standard operating procedures (SOPs) and safe work practices; - identifying and interpreting specifications from drawings, sketches and verbal or written job instructions for welding using manual metal arc welding process (MMAW) to the specified standard; - selecting appropriate weld and joint preparation methods; - consistently weld a range of materials to the specified standard or equivalent using AC or DC welding machines and electrodes while preventing distortion; - rectifying any defects, and; - completing weld records related to MMAW onto standard workplace forms. Students will also be expected to demonstrate the following knowledge: - safe welding practices and procedures and use of personal protective equipment (PPE); - material preparation for MMAW; - weld joint preparations; - welding electrode classification; - causes of distortion for materials when welded; - causes of weld defects and methods of rectification; - relationships between amperage, electrode and material, and; - standards for MMAW, including AS 1554 General Purpose any other equivalent standards.

MEM05015D Weld using manual metal arc welding process

Locations: Sunshine.

Prerequisites: MEM05012C - Perform routine manual metal arc welding MEM05051A - Select welding processes MEM05052A - Apply safe welding practices MEM12023A - Perform engineering measurements MEM18001C - Use hand tools MEM18002B - Use power tools/hand held operations

Description: This unit of competency covers the preparation, positioning, fixing, and manual welding techniques associated with general trade level welding using manual metal arc welding (MMAW) equipment including the selection and set up of the equipment appropriate to both the material and the weld to be performed, carrying out the MMAW to prescribed standards, and examining for and correcting defects, in a range of welded fabrications.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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. Students will be expected to demonstrate the following required skills: - identifying and interpreting welding specifications including appropriate standards e.g. Australian Standard 1554 General Purpose, American Bureau of Shipping (ABS) or equivalent; - selecting and using appropriate tools and equipment; - using a variety of welding machines and electrodes; - identifying and rectifying weld defects; - applying techniques for distortion prevention and rectification; - cleaning welds; - reading and interpreting information on sketches, written job instructions, specifications, standard operating procedures and engineering drawings; - recording routine information including routine weld records related to MMAW onto proformas and standard workplace forms; - following oral instructions, and; - measurement skills relating to joint preparation and MMAW. Students will also be expected to demonstrate the following knowledge: - material preparation; - joint preparations; - electrode classification; - causes of distortion for materials within the scope of this unit; - causes of defects and methods of rectification; - the relationships between amperage, electrode and material; - safe welding practices, and; - use and application of personal protective equipment for MMAW.

MEM05016 Perform advanced welding using manual metal arc welding process

Locations: Sunshine.

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Prerequisites: MEM05007 - Perform manual heating and thermal cutting MEM05012 - Perform routine manual metal arc welding MEM05015 - Weld using manual metal arc welding process MEM05051 - Select welding processes MEM05052 - Apply safe welding practices MEM09002 - Interpret technical drawing MEM11011 - Undertake manual handling MEM12023 - Perform engineering measurements MEM12024 - Perform computations MEM13015 - Work safely and effectively in manufacturing and engineering MEM14006 - Plan work activities MEM16006 - Organise and communicate information MEM18001 - Use hand tools MEM18002 - Use power tools/hand held operations

Description: This unit of competency defines the skills and knowledge required to carry out advanced welding using manual metal arc welding (MMAW). Welds are associated with a range of structural sections and/or plate and/or pipe for general fabrication. Weld quality would typically conform to AS 1554 Structural Purpose or equivalent. Where advanced manual thermal cutting, gouging and shaping is required unit MEM05008 Perform advanced manual thermal cutting, gouging and shaping should also be selected. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; - identifying and interpreting specifications from drawings, sketches and verbal or written job instructions for performing advanced welding using manual metal arc welding process (MMAW) to Australian Standard 1554 Structural Purpose; - selecting appropriate weld and joint preparation methods; - consistently weld materials to AS 1554 Structural Purpose or equivalent using AC or DC welding machines and electrodes while preventing distortion; - rectifying any defects, and; - completing and maintaining weld records related to MMAW Structural Purpose onto standard workplace forms. Students will also be expected to demonstrate the following knowledge: - safe welding practices and procedures and use of personal protective equipment (PPE); - properties and characteristics of low carbon, stainless and low alloy steel; - requirements to conform to AS 1554 Structural Purpose or equivalent; - weld specifications and requirements, and; - different welder identification systems, including numbering, bar coding, paint coding and letter stamps.

MEM05016C Perform advanced welding using manual metal arc welding process

Locations: Industry, Sunshine.

Prerequisites: MEM05007C - Perform manual heating and thermal cutting MEM05012C - Perform routine manual metal arc welding MEM05015D - Weld using manual metal arc welding process MEM05051A - Select welding processes MEM05052A - Apply safe welding practices MEM09002B - Interpret technical drawing MEM12023A - Perform engineering measurements MEM18001C - Use hand tools Path 1: including the above units for this Path and unit MEM18002B Use power tools/hand held operations.

Description: This unit covers preparing materials, selecting and setting up the welding equipment, carrying out advanced manual metal arc welding (MMAW), inspecting for and correcting defects, and maintaining the weld records.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - welding to conform to Australian Standard 1554 Structural Purpose, Bureau Det Norse Verticas or equivalent; - interpreting weld requirements and specifications; - entering information onto proformas and standard workplace forms; - interpreting technical drawings and weld specifications relating to advanced MMAW; - using hand and power tools to prepare and weld material using MMAW; - using measurement and numeracy skills relating to advanced MMAW and preparation; - selecting equipment and consumables appropriate to the task, and; - using visual identification of faults/defects. Students will also be expected to demonstrate the following knowledge: - in-depth knowledge of the properties and characteristics of a wide range of materials; - requirements to conform to Australian Standard 1554 Structural Purpose, Bureau Det Norse Verticas or equivalent; - weld procedures and requirements; - different welder identification systems such as numbering, bar coding, paint coding, letter stamps; - safety requirements; - safe welding practices, and; - use and application of personal protective equipment for MMAW.

MEM05017 Weld using gas metal arc welding process

Locations:Sunshine.

Prerequisites:MEM05050 - Perform routine gas metal arc weldingMEM05051 - Select welding processesMEM05052 - Apply safe welding practicesMEM09002 - Interpret technical drawingMEM11011 - Undertake manual handlingMEM12023 - Perform engineering measurementsMEM12024 - Perform computationsMEM13015 - Work safely and effectively in manufacturing and engineeringMEM14006 - Plan work activitiesMEM16006 - Organise and communicate informationMEM18001 - Use hand toolsMEM18002 - Use power tools/hand held operations

Description:This unit of competency has been developed for Engineering Tradesperson - Fabrication apprenticeship training and the recognition of trade-level skills in gas metal arc welding (GMAW) on heavy or light metal fabrications. It may also apply to other trade occupations requiring higher level GMAW welding skills. Weld quality would typically conform to Australian Standard 1554 General Purpose, and American Bureau of Shipping (ABS) or equivalent. Where manual thermal processes associated with preparation, pre-heat and/or post-heat is required unit MEM05007 Perform manual heating and thermal cutting and unit MEM05008 Perform advanced manual thermal cutting, gouging and shaping, should also be selected as appropriate. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; - identifying and interpreting specifications from drawings, sketches and verbal or written job

instructions for welding using gas metal arc welding process (GMAW) to the specified standard; - selecting appropriate weld and joint preparation methods; - consistently weld materials to the specified standard or equivalent using AC or DC welding machines and electrodes while preventing distortion; - rectifying any defects, and; - completing weld records related to GMAW onto standard workplace forms. Students will also be expected to demonstrate the following knowledge: safe welding practices and procedures and use of personal protective equipment (PPE) types of gases and their uses relationships between amperage/wire feed, voltage, gas flow, electrode and material - application of weld metal transfer (short arc and spray); - correct welding machine, leads, hand pieces and electrodes; - material preparation; - weld joint preparations; - filler wire classification; - causes of distortion for materials when welded; - causes of weld defects and methods of rectification, and; - standards for GMA welding, including Australian Standard 1554 General Purpose and any other equivalent standards.

MEM05017D Weld using gas metal arc welding process

Locations:Industry, Sunshine.

Prerequisites:MEM05050B - Perform routine gas metal arc weldingMEM05051A - Select welding processesMEM05052A - Apply safe welding practicesMEM12023A - Perform engineering measurementsMEM18001C - Use hand toolsMEM18002B - Use power tools/hand held operations

Description:This unit covers preparing materials, selecting and setting up gas metal arc welding equipment, carrying out the welding, visually inspecting welds and correcting defects.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identifying and interpreting welding specifications including appropriate standards e.g. Australian Standard 1554 General Purpose, American Bureau of Shipping (ABS) or equivalent; - selecting and using appropriate tools and equipment; - using a variety of welding machines and electrodes; - identifying and rectifying weld defects; - applying techniques for distortion prevention and rectification; - cleaning welds; - reading and interpreting information on sketches, written job instructions, specifications, standard operating procedures and engineering drawings; - recording routine information including routine weld records related to GMAW onto proformas and standard workplace forms; - following oral instructions, and; - measurement skills relating to joint preparation and GMAW. Students will also be expected to demonstrate the following knowledge: - types of gases and their uses; - the relationships between amperage/wire feed, voltage, gas flow, electrode and material; - the application of weld metal transfer (short arc, spray etc.); - correct welding machine, leads, hand pieces and electrodes; - material preparation; - joint preparations; - electrode classification; - causes of distortion for materials within the scope of this unit; - safe welding practices, and; - use and application of personal protective equipment for GMAW.

MEM05018 Perform advanced welding using gas metal arc welding process

Locations:Sunshine.

Prerequisites:MEM05007 - Perform manual heating and thermal cuttingMEM05017 - Weld using gas metal arc welding processMEM05050 - Perform routine gas metal

arc welding/MEM05051 - Select welding processes/MEM05052 - Apply safe welding practices/MEM09002 - Interpret technical drawing/MEM11011 - Undertake manual handling/MEM12023 - Perform engineering measurements/MEM12024 - Perform computations/MEM13015 - Work safely and effectively in manufacturing and engineering/MEM14006 - Plan work activities/MEM16006 - Organise and communicate information/MEM18001 - Use hand tools/MEM18002 - Use power tools/hand held operations

Description:This unit of competency defines the skills and knowledge required to carry out advanced welding using gas metal arc welding (GMAW). Welds are associated with a range of structural sections and/or plate and/or pipe for general fabrication using ferrous and non-ferrous materials. Weld quality would typically conform to AS 1554 Structural Purpose or equivalent. Where advanced manual thermal cutting, gouging and shaping is required unit MEM05008 Perform advanced manual thermal cutting, gouging and shaping should also be selected. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; - identifying and interpreting specifications from drawings, sketches and verbal or written job instructions for performing advanced welding using gas metal arc welding (GMAW) process to AS 1554 Structural Purpose; - selecting appropriate weld and joint preparation methods; - consistently weld materials to AS 1554 Structural Purpose or equivalent using AC or DC welding machines and electrodes while preventing distortion; - rectifying any defects, and; - completing and maintaining weld records related to GMAW Structural Purpose onto standard workplace forms. Students will also be expected to demonstrate the following knowledge: - safe welding practices and procedures and use of personal protective equipment (PPE); - in-depth knowledge of the properties and characteristics of a wide range of materials; - requirements to conform to AS 1554 Structural Purpose or equivalent; - weld procedures and requirements; - different welder identification systems, including numbering, bar coding, paint coding and letter stamps, and; - causes of weld defects and methods of rectification.

MEM05018C Perform advanced welding using gas metal arc welding process

Locations: Industry, Sunshine.

Prerequisites:MEM05007C - Perform manual heating and thermal cutting/MEM05017D - Weld using gas metal arc welding process/MEM05050B - Perform routine gas metal arc welding/MEM05051A - Select welding processes/MEM05052A - Apply safe welding practices/MEM09002B - Interpret technical drawing/MEM12023A - Perform engineering measurements/MEM18001C - Use hand tools/MEM18002B

Description:This unit covers preparing materials, selecting and setting up the welding equipment, carrying out advanced gas metal arc welding (GMAW), inspecting for and correcting defects, and maintaining the weld records.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic

and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - welding to conform to Australian Standard 1554 Structural Purpose, Bureau Det Norse Verticas or equivalent performing safe welding practices; - using and applying personal protective equipment for GMAW; - interpreting weld requirements and specifications; - entering information onto proformas and standard workplace forms; - interpreting technical drawings and weld specifications relating to advanced GMAW; - using hand and power tools to prepare and weld material using GMAW; - using measurement and numeracy skills relating to advanced GMAW and preparation; - selecting equipment and consumables appropriate to the task, and; - using visual identification of faults/defects. Students will also be expected to demonstrate the following knowledge: - in-depth knowledge of the properties and characteristics of a wide range of materials; requirements to conform to Australian Standard 1554 Structural Purpose, Bureau Det Norse Verticas or equivalent - weld procedures and requirements; - different welder identification systems such as numbering, bar coding, paint coding, letter stamps; - safe welding practices, and; - use and application of personal protective equipment for GMAW.

MEM05019 Weld using gas tungsten arc welding process

Locations:Sunshine.

Prerequisites:MEM05049 - Perform routine gas tungsten arc welding/MEM05051 - Select welding processes/MEM05052 - Apply safe welding practices/MEM09002 - Interpret technical drawing/MEM11011 - Undertake manual handling/MEM12023 - Perform engineering measurements/MEM12024 - Perform computations/MEM13015 - Work safely and effectively in manufacturing and engineering/MEM14006 - Plan work activities/MEM16006 - Organise and communicate information/MEM18001 - Use hand tools/MEM18002 - Use power tools/hand held operations

Description:This unit of competency has been developed for Engineering Tradesperson - Fabrication apprenticeship training and the recognition of trade-level skills in gas tungsten arc welding (GTAW) on heavy or light metal fabrications. It may also apply to other trade occupations requiring higher level GTAW welding skills. Weld quality would typically conform to AS 1554 General Purpose and American Bureau of Shipping (ABS), or equivalent. Where manual thermal processes associated with preparation, pre-heat and/or post-heat is required unit MEM05007 Perform manual heating and thermal cutting and unit MEM05008 Perform advanced manual thermal cutting, gouging and shaping, should also be selected as appropriate. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures and safe work practices; - identifying and interpreting specifications from drawings, sketches and verbal or written job instructions for welding using gas tungsten arc welding process (GTAW) to the specified standard; - selecting appropriate weld and joint preparation methods; - consistently weld

materials to the specified standard using AC or DC welding machines and electrodes while preventing distortion; - rectifying any defects, and; - completing weld records related to GTAW onto standard workplace forms. Students will also be expected to demonstrate the following knowledge: - safe welding practices and procedures and use of personal protective equipment (PPE); - correct welding machine, leads, hand pieces and electrodes; - material preparation; - joint preparations; - electrode classification; - causes of distortion for materials when welded; - causes of defects and methods of rectification; - relationships between amperage, electrode and material; - types of gases and their uses; - types of electrodes, current settings and high frequency voltage; - filler materials and consumables, and; - standards for GTAW welding, AS 1554 General Purpose and other equivalent standards.

MEM05019D Weld using gas tungsten arc welding process

Locations: Industry, Sunshine.

Prerequisites: MEM05049B - Perform routine gas tungsten arc welding MEM05051A - Select welding processes MEM05052A - Apply safe welding practices MEM12023A - Perform engineering measurements MEM18001C - Use hand tools MEM18002B - Use power tools/hand held operations

Description: This unit covers preparing materials, selecting and setting up the welding equipment, carrying out the gas tungsten arc welding (GTAW) and inspecting for and correcting defects.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identifying and interpreting welding specifications including appropriate standards e.g. Australian Standard 1554 General Purpose, American Bureau of Shipping (ABS) or equivalent; - selecting and using appropriate tools and equipment; - using a variety of welding machines and electrodes; - identifying and rectifying weld defects; - applying techniques for distortion prevention and rectification; - cleaning welds; - reading and interpreting information on sketches, written job instructions, specifications, standard operating procedures and engineering drawings; - recording routine information including routine weld records related to GTAW onto proformas and standard workplace forms; - following oral instructions, and; - measurement skills relating to joint preparation and GTAW. Students will also be expected to demonstrate the following knowledge: - correct welding machine, leads, hand pieces and electrodes; - material preparation; - joint preparations; - electrode classification; - causes of distortion for materials within the scope of this unit; - causes of defects and methods of rectification; - the relationships between amperage, electrode and material; - types of gases and their uses; - types of electrodes, current settings and high frequency voltage; - filler materials and consumables; - safe welding practices, and; - use and application of personal protective equipment for GTAW.

MEM05020 Perform advanced welding using gas tungsten arc welding process

Locations: Sunshine.

Prerequisites: MEM05007 - Perform manual heating and thermal cutting MEM05019 - Weld using gas tungsten arc welding process MEM05049 - Perform routine gas tungsten arc welding MEM05051 - Select welding processes MEM05052 - Apply safe welding practices MEM09002 - Interpret technical drawing MEM11011 - Undertake

manual handling MEM12023 - Perform engineering measurements MEM12024 - Perform computations MEM13015 - Work safely and effectively in manufacturing and engineering MEM14006 - Plan work activities MEM16006 - Organise and communicate information MEM18001 - Use hand tools MEM18002 - Use power tools/hand held operations

Description: This unit of competency defines the skills and knowledge required to carry out advanced welding using gas tungsten arc welding (GTAW). Welds are associated with a range of structural sections and/or plate and/or pipe for general fabrication. Weld quality would typically conform to AS 1554 Structural Purpose or equivalent. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures and safe work practices; - identifying and interpreting specifications from drawings, sketches and verbal or written job instructions for performing advanced welding using gas tungsten arc welding process (GTAW) to AS 1554 Structural Purpose; - selecting appropriate weld and joint preparation methods; - consistently weld materials to AS 1554 Structural Purpose or equivalent using AC or DC welding machines and electrodes while preventing distortion; - rectifying any defects, and; - completing and maintaining weld records related to GTAW Structural Purpose onto standard workplace forms. Students will also be expected to demonstrate the following knowledge: - safe welding practices and procedures and use of personal protective equipment (PPE); - in-depth knowledge of the properties and characteristics of a wide range of materials; - requirements to conform to AS 1554 Structural Purpose or equivalent; - weld procedures and requirements, and; - different welder identification systems, including numbering, bar coding, paint coding, and letter stamps.

MEM05020C Perform advanced welding using gas tungsten arc welding process

Locations: Industry, Sunshine.

Prerequisites: MEM05007C - Perform manual heating and thermal cutting MEM05019D - Weld using gas tungsten arc welding process MEM05049B - Perform routine gas tungsten arc welding MEM05051A - Select welding processes MEM05052A - Apply safe welding practices MEM09002B - Interpret technical drawing MEM12023A - Perform engineering measurements MEM18001C - Use hand tools Path 1: including the above for this path and unit MEM18002B Use power tools/hand held operations.

Description: This unit covers preparing materials, selecting and setting up the welding equipment, carrying out advanced gas tungsten arc welding (GTAW), inspecting for and correcting defects, and maintaining the weld records.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting

of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - welding to conform to Australian Standard 1554 Structural Purpose, Bureau Det Norse Vericas or equivalent; - interpreting technical drawings and weld specifications relating to advanced GTAW; - using hand and power tools to prepare and weld material using GTAW; - using measurement and numeracy skills relating to advanced GTAW and preparation; - selecting equipment and consumables appropriate to task, and; - using visual identification of faults/defects. Students will also be expected to demonstrate the following knowledge: - in-depth knowledge of the properties and characteristics of a wide range of materials; - requirements to conform to Australian Standard 1554 Structural Purpose, Bureau Det Norse Vericas or equivalent; - weld procedures and requirements; - different welder identification systems such as numbering, bar coding, paint coding, letter stamps; - safe welding practices; - use and application of personal protective equipment for GTAW, and; - hazards and control measures related to GTAW.

MEM05023 Weld using submerged arc welding process

Locations:Sunshine.

Prerequisites:MEM05051 - Select welding processesMEM05052 - Apply safe welding practicesMEM05057 - Perform routine submerged arc weldingMEM09002 - Interpret technical drawingMEM11011 - Undertake manual handlingMEM12023 - Perform engineering measurementsMEM12024 - Perform computationsMEM13015 - Work safely and effectively in manufacturing and engineeringMEM14006 - Plan work activitiesMEM16006 - Organise and communicate informationMEM18001 - Use hand toolsMEM18002 - Use power tools/hand held operations

Description:This unit of competency defines the skills and knowledge required to carry out submerged arc welding (SAW) where the welds are more likely to be associated with heavy rather than with light fabrication. Weld quality would typically conform to AS 1554 General Purpose or equivalent. Where the interpretation of technical drawings is required unit MEM09002 Interpret technical drawing should also be selected. Where the selection and use of tools is required unit MEM18001 Use hand tools and unit MEM18002 Use power tools/hand held operations, should also be selected as appropriate. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; - identifying and interpreting specifications from drawings, sketches and verbal or written job instructions for welding using submerged arc welding (SAW) process to AS 1554 General Purpose or equivalent; - selecting appropriate weld and joint preparation methods; - consistently weld materials to the specified standard or equivalent using DC welding machines and electrodes while preventing distortion; - rectifying any defects, and; - completing and maintaining weld records related to SAW welding onto standard workplace forms. Students will also be expected to demonstrate the following knowledge: safe welding practices and procedures and use of personal protective equipment (PPE) - main types of fluxes and flux/wire combinations; - typical applications of SAW and common materials; - application of weld metal

transfer (short arc and spray); - material preparation; - joint preparations; - electrode classification; - causes of distortion for materials; - causes of defects and methods of rectification, and; - requirements of AS 1554 General Purpose or equivalent.

MEM05023C Weld using submerged arc welding process

Locations:Sunshine.

Prerequisites:MEM12023A - Perform engineering measurements

Description:This unit covers preparing materials, selecting and setting up the welding equipment, carrying out the submerged arc welding, inspecting for and correcting defects, and maintaining weld records.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identifying and interpreting appropriate standard e.g. Australian Standard 1554 General Purpose, American Bureau of Shipping (ABS) or equivalent; - selecting and using appropriate tools and equipment; - using a variety of welding machines, wire electrodes, settings and materials; - identifying and rectifying weld defects; - applying techniques for distortion prevention and rectification; - cleaning weld, and; - maintaining weld records. Students will also be expected to demonstrate the following knowledge: - main types of fluxes and flux/wire combinations; - typical applications of SAW and common materials; - the application of weld metal transfer (short arc, spray, etc.); - material preparation; - joint preparations; - electrode classification; - causes of distortion for materials within the scope of this unit; - causes of defects and methods of rectification; - code requirements; - safe welding practices; - use and application of personal protective equipment for submerged arc welding, and; - relevant hazards and control measures related to the competency.

MEM05024B Perform welding supervision

Locations:Sunshine.

Prerequisites:MEM05026C - Apply welding principles

Description:This unit covers instructing and qualifying welders in accordance with weld procedures, and maintaining quality and safety procedures.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - individuals working in this field would hold at least one certificate satisfying the requirements of Australian Standard 1796 Certificate 1-9; - welding to the procedure being supervised; - providing training to welders on welding procedures; - communicating to welders on welding requirements; - planning of weld procedures, and; - writing workplace welding procedures, recording information on proformas and other workplace documents/reports. Students will also be expected to demonstrate the following knowledge: - welding science, principles and effects of heat treatment; - welding terms, codes and symbols; - welding processes, parameters and relation to weld

quality; - welding procedures defined by code and technical requirements; - non-destructive testing; - any applicable industry standards, national/Australian standards, NOHSC guides, State/Territory regulatory codes of practice/standards; - use and application of personal protective equipment for welding supervision, and; - safe work practices and procedures.

MEM05025C Perform welding/fabrication inspection

Locations:Sunshine.

Prerequisites:MEM05026C - Apply welding principlesMEM12023A - Perform engineering measurements

Description:This unit covers performing welding/fabrication inspection by selecting, conducting or verifying appropriate nondestructive tests, establishing and validating welding procedures, ensuring quality assurance is carried out, and monitoring procedures.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - obtaining, interpreting and applying relevant job instructions, design and weld specifications, codes, standards and procedures; - organising tests; - initiating and conducting weld tests; - obtaining and interpreting weld tests; - obtaining and interpreting weld design data; - verbally conveying, checking and clarifying information; - checking weld parameters for conformance to specifications; - documenting welding procedures; - preparing test reports; - recording movement of material through the workshop; - producing test pieces; - marking consumables for identification; - checking material for conformance to specifications; - using and storing welding consumables; - maintaining welding quality records; - checking welding records for conformance with welding quality requirements; - checking the form of the material to be welded for conformance with specifications; - using measurement skills for checking the dimensions of welded components, and; - performing relevant calculations. Students will also be expected to demonstrate the following knowledge: - hazards and control measures associated with welding/fabrication inspection; - safe work practices and procedures; - use and application of personal protective equipment; - types of non-destructive tests and their application; - welding procedures for the given weld; - tests/checks to be conducted; - arithmetic operations, formulae and calculations for testing welding/fabrications; - procedures for initiating the weld tests; - procedures for conducting a variety of non-destructive tests; - procedures for obtaining previous weld tests; - discrepancies between previous and current weld tests; - reasons for any identified discrepancies; - effects of testing procedures on test results; - procedures for verifying/amending previously established weld test procedures; - the parameters affecting the performance of the weld with respect to specifications; - variables affecting the performance of the weld; - tools, equipment and techniques necessary to check each variable; - procedures, tools, techniques and equipment necessary to check the form and dimensions of the welded components; - procedures for documenting welding procedures and preparing a weld test piece; - tools, equipment and techniques to carry out the prescribed tests; - procedures for initiating prescribed tests, obtaining test results, and reporting test result; - discrepancies between the test results and weld specifications; - action to be taken to return the welds produced to specification; - weld specifications; - methods of identifying weld materials; - reasons for correctly marking/identifying weld materials; - procedures for

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documenting/recording the movement of material through the workshop; - the reasons for documenting/recording the movement of material through the workshop, and; - procedures for transferring material test certification numbers. .

MEM05026 Apply welding principles

Locations:Sunshine.

Prerequisites:MEM11011 - Undertake manual handlingMEM12023 - Perform engineering measurementsMEM12024 - Perform computationsMEM13015 - Work safely and effectively in manufacturing and engineeringMEM14006 - Plan work activitiesMEM16006 - Organise and communicate information

Description:This unit of competency has been developed for post-trade training of advanced engineering tradespeople and the recognition of post-trade skills in applying welding principles to meet the statutory and regulatory requirements for welding procedures generally associated with the application of one of the units satisfying AS 1796-2001 (R2016) Certification of welders and welding supervisors, Certificates 1-9. This unit covers the underpinning knowledge required to satisfy AS 1796-2001 (R2016) Certification of welders and welding supervisors and includes knowledge of welding terms, codes and symbols, the effects of heat treatment on metal as it relates to welding, and the logical sequence for a welding process required to be conducted to AS 1796-2001 (R2016) Certification of welders and welding supervisors. It covers welding, planning and set up principles for a range of materials and processes. This unit must be assessed in combination with one of the units satisfying the AS 1796-2001 (R2016) Certification of welders and welding supervisors, Certificates 1-9. These units include: MEM05042 Perform welds to code standards using flux core arc welding process; MEM05043 Perform welds to code standards using gas metal arc welding process; MEM05044 Perform welds to code standards using gas tungsten arc welding process; MEM05045 Perform pipe welds to code standards using manual metal arc welding process; MEM05046 Perform welds to code standards using manual metal arc welding process, and; MEM05058 Perform welds to code standards using oxy fuel gas welding process. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; - interpreting and applying statutory and safety requirements, including welding terms, codes and symbols as required by AS 1796-2001 (R2016) Certification of welders and welding supervisors, and welding codes for welding processes; - applying appropriate pre- and postheat treatment processes for a range of welded materials, and; - setting up weld sequence and preparing materials in a logical manner for welding job. Students will also be expected to demonstrate the following knowledge: - safe welding practices and procedures and use of personal protective equipment (PPE); - welding terminology, including codes and symbols; - heat treatment processes and the effect of heat treatment on metal; - logical sequence for welding processes, and; - tools, equipment and techniques used in welding.

MEM05026C Apply welding principles

Locations:Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency covers applying welding principles to meet the statutory and regulatory requirements for welding procedures generally associated with the application of one of the units satisfying Australian Standard 1796 Certificates 1-9.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - interpreting welding specifications including terms, codes and symbols, and; - planning the sequence of welding operations Students will also be expected to demonstrate the following knowledge: - any applicable industry standards, national/Australian standards, NOHSC guidelines, state/territory regulatory codes of practice/standards for the applicable welding processes; - safe work practices and procedures; - hazards related to welding; - safety equipment and procedures related to welding activities; - welding terminology; - welding codes and symbols; - heat treatment processes; - logical sequence for welding processes; - tools, equipment, techniques used in welding, and; - effect of heat treatment on metal.

MEM05036 Repair, replace and/or modify fabrications

Locations: Sunshine.

Prerequisites: MEM05005 - Carry out mechanical cutting MEM05007 - Perform manual heating and thermal cutting MEM05051 - Select welding processes MEM05052 - Apply safe welding practices MEM09002 - Interpret technical drawing MEM11011 - Undertake manual handling MEM12023 - Perform engineering measurements MEM12024 - Perform computations MEM13015 - Work safely and effectively in manufacturing and engineering MEM14006 - Plan work activities MEM16006 - Organise and communicate information MEM18001 - Use hand tools MEM18002 - Use power tools/hand held operations MEM05011 - Assemble fabricated components MEM05015 - Weld using manual metal arc welding process or MEM05017 - Weld using gas metal arc welding process or MEM05019 - Weld using gas tungsten arc welding process or MEM05047 - Weld using flux core arc welding process or MEM05055 - Weld using oxy fuel gas welding process

Description: This unit of competency defines the skills and knowledge required to undertake repair, replacement and/or modifications of fabrications requiring an integrated level of skills in fabrication maintenance and repair and is intended to build on skills covered by the specialist prerequisites. Where machines and equipment for forming, bending or shaping are required unit MEM05010 Apply fabrication, forming and shaping techniques should also be selected. Where additional or more complex marking out skills are required see MEM12007 Mark off/out structural fabrications and shapes should also be selected. Where the selection and use of welding processes are required appropriate units should also be selected. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting

of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; - identifying and interpreting specifications from drawings, sketches and verbal or written job instructions and inspecting fabrication for defects/faults, non-compliance and determining suitability for repair/replacement/modification; - selecting material, marking out and safely cutting, bending, rolling, shaping or forming ensuring minimum wastage using correct principles, tools, equipment and procedures; - selecting appropriate welding equipment and preparing materials for welding, including pre-tack checks and set up jigs, fixtures and clamps; - consistently welding materials while preventing distortion and rectifying any defects and ensuring repair, replacement and/or modification is cleaned and finished and visually inspected to meet predetermined specifications, and; - completing and lodging maintenance report. Students will also be expected to demonstrate the following knowledge: - safe welding practices and procedures and use of personal protective equipment (PPE); - characteristics of faults, defects and/or non-compliance and means of rectification by rework or additional work, or by replacement of components/materials; - effects of proposed modifications on the fabrication; - reasons for selection of specific materials, tools, equipment and consumables; - marking out principles and techniques; - material preparation processes; - clamping method(s) for the welds undertaken; - location of all materials to be welded; - weld specifications; - equipment, consumables and settings required to achieve the weld specification; - distortion minimisation procedures and methods for rectifying any distortion of materials; - material cleaning and finishing processes for the repair/replacement/modification, and; - report requirements.

MEM05036C Repair/replace/modify fabrications

Locations: Industry, Sunshine.

Prerequisites: MEM05005B - Carry out mechanical cutting MEM05007C - Perform manual heating and thermal cutting MEM05011D - Assemble fabricated components MEM05012C - Perform routine manual metal arc welding MEM05015D - Weld using manual metal arc welding process MEM05051A - Select welding processes MEM05052A - Apply safe welding practices MEM09002B - Interpret technical drawing MEM12023A MEM18001C MEM18002B The units above belong to Path 1 - ARC Welding Path 2 - MIG Welding MEM05005B MEM05007C MEM05011D MEM05017D MEM05050B MEM05051A MEM05052A MEM09002B MEM12023A MEM18001C MEM18002B Path 3 - OXY Welding MEM05004C MEM05005B MEM05007C MEM05011D MEM05022C MEM05051A Path 4 - TIG Welding MEM05005B MEM05007C MEM05011D MEM05019D MEM05049B MEM05051A MEM05052A MEM09002B MEM12023A MEM18001C MEM18002B

Description: This unit covers assessing task requirements; preparing materials; undertaking the repair, replacement or modification of the fabrication; cleaning and finishing to specifications; and inspecting the result.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - visually inspecting fabrication for defects, faults, and compliance; - marking out; - minimising wastage of materials;

- cutting, bending, rolling, shaping or forming materials; - positioning and clamping materials for welding; - undertaking pre-welding/tacking checks; - setting up and adjusting welding equipment; - tack welding; - welding according to all relevant codes, and specifications; - cleaning and finishing materials/fabrication; - reading and interpreting job sheets, specifications, drawings, standard operating procedures, manufacturer; - documentation and other literature to the level required by this unit; - assessing material and equipment requirements; - using measuring skills for preparing and marking out materials and for checking modification against specifications, and; - completing short reports using relevant terminology and format. Students will also be expected to demonstrate the following knowledge: - applicable industry standards, national/Australian standards, NOHSC guidelines, State/Territory regulatory codes of practice/standards; - characteristics of faults, defects and or non-compliance; - means of rectifying faults, defects and/or non-compliance by rework or additional work, or by replacement of components/materials; - effects of proposed modifications on the fabrication; - reasons for selection of specific materials, tools, equipment and consumables; - marking out principles, techniques; - material preparation processes; - clamping method(s) for the welds undertaken; - location of all materials to be welded; - weld specifications; - equipment, consumables and settings required to achieve the weld specification; - distortion minimisation procedures and methods for rectifying any distortion of materials; - material cleaning and finishing processes for the repair/replacement/modification; - reporting requirements; - use and application of personal protective equipment; - safe work practices and procedures, and; - hazards and hazard control measures associated with repairing, replacing or modifying fabrications.

MEM05037 Perform geometric development

Locations:Sunshine.

Prerequisites:MEM09002 - Interpret technical drawingMEM12023 - Perform engineering measurementsMEM12024 - Perform computationsMEM13015 - Work safely and effectively in manufacturing and engineeringMEM14006 - Plan work activitiesMEM16006 - Organise and communicate information

Description:This unit of competency has been developed for Engineering Tradesperson - Fabrication apprenticeship training and the recognition of trade-level skills in marking out general fabrications using geometric development techniques. Marking out associated with geometric development is done to specifications interpreted from technical drawings and job specifications. This unit applies in jobbing workshops and involves the development of templates and general fabricating using geometrical layout techniques. Skills covered by this unit are generally applied in occupational and work situations associated with steel fabrication, boiler making or sheet metal work. For skills required for marking out activities associated with general engineering and maintenance functions, see the following units: MEM07005 Perform general machining; MEM12006 Mark off/out (general engineering), and; MEM18006 Perform precision fitting of engineering components. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; - examining detailed drawings for fabrication requirements and specifications, including materials,

measurements and tolerances, joining methods, standards and code requirements; - calculating allowances for fabrication and assembly; - establishing and marking datum points; - selecting and using parallel line, radial line and triangulation development methods with minimum material wastage and accurate dimensions, and; producing templates accurately and following storage procedures. Students will also be expected to demonstrate the following knowledge: - safe work practices and procedures and use of personal protective equipment (PPE); - specifications of work; - tools and equipment; - development preparation, methods and application; - datum points; - materials used for the preparation of templates; - manufacturing allowance considerations; - template development, labelling, identification and storage requirements; - fabrication and assembly allowances, and; - sources of data on fabrication and relevant standards and codes.

MEM05037C Perform geometric development

Locations:Industry, Sunshine.

Prerequisites:MEM09002B - Interpret technical drawingMEM12023A - Perform engineering measurementsMEM12024A - Perform computations

Description:This unit of competency covers the skills required by an Engineering Tradesperson - Fabrication for marking out general fabrications using geometric development techniques. The marking out is done to specifications interpreted from technical drawings and job specifications.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - performing geometric calculations; - carrying out geometric development; - establishing datum points; - producing templates to specification; - labelling and storing templates; - developing patterns; - making fabrication and assembly allowances; - determining material and component quantities, and; - minimising material wastage. Students will also be expected to demonstrate the following knowledge: - specifications of work; - tools and equipment; - development preparation; - datum points; - materials used for the preparation of templates; - manufacturing allowance considerations; - template development, labelling, identification and storage requirements; - development methods and applications; - fabrication and assembly allowances; - sources of data on fabrication, and; - relevant standards and codes.

MEM05038B Perform advanced geometric development - cylindrical/rectangular

Locations:Industry, Sunshine.

Prerequisites:MEM05037C - Perform geometric developmentMEM09002B - Interpret technical drawingMEM12023A - Perform engineering measurementsMEM12024A - Perform computationsMEM30012A - Apply mathematical techniques in a manufacturing engineering or related environmentThe above units are part of the approved Path 1 for students.

Description:This unit covers marking out complex cylindrical/rectangular fabrications.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each

unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - performing material calculations; - carrying out geometric development; - establishing datum points; - calculating allowances; - marking out techniques; - producing template/patterns; - labelling and storing template/patterns; - developing template/patterns; - determining and transferring fabrication and assembly allowances; - applying relevant codes/standards; - determining material and component quantities using geometric formulae, and; - applying principles for minimising material wastage. Students will also be expected to demonstrate the following knowledge: - tools, equipment, techniques in template/patterns; - datum points; - geometrical principles and formulae; - calculations of allowances: - thickness; - bend; - pitch; - angle; - circumference; - perimeter; - template/patterns materials; - manufacturers' allowances on materials; - procedures for making template/patterns; - template/patterns labelling, identification and storage; - fabrication and assembly allowances; - effects of material type/thickness on fabrication and assembly allowances; - sources of data on fabrication/assembly allowances; - relevant standards, codes, symbols; - fabrication materials; - optimising material use and minimising material wastage, and; - safe work practices and procedures.

MEM05039B Perform advanced geometric development - conical

Locations: Industry, Sunshine.

Prerequisites: MEM05037C - Perform geometric development MEM09002B - Interpret technical drawing MEM12023A - Perform engineering measurements MEM12024A - Perform computations MEM30012A - Apply mathematical techniques in a manufacturing engineering or related environment

Description: This unit covers marking out complex conical fabrications using advanced geometric development techniques.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - performing material calculations; - carrying out geometric development; - establishing datum points; - calculating allowances; - marking out techniques; - producing template/patterns; - labelling and storing template/patterns; - developing template/patterns; - determining and transferring fabrication and assembly allowances; - applying relevant codes/standards; - calculating material and component quantities by applying geometric formulae, and; - applying principles for minimising material wastage. Students will also be expected to demonstrate the following knowledge: - tools, equipment, techniques in template/pattern development; - datum points; - geometrical principles, and formulae; - template/patterns materials; - procedures for making template/patterns; - template/patterns labelling, identification, storage and development; - calculations of allowances; - manufacturers' allowances on materials; - fabrication and assembly allowances; - effects of material type/thickness on fabrication and assembly allowances; - sources of data on fabrication/assembly allowances; - relevant standards, codes, symbols; - fabrication materials; - optimising material use and minimising material wastage, and; - safe work practices and procedures.

MEM05040B Perform advanced geometric development - transitions

Locations: Industry, Sunshine.

Prerequisites: MEM05037C - Perform geometric development MEM09002B - Interpret technical drawing MEM12023A - Perform engineering measurements MEM12024A - Perform computations MEM30012A - Apply mathematical techniques in a manufacturing engineering or related environment

Description: This unit covers marking out complex fabrications using geometric development.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - performing material calculations; - carrying out geometric development; - establishing datum points; - calculating allowances; - marking out techniques; - producing template/patterns; - labelling and storing template/patterns; - developing template/patterns; - determining and transferring fabrication and assembly allowances; - applying relevant codes/standards; - determining material and component quantities by applying geometric formulae, and; - applying principles for optimising material use and minimising material wastage. Students will also be expected to demonstrate the following knowledge: - tools, equipment, techniques in template/patterns development; - datum points; - geometrical principles and formulae; - calculations of allowances: - template/patterns materials; - template/patterns development; - manufacturers' allowances on materials; - procedures for making template/patterns; - template/patterns labelling, identification and storage; - fabrication and assembly allowances; - effects of material type/thickness on fabrication and assembly allowances; - sources of data on fabrication/assembly allowances; - relevant standards, codes, symbols; - fabrication materials; - optimising material use and minimising material wastage, and; - safe work practices and procedures.

MEM05042B Perform welds to code standards using flux core arc welding process

Locations: Sunshine.

Prerequisites: MEM05007C - Perform manual heating and thermal cutting MEM05026C - Apply welding principles MEM05047B - Weld using flux core arc welding process MEM05048B - Perform advanced welding using flux core arc welding process MEM05050B - Perform routine gas metal arc welding MEM05051A - Select welding processes MEM05052A - Apply safe welding practices MEM09002B - Interpret technical drawing MEM12023A - Perform engineering measurements MEM18001C - Use hand tools MEM18002B - Use power tools/hand held operations

Description: This unit applies to the production of butt and fillet welds in all positions. Welds in this unit are associated with high quality fabrications.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - depositing welds to procedure requirements; - determining weld outcomes, consumables and settings from welding procedure specification; - interpreting technical drawings and weld specifications for welding to code standards using FCAW; - using hand and power tools to prepare and weld materials to code standard; - using measurement and numeracy skills for welding to code standards, and; - reading and interpreting routine information on written job instructions, specifications and standard operating procedures. May include drawings. Students will also be expected to demonstrate the following knowledge: - requirements to produce welds to quality of AS1210, AS4041, ASME IX or equivalent; - safe welding practices; - use and application of personal protective equipment for FCAW; - relevant standards or codes; - methods for preparing plate and pipe for code standard welding; - pre-welding and post-welding heating methods and requirements for plate and pipe welding to code standard; - requirements for maintaining weld records to code standard, and; - hazards and control measures associated with welding, including housekeeping.

MEM05043 Perform welds to code standards using gas metal arc welding process

Locations:Sunshine.

Prerequisites:MEM05007 - Perform manual heating and thermal cuttingMEM05017 - Weld using gas metal arc welding processMEM05018 - Perform advanced welding using gas metal arc welding processMEM05026 - Apply welding principlesMEM05050 - Perform routine gas metal arc weldingMEM05051 - Select welding processesMEM05052 - Apply safe welding practicesMEM09002 - Interpret technical drawingMEM11011 - Undertake manual handlingMEM12023 - Perform engineering measurementsMEM12024 - Perform computationsMEM13015 - Work safely and effectively in manufacturing and engineeringMEM14006 - Plan work activitiesMEM16006 - Organise and communicate informationMEM18001 - Use hand toolsMEM18002 - Use power tools/hand held operations

Description:This unit of competency defines the skills and knowledge required to prepare and produce welds to code standards using gas metal arc welding (GMAW) on a range of materials. Butt and fillet welds in the flat, horizontal, vertical and overhead positions would be applied to meet AS 1210-2010 Pressure vessels, AS 4041-2006 (R2016) Pressure piping, and American Society of Engineers (ASME) IX or equivalent. This unit, in conjunction with Unit MEM05026 Apply welding principles, may satisfy the requirements of AS 1796-2001 (R2016) Certification of welders and welding supervisors Certificate 8G. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; - identifying and interpreting specifications from drawings, sketches and verbal or written job instructions for performing welds using gas metal arc welding (GMAW) to code standards; - cleaning and preparing materials to specifications; - setting up welding equipment, including performing routine maintenance; - consistently weld materials to specifications; - rectifying any discontinuities, and; - completing and maintaining

weld records related to GMAW to code standards onto standard workplace forms. Students will also be expected to demonstrate the following knowledge: - safe welding practices and procedures and use of personal protective equipment (PPE); - requirements to produce welds to quality of AS 1210-2010 Pressure vessels, AS 4041-2006 (R2016) Pressure piping, and American Society of Mechanical Engineers (ASME) IX or equivalent; - relevant standards or codes; - methods for preparing plate and pipe for code standard welding, and; - pre-welding and post-welding heating methods and requirements for plate and pipe welding to code standard requirements for maintaining weld records to code standard.

MEM05043B Perform welds to code standards using gas metal arc welding process

Locations:Sunshine.

Prerequisites:MEM05007C - Perform manual heating and thermal cuttingMEM05017D - Weld using gas metal arc welding processMEM05018C - Perform advanced welding using gas metal arc welding processMEM05026C - Apply welding principlesMEM05050B - Perform routine gas metal arc weldingMEM05051A - Select welding processesMEM05052A - Apply safe welding practicesMEM09002B - Interpret technical drawingMEM12023A - Perform engineering measurementsMEM18001C - Use hand toolsMEM18002B - Use power tools/hand held operations

Description:This unit covers preparing and producing welds to code standards using gas metal arc welding (GMAW).

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - depositing welds to procedure requirements; - determining weld outcomes, consumables and settings from welding procedure specification; - interpreting technical drawings and weld specifications for welding to code standards using GMAW; - using hand and power tools to prepare and weld materials to code standard; - using measurement and numeracy skills for welding to code standards, and; - using language and literacy skills to enable completion of weld records. Students will also be expected to demonstrate the following knowledge: - requirements to produce welds to quality of AS 1210, AS 4041, ASME IX or equivalent; - safe welding practices; - use and application of personal protective equipment for GMAW; - relevant standards or codes; - methods for preparing plate and pipe for code standard welding; - pre-welding and post-welding heating methods and requirements for plate and pipe welding to code standard; - requirements for maintaining weld records to code standard, and; - hazard and control measures associated with welding, including housekeeping.

MEM05044 Perform welds to code standards using gas tungsten arc welding process

Locations:Sunshine.

Prerequisites:MEM05007 - Perform manual heating and thermal cuttingMEM05019 - Weld using gas tungsten arc welding processMEM05020 - Perform advanced welding using gas tungsten arc welding processMEM05026 - Apply welding principlesMEM05049 - Perform routine gas tungsten arc weldingMEM05051 - Select welding processesMEM05052 - Apply safe welding practicesMEM09002 - Interpret

technical drawingMEM11011 - Undertake manual handlingMEM12023 - Perform engineering measurementsMEM12024 - Perform computationsMEM13015 - Work safely and effectively in manufacturing and engineeringMEM14006 - Plan work activitiesMEM16006 - Organise and communicate informationMEM18001 - Use hand toolsMEM18002 - Use power tools/hand held operations

Description:This unit of competency defines the skills and knowledge required to prepare and produce welds to code standards using gas tungsten arc welding (GTAW) on a range of materials. Butt and fillet welds in the flat, horizontal, vertical and overhead positions would be applied to meet AS 1210-2010 Pressure vessels, AS 4041-2006 (R2016) Pressure piping, and American Society of Mechanical Engineers (ASME) IX or equivalent. The unit, together with unit MEM05026 Apply welding principles, may satisfy the requirements of AS 1796-2001 (R2016) Certification of welders and welding supervisors, Certificate 7. Where advanced manual thermal cutting, gouging and shaping is required unit MEM05008 Perform advanced manual thermal cutting, gouging and shaping should also be selected. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; identifying and interpreting specifications from drawings, sketches and verbal or written job instructions for performing welds using gas tungsten arc welding (GTAW) to code standards; - cleaning and preparing materials for welding to specifications; - setting up welding equipment, including performing routine maintenance; - consistently weld materials to specifications; - rectifying any discontinuities, and; - completing and maintaining weld records related to GTAW to code standards onto standard workplace forms. Students will also be expected to demonstrate the following knowledge: - safe welding practices and procedures and use of personal protective equipment (PPE); - requirements to produce welds to quality of AS 1210-2010 Pressure vessels, AS 4041-2006 (R2016) Pressure piping, and American Society of Mechanical Engineers (ASME) or equivalent; - relevant standards or codes; - methods for preparing plate and pipe for code standard welding; - pre-welding and post-welding heating methods and requirements for plate and pipe welding to code standard, and; - requirements for maintaining weld records to code standard.

MEM05044B Perform welds to code standards using gas tungsten arc welding process

Locations:Sunshine.

Prerequisites:MEM05007C - Perform manual heating and thermal cuttingMEM05019D - Weld using gas tungsten arc welding processMEM05020C - Perform advanced welding using gas tungsten arc welding processMEM05026C - Apply welding principlesMEM05049B - Perform routine gas tungsten arc weldingMEM05051A - Select welding processesMEM05052A - Apply safe welding practicesMEM09002B - Interpret technical drawingMEM12023A - Perform engineering measurementsMEM18001C - Use hand toolsMEM18002B - Use power tools/hand held operations

Description:This unit covers preparing and producing welds to code standards using

gas tungsten arc welding (GTAW).

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - depositing welds to procedure requirements; - determining weld outcomes, consumables and settings from welding procedure specification; - interpreting technical drawings and weld specifications for welding to code standards using GTAW; - using hand and power tools to prepare and weld materials to code standard; - using measurement and numeracy skills for welding to code standards; - reading and interpreting routine information on written job instructions, specifications and standard operating procedures. May include drawings, and; - following oral instructions. Students will also be expected to demonstrate the following knowledge: - requirements to produce welds to quality of AS 1210, AS 4041, ASME IX or equivalent; - safe welding practices; - use and application of personal protective equipment for GTAW; - relevant standards or codes; - methods for preparing plate and pipe for code standard welding; - pre-welding and post-welding heating methods and requirements for plate and pipe welding to code standard; - requirements for maintaining weld records to code standard, and; - hazards and control measures associated with welding, including housekeeping.

MEM05045 Perform pipe welds to code standards using manual metal arc welding process

Locations:Sunshine.

Prerequisites:MEM05007 - Perform manual heating and thermal cuttingMEM05012 - Perform routine manual metal arc weldingMEM05015 - Weld using manual metal arc welding processMEM05016 - Perform advanced welding using manual metal arc welding processMEM05026 - Apply welding principlesMEM05051 - Select welding processesMEM05052 - Apply safe welding practicesMEM09002 - Interpret technical drawingMEM11011 - Undertake manual handlingMEM12023 - Perform engineering measurementsMEM12024 - Perform computationsMEM13015 - Work safely and effectively in manufacturing and engineeringMEM14006 - Plan work activitiesMEM16006 - Organise and communicate informationMEM18001 - Use hand toolsMEM18002 - Use power tools/hand held operations

Description:This unit of competency defines the skills and knowledge required to prepare and produce pipe welds to code standards using manual metal arc welding (MMAW) on a range of materials. Butt welds in pipe with the axis horizontal, vertical and/or askew would be applied to meet AS 1210-2010 Pressure vessels, AS 4041-2006 (R2016) Pressure piping, and American Society of Mechanical Engineers (ASME) IX or equivalent. The unit, together with unit MEM05026 Apply welding principles, may satisfy the requirements of AS 1796-2001 (R2016) Certification of welders and welding supervisors, Certificates 2 and 4. Where advanced manual thermal cutting, gouging and shaping is required unit MEM05008 Perform advanced manual thermal cutting, gouging and shaping should also be selected. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge

and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; - identifying and interpreting specifications from drawings, sketches and verbal or written job instructions for performing pipes welds using manual metal arc welding (MMAW) to code standards; - cleaning and preparing materials for welding to specifications; - setting up welding equipment, including performing routine maintenance; - consistently weld materials to specifications; - rectifying any discontinuities, and; - completing and maintaining weld records related to MMAW to code standards onto standard workplace forms. Students will also be expected to demonstrate the following knowledge: - safe welding practices and procedures and use of personal protective equipment (PPE); - requirements to produce welds to quality of AS 1210-2010 Pressure vessels, AS 4041-2006 (R2016) Pressure piping, and American Society of Mechanical Engineers (ASME) IX or equivalent; - relevant standards or codes; - methods for preparing pipe for code standard welding; - pre-welding and post-welding heating methods and requirements for pipe welding to code standard, and; - requirements for maintaining weld records to code standard.

MEMO5045B Perform pipe welds to code standards using manual metal arc welding process

Locations:Sunshine.

Prerequisites:MEMO5007C - Perform manual heating and thermal cuttingMEMO5012C - Perform routine manual metal arc weldingMEMO5015D - Weld using manual metal arc welding processMEMO5016C - Perform advanced welding using manual metal arc welding processMEMO5026C - Apply welding principlesMEMO5051A - Select welding processesMEMO5052A - Apply safe welding practicesMEMO9002B - Interpret technical drawingMEM12023A - Perform engineering measurementsMEM18001C - Use hand toolsMEM18002B - Use power tools/hand held operations

Description:This unit covers preparing and producing pipe welds to code standards using manual metal arc welding (MMAW).

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - depositing welds to procedure requirements; - determining weld outcomes, consumables and settings from welding procedure specification; - interpreting technical drawings and weld specifications for welding to code standards using MMAW; - using hand and power tools to prepare and weld materials to code standard; - using measurement and numeracy skills for welding to code standards, and; - using language and literacy skills to enable completion of weld records. Students will also be expected to demonstrate the following knowledge: - requirements to produce welds to quality of AS 1210, AS 4041, ASME IX or equivalent; - safe welding practices; - use and application of personal protective equipment for MMAW; - knowledge of appropriate standards or codes; - methods for preparing pipe for code standard welding; - pre-welding and post-welding heating methods and requirements for pipe welding to code standard; -

requirements for maintaining weld records to code standard, and; - hazards and control measures associated with welding, including housekeeping.

MEMO5046 Perform welds to code standards using manual metal arc welding process

Locations:Sunshine.

Prerequisites:MEMO5007 - Perform manual heating and thermal cuttingMEMO5012 - Perform routine manual metal arc weldingMEMO5015 - Weld using manual metal arc welding processMEMO5016 - Perform advanced welding using manual metal arc welding processMEMO5026 - Apply welding principlesMEMO5051 - Select welding processesMEMO5052 - Apply safe welding practicesMEMO9002 - Interpret technical drawingMEM11011 - Undertake manual handlingMEM12023 - Perform engineering measurementsMEM12024 - Perform computationsMEM13015 - Work safely and effectively in manufacturing and engineeringMEM14006 - Plan work activitiesMEM16006 - Organise and communicate informationMEM18001 - Use hand toolsMEM18002 - Use power tools/hand held operations

Description:This unit of competency defines the skills and knowledge required to prepare and produce welds to code standards using manual metal arc welding (MMAW) on a range of materials. Butt and fillet welds in the flat, horizontal, vertical and overhead positions would be applied to meet AS 1210-2010 Pressure vessels, AS 4041-2006 (R2016) Pressure piping, and American Society of Mechanical Engineers (ASME) IX or equivalent. This unit, together with unit MEMO5026 Apply welding principles, may satisfy the requirements of AS 1796-2001 (R2016) Certification of welders and welding supervisors, Certificates 1, 1E, 3 and 3E. Where advanced manual thermal cutting, gouging and shaping is required unit MEMO5008 Perform advanced manual thermal cutting, gouging and shaping should also be selected. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; - identifying and interpreting specifications from drawings, sketches and verbal or written job instructions for performing welds using manual metal arc welding (MMAW) to code standards; - cleaning and preparing materials for welding to specifications; - setting up welding equipment, including performing routine maintenance; - consistently weld materials to specifications; - rectifying any discontinuities, and; - completing and maintaining weld records related to MMAW to code standards onto standard workplace forms. Students will also be expected to demonstrate the following knowledge: - safe welding practices and procedures and use of personal protective equipment (PPE); - requirements to produce welds to quality of AS 1210-2010 Pressure vessels, AS 4041-2006 (R2016) Pressure piping, and American Society of Mechanical Engineers (ASME) IX or equivalent; - relevant standards or codes; - methods for preparing plate for code standard welding; - pre-welding and post-welding heating methods and requirements for plate welding to code standard, and; - requirements for maintaining weld records to code standard.

MEMO5046B Perform welds to code standards using manual metal arc welding process

Locations:Sunshine.

Prerequisites:MEM05007C - Perform manual heating and thermal cuttingMEM05012C - Perform routine manual metal arc weldingMEM05015D - Weld using manual metal arc welding processMEM05016C - Perform advanced welding using manual metal arc welding processMEM05026C - Apply welding principlesMEM05051A - Select welding processesMEM05052A - Apply safe welding practicesMEM09002B - Interpret technical drawingMEM12023A - Perform engineering measurementsMEM18001C - Use hand toolsMEM18002B - Use power tools/hand held operations

Description:This unit covers preparing and producing welds to code standards using manual metal arc welding (MMAW).

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - depositing welds to procedure requirements; - determining weld outcomes, consumables and settings from welding procedure specification; - interpreting technical drawings and weld specifications for welding to code standards using MMAW; - using hand and power tools to prepare and weld materials to code standard; - using measurement and numeracy skills for welding to code standards, and; - using language and literacy skills to enable completion of weld records. Students will also be expected to demonstrate the following knowledge: - requirements to produce welds to quality of AS 1210, AS 4041, ASME IX or equivalent; - safe welding practices; - use and application of personal protective equipment for MMAW; - knowledge of appropriate standards or codes; - methods for preparing plate for code standard welding; - pre-welding and post-welding heating methods and requirements for plate welding to code standard; - requirements for maintaining weld records to code standard, and; - hazards and control measures associated with welding, including housekeeping.

MEM05047 Weld using flux core arc welding process

Locations:Sunshine.

Prerequisites:MEM05051 - Select welding processesMEM05052 - Apply safe welding practicesMEM05046 - Perform welds to code standards using manual metal arc welding processMEM11011 - Undertake manual handlingMEM12023 - Perform engineering measurementsMEM12024 - Perform computationsMEM13015 - Work safely and effectively in manufacturing and engineeringMEM14006 - Plan work activitiesMEM16006 - Organise and communicate informationMEM18001 - Use hand toolsMEM18002 - Use power tools/hand held operations

Description:This unit of competency defines the skills and knowledge required to perform flux core arc welding (FCAW) on heavy or light metal fabrications. Weld quality would conform to AS 1554 General Purpose and American Bureau of Shipping (ABS) or equivalent. Where the interpretation of technical drawings is required unit MEM09002 Interpret technical drawing should also be selected. Where thermal processes, hand and/or power tools are required the appropriate specialisation units should also be selected. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge

and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; - identifying and interpreting specifications from sketches and verbal or written job instructions for welding using flux core arc welding process (FCAW) to the specified standard; - selecting appropriate weld and joint preparation methods; - consistently weld materials to the specified standard or equivalent using semi-automatic machines and consumables while preventing distortion; - rectifying any defects, and; - completing weld records related to FCAW onto standard workplace forms. Students will also be expected to demonstrate the following knowledge: - safe welding practices and procedures and use of personal protective equipment (PPE); - types of gases and their uses; - relationships between amperage/wire feed, voltage, gas flow, electrode, contact tip and material; - material preparation; - polarity; - electrode stickout; - joint preparations; - electrode classification; - causes of distortion for materials when welded; - causes of weld defects and methods of rectification, and; - standards for FCAW, including AS 1554 General Purpose and any other equivalent standards.

MEM05047B Weld using flux core arc welding process

Locations:Industry, Sunshine.

Prerequisites:MEM05050B - Perform routine gas metal arc weldingMEM05051A - Select welding processesMEM05052A - Apply safe welding practicesMEM12023A - Perform engineering measurementsMEM18001C - Use hand toolsMEM18002B - Use power tools/hand held operations

Description:This unit covers preparing materials, selecting and setting up the welding equipment, carrying out flux core arc welding (FCAW) and inspecting for and correcting defects.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identifying and interpreting appropriate standard e.g. Australian Standard 1554 General Purpose, American-Bureau of Shipping (ABS) or equivalent; - depositing welds in accordance with appropriate standards; - following specifications and drawings; - using appropriate tools and techniques to prepare material for welding; - undertaking distortion prevention and rectification; - cleaning the welded joint using appropriate tools and techniques; - removing weld defects to achieve a minimum amount of sound metal with the defect; - reading and interpreting information on written job instructions, specifications, standard operating procedures and drawings; - recording routine information related to FCAW onto proformas and standard workplace forms; - following oral instructions; - using measurement skills relating to joint preparation and FCAW. Students will also be expected to demonstrate the following knowledge: - types of gases and their uses; - the relationships between amperage/wire feed, voltage, gas flow, electrode, contact tip and material; - material preparation; - polarity; - electrode stickout; - joint preparations; - electrode classification; - causes of distortion for materials within the scope of this unit; - safe welding practices; - use

and application of personal protective equipment for FCAW, and; - hazards and control measures associated with welding, including housekeeping.

MEMO5048 Perform advanced welding using flux core arc welding process

Locations:Sunshine.

Prerequisites:MEMO5007 - Perform manual heating and thermal cuttingMEMO5047 - Weld using flux core arc welding processMEMO5051 - Select welding processesMEMO5052 - Apply safe welding practicesMEMO9002 - Interpret technical drawingMEM11011 - Undertake manual handlingMEM12023 - Perform engineering measurementsMEM12024 - Perform computationsMEM13015 - Work safely and effectively in manufacturing and engineeringMEM14006 - Plan work activitiesMEM16006 - Organise and communicate informationMEM18001 - Use hand toolsMEM18002 - Use power tools/hand held operations

Description:This unit of competency defines the skills and knowledge required to carry out advanced welding using flux core arc welding (FCAW). Welds are associated with a range of structural sections and/or plate and/or pipe for general fabrication using ferrous materials. Weld quality would typically conform to AS 1554 Structural Purpose or equivalent. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; - identifying and interpreting specifications from drawings, sketches and verbal or written job instructions for performing advanced welding using flux core arc welding process (FCAW) to the specified standard; - selecting appropriate weld and joint preparation methods; - consistently weld materials to the specified standard or equivalent using semi-automatic welding machines and electrodes while preventing distortion; - rectifying any defects, and; - completing and maintaining weld records related to FCAW Structural Purpose onto standard workplace forms. Students will also be expected to demonstrate the following knowledge: - safe welding practices and procedures and use of personal protective equipment (PPE); - in-depth knowledge of the properties and characteristics of a wide range of materials; - requirements to conform to AS 1554 Structural Purpose or equivalent; - weld procedures and requirements; - purpose of pre-welding and/or post-welding heating and the methods of application; - instructions, symbols, specifications, including bead size, bead placement, reinforcement and weld procedure sheet discontinuities in relation to standards/requirements, and; - different welder identification systems, including numbering, bar coding, paint coding and letter stamps.

MEMO5048B Perform advanced welding using flux core arc welding process

Locations:Industry, Sunshine.

Prerequisites:MEMO5007C - Perform manual heating and thermal cuttingMEMO5047B - Weld using flux core arc welding processMEMO5050B - Perform routine gas metal arc weldingMEMO5051A - Select welding processesMEMO5052A - Apply safe welding practicesMEMO9002B - Interpret technical drawingMEM12023A - Perform engineering measurementsMEM18001C - Use hand toolsMEM18002B - Use power tools/hand held operations

Description:This unit covers preparing materials, selecting and setting up the welding

equipment, carrying out advanced flux core arc welding (FCAW), inspecting for and correcting defects, and maintaining the weld records.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - depositing fillet and butt welds correctly; - performing all weld and preparation requirements; - identifying discontinuities that do not meet standard requirements; - repairing discontinuities; - using preheat methods; - interpreting weld requirements and specifications; - entering information onto profornas and standard workplace forms; - interpreting technical drawings and weld specifications relating to advanced FCAW; - using hand and power tools to prepare and weld material using FCAW; - using measurement and numeracy skills relating to advanced FCAW and preparation; - selecting equipment and consumables appropriate to task, and; - using visual identification of faults/defects. Students will also be expected to demonstrate the following knowledge: - in depth knowledge of the properties and characteristics of a wide range of materials; - requirements to conform to Australian Standard AS 1554 Structural Purpose, Bureau Det Norse Verticas or equivalent; - weld procedures and requirements; - safe welding practices; - use and application of personal protective equipment for FCAW; - purpose of pre-welding and/or post-welding heating and the methods of application; - instructions, symbols, specifications including bead size, bead placement, reinforcement, weld procedure sheet; - discontinuities in relation to standards/requirements, and; - different welder identification systems such as numbering, bar coding, paint coding, letter stamps.

MEMO5049 Perform routine gas tungsten arc welding

Locations:Sunshine.

Prerequisites:MEM11011 - Undertake manual handlingMEM13015 - Work safely and effectively in manufacturing and engineeringMEM16006 - Organise and communicate information

Description:This unit of competency defines the skills and knowledge required to prepare the materials and carry out routine gas tungsten arc welding (GTAW) and applies in a maintenance or manufacturing environment where the weld quality is not required to meet an Australian Standard. Where welding is required to meet AS 1554 General Purpose or equivalent codes, work health and safety (WHS) regulations and/or licensing requirements Unit MEMO5019 Weld using gas tungsten arc welding process should also be selected. Where the interpretation of technical drawings is required unit MEMO9002 Interpret technical drawing should also be selected. Where the selection and use of engineering measurement is required unit MEM12023 Perform engineering measurements should also be selected. Where the selection and use of tools is required unit MEM18001 Use hand tools and unit MEM18002 Use power tools/hand held operations, should also be selected as appropriate. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting

of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; - identifying and interpreting specifications from sketches and verbal or written job instructions for performing routine gas tungsten arc welding (GTAW); - cleaning and preparing materials for welding to specifications; - setting up welding equipment, including selecting settings and consumables to suit application; - consistently welding materials to specifications, and; - cleaning welds in accordance with SOPs. Students will also be expected to demonstrate the following knowledge: - safe welding practices and procedures and use of personal protective equipment (PPE); - preparatory requirements; - equipment and equipment settings; - shielding gas properties and applications, and; - weld characteristics.

MEM05049B Perform routine gas tungsten arc welding

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit covers preparing the materials and carrying out routine gas tungsten arc welding (GTAW). This unit applies in a maintenance or manufacturing environment where the weld quality is not required to meet an Australian Standard. Fillet and butt welds would typically be performed on low carbon/mild steels and aluminium. Where welding is required to meet Australian Standard 1554 General Purpose or equivalent codes, occupational health and safety regulations and/or licensing requirements, Unit MEM05019D (Weld using gas tungsten arc welding process) should be selected.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - preparing materials; - setting up welding equipment; - welding with GTAW; - reading and interpreting routine information on written job instructions, specifications and standard operating procedures, and; - using measurement skills for joint preparation and routine GTAW. Students will also be expected to demonstrate the following knowledge: - preparatory requirements; - properties and characteristics of materials and consumables; - equipment and equipment settings; - fuel gas properties and applications; - post welding treatments; - weld characteristics; - safe welding practices, and; - use and application of personal protective equipment for routine GTAW.

MEM05050 Perform routine gas metal arc welding

Locations: Sunshine.

Prerequisites: MEM11011 - Undertake manual handling MEM13015 - Work safely and effectively in manufacturing and engineering MEM16006 - Organise and communicate information

Description: This unit of competency defines the skills and knowledge required to prepare materials and carry out routine gas metal arc welding (GMAW) and applies in a maintenance or manufacturing environment where the weld quality is not required to meet an Australian Standard or equivalent. Where welding is required to meet AS 1554 General Purpose or equivalent codes, work health and safety (WHS) regulations and/or licensing requirements unit MEM05017 Weld using gas metal arc

welding process should also be selected. Where the interpretation of technical drawings is required unit MEM09002 Interpret technical drawing should also be selected. Where the selection and use of engineering measurement is required unit MEM12023 Perform engineering measurements should also be selected. Where the selection and use of tools is required unit MEM18001 Use hand tools and unit MEM18002 Use power tools/hand held operations, should also be selected as appropriate. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures and safe work practices; - identifying and interpreting specifications from sketches and verbal or written job instructions for performing routine gas metal arc welding (GMAW); - cleaning and preparing materials for welding to specifications; - setting up welding equipment, including selecting settings and consumables to suit application; - consistently welding materials to specifications, and; - cleaning welds in accordance with SOPs. Students will also be expected to demonstrate the following knowledge: - safe welding practices and procedures and use of personal protective equipment (PPE); - different current and voltage settings, gas flow rates wire diameters, wire feed speed and other variables to suit typical situations; - material and equipment preparation; - properties and characteristics of materials and consumables; - equipment and equipment settings; - shielding gas properties and applications; - post-welding treatments, and; - weld characteristics.

MEM05050B Perform routine gas metal arc welding

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit covers preparing materials and routine gas metal arc welding (GMAW). This unit applies in a maintenance or manufacturing environment where the weld quality is not required to meet an Australian Standard or equivalent. Fillet and butt welds would typically be performed on low carbon/mild steels. Where welding is required to meet Australian Standard 1554 General Purpose or equivalent codes, occupational health and safety regulations and/or licensing requirements, Unit MEM05017D (Weld using gas metal arc welding process) should be selected.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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. Students will be expected to demonstrate the following required skills: - preparing materials; - setting up welding equipment; - welding with GMAW; - reading and interpreting routine information on written job instructions, specifications and standard operating procedures; - following oral instruction, and; - using measurement skills relating to joint preparation and routine GMAW. Students will also be expected

to demonstrate the following knowledge: - different current and voltage settings, gas flow rates wire diameters, wire feed speed and other variables to suit typical situation; - material and equipment preparation; - properties and characteristics of materials and consumables; - equipment and equipment settings; - fuel gas properties and applications; - postwelding treatments; - weld characteristics; - safe welding practices, and; - use and application of personal protective equipment for routine GMAW.

MEM05051 Select welding processes

Locations:Sunshine.

Prerequisites:MEM13015 - Work safely and effectively in manufacturing and engineeringMEM16006 - Organise and communicate information

Description:This unit of competency defines the skills and knowledge required to identify material properties and select appropriate welding processes that would typically conform to AS 1554 General Purpose and American Bureau of Shipping (ABS) or equivalent, to achieve safe and effective welding outcomes. This unit applies to all types of welding and includes the identification of properties and characteristics of all commonly used metals, and selection of appropriate welding techniques to ensure integrity of materials is maintained during welding processes. This unit can only be selected in conjunction with one or more of the following units: MEM05015 Weld using manual metal arc welding process; MEM05017 Weld using gas metal arc welding process; MEM05019 Weld using gas tungsten arc welding process; MEM05023 Weld using submerged arc welding process; MEM05047 Weld using flux core arc welding process, and; MEM05055 Weld using oxy fuel gas welding process. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; - identifying properties of common used metals; - identifying potential contingencies and considering solutions; - identifying and selecting appropriate welding process and the effects of the welding process on materials, and; - identifying processes for cleaning and preparing metals and the role of contaminants in welding flaws. Students will also be expected to demonstrate the following knowledge: - safe welding practices and procedures and use of personal protective equipment (PPE); - properties and characteristics of commonly used metals and materials; - basic metallurgy principles associated with alloys and grades of metals; - uses and purposes of various metals; - distortion prevention measures for various metals; - different types of electrodes, and; - hazards associated with the use of chemicals and the fumes emitted by welding processes.

MEM05051A Select welding processes

Locations:Industry, Sunshine.

Prerequisites:Nil.

Description:This unit covers identifying material properties and selecting appropriate welding processes to achieve safe and effective welding outcomes.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic

and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading, interpreting and following information on written job instructions, specifications, standard operating-procedures, charts, lists, drawings and other applicable reference documents; - planning and sequencing operations, and; - checking and clarifying task-related information. Students will also be expected to demonstrate the following knowledge: - hazards and control measures associated with welding practices, including housekeeping; - safe work practices and procedures; - properties and characteristics of commonly used metals and materials; - basic metallurgy principles; - information resources; - chemical content of fumes emitted by welding processes; - uses and purposes of various metals, and; - distortion prevention measures for various metals.

MEM05052 Apply safe welding practices

Locations:Sunshine.

Prerequisites:MEM13015 - Work safely and effectively in manufacturing and engineeringMEM16006 - Organise and communicate information

Description:This unit of competency defines the skills and knowledge required to identify risks associated with welding operations that would typically conform to AS 1554 General Purpose and American Bureau of Shipping (ABS) or equivalent on all commonly used metals and the implementation of techniques used to reduce or eliminate welding hazards. This unit can only be selected in conjunction with one or more of the following units: MEM05015 Weld using manual metal arc welding process; MEM05017 Weld using gas metal arc welding process; MEM05019 Weld using gas tungsten arc welding process; MEM05023 Weld using submerged arc welding process; MEM05047 Weld using flux core arc welding process, and; MEM05055 Weld using oxy fuel gas welding process. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; - identifying and interpreting work health and safety (WHS) information and legislation; - identifying risks and hazards associated with welding; - implementing risk control measures and procedures, including using appropriate manual handling techniques and personal protective equipment (PPE), and; - reporting workplace non-compliances in accordance with workplace procedures. Students will also be expected to demonstrate the following knowledge: - safe welding practices and procedures and use of PPE; - characteristics and properties of common metals and welding materials; - effect of gas and electrical welding operations on metals; - effect of various treatments on a range of commonly used metals; - WHS information and sources; - work-related safety information; - pollutants present as a result of welding activities; - all the welding processes, including equipment and material requirements, and; - hazards associated with welding processes and methods to minimise those hazards.

MEM05052A Apply safe welding practices

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit covers identifying risks associated with welding operations and implementing hazard reduction practices.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - sourcing and interpreting safety-related information and Material Safety Data Sheets (MSDS); - planning and sequencing operations; - identifying workplace risks and nonconformances; - reporting workplace risks and nonconformances, and; - checking and clarifying task-related information. Students will also be expected to demonstrate the following knowledge: - characteristics and properties of common metals and welding materials; - effect of gas and electrical welding operations on metals; - hazards and control measures associated with gas and electrical welding, including housekeeping; - welding safety practices and procedures; - effect of various treatments on a range of commonly used metals, and; - use and application of personal protective equipment.

MEM05055 Weld using oxy fuel gas welding process

Locations: Sunshine.

Prerequisites: MEM05004 - Perform routine oxy fuel gas welding MEM05051 - Select welding processes MEM05052 - Apply safe welding practices MEM09002 - Interpret technical drawing MEM11011 - Undertake manual handling MEM12023 - Perform engineering measurements MEM12024 - Perform computations MEM13015 - Work safely and effectively in manufacturing and engineering MEM14006 - Plan work activities MEM16006 - Organise and communicate information MEM18001 - Use hand tools MEM18002 - Use power tools/hand held operations

Description: This unit has been primarily developed for Engineering Tradesperson - Fabrication apprenticeship training and the recognition of trade-level skills in oxy fuel gas welding on heavy or light metal fabrications. It may also apply to other trade occupations requiring higher level oxy fuel gas welding skills. Weld quality would typically conform to AS 1554 General Purpose and American Bureau of Shipping (ABS) or equivalent. Where manual thermal processes associated with preparation, pre-heat and/or post-heat is required unit MEM05007 Perform manual heating and thermal cutting and unit MEM05008 Perform advanced manual thermal cutting, gouging and shaping, should also be selected as appropriate. No licensing, legislative or certification requirements apply to this unit at the time of publication

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures and safe work practices - identifying and interpreting specifications from drawings, sketches and verbal or written job instructions for oxy

fuel gas to AS 1554 General Purpose or equivalent - selecting appropriate weld and joint preparation methods - setting up: - gas cylinders - hoses - blowpipes - tips and nozzles - regulators - flashback arrestors - weld materials to AS 1554 General Purpose or equivalent using oxy fuel gas welding equipment while preventing distortion - rectifying any defects completing weld records related to oxy fuel gas onto standard workplace forms. Students will also be expected to demonstrate the following knowledge: - safe welding practices and procedures and use of personal protective equipment (PPE) - purpose of and setting up requirements of: - gas cylinders - hoses - blowpipes - tips and nozzles - regulators - flashback arrestors - material preparation for oxy fuel gas welding - weld joint preparations. - filler rod materials - causes of distortion for materials when welded - causes of weld defects and methods of rectification - standards for oxy fuel gas welding, including AS 1554 General Purpose or equivalent

MEM06003C Carry out heat treatment

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit covers carrying out heat treatment of materials using a variety of equipment.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following performance criteria: - setting up and operating heat treatment equipment; - applying heat treatment, and; - safely loading furnace(s). Students will also be expected to demonstrate the following knowledge: - work specifications; - material characteristics; - heat treatment applications, equipment and processes; - emergency procedures; - material preparation, quenching, preheating requirements; - material condition during heat treating process; - batch and/or piece loading of furnaces; - safe loading of furnaces; - hazards and control measures associated with heat treatment, including housekeeping; - use and application of personal protective equipment, and; - safe work practices and procedures.

MEM06007B Perform basic incidental heat/quenching, tempering and annealing

Locations: Sunshine.

Prerequisites: Nil.

Description: This unit covers performing straightforward heating/quenching, tempering and annealing of ferrous and non-ferrous metals.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading, interpreting and following information on written job instructions, specifications, standard operating procedures, manufacturer instructions, charts, lists, drawings and other applicable

reference documents; - checking and clarifying task-related information; - following verbal instructions; - orally reporting routine information; - selecting appropriate processes for heating/quenching, tempering, annealing, and; - setting up, adjusting and operating equipment. Students will also be expected to demonstrate the following knowledge: - characteristics and applications of heating/quenching, tempering, annealing processes; - specifications for heating, quenching, tempering, and annealing; - process for heating/quenching, tempering, annealing, different materials; - operating/adjusting heating equipment; - hazards and control measures associated with heating/quenching, tempering, annealing, including housekeeping; - use and application of personal protective equipment, and; - safe work practices and procedures.

MEM07001B Perform operational maintenance of machines/equipment

Locations:Sunshine.

Prerequisites:MEM18001C - Use hand tools

Description:This unit covers carrying out programmed safety and maintenance checks on machines/equipment.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - undertaking programmed safety and maintenance checks; - undertaking programmed operational maintenance; - entering routine and familiar information onto proformas and standard workplace forms; - following routine information on written procedures; - following oral instructions, and; - orally reporting routine information. Students will also be expected to demonstrate the following knowledge: - programmed maintenance and safety check procedures for the specified machine/equipment; - recording/reporting requirements; - safe work practices and procedures, and; - hazards and control measures associated with operational maintenance of machines/equipment.

MEM07003B Perform machine setting (routine)

Locations:Sunshine.

Prerequisites:MEM07024B - Operate and monitor machine/processMEM12023A - Perform engineering measurementsMEM16006A - Organise and communicate informationMEM18001C - Use hand tools

Description:This unit covers routine setting of machines in accordance with defined procedures.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - interpreting and following job/operation sheets, standard operating procedures, specifications, safe working procedures and other applicable reference documents; - verbally conveying routine and familiar instructions; - identifying worn tools; - using hand tools for machine setting; - measuring to specified tolerances, and; - following oral instructions.

Students will also be expected to demonstrate the following knowledge: - sequences of machine setting operations; - techniques, tools and equipment to measure samples; - characteristics of machines/processes; - safe work practices and procedures; - tools and equipment for machine setting; - applicable machine tooling and accessories; - symptoms of tool wear; - use and application of personal protective equipment; - hazards and control measures associated with machine setting (routine), and; - strategies for conveying routine instructions.

MEM07004B Perform machine setting (complex)

Locations:Industry, Sunshine.

Prerequisites:Students must meet the requirements of one path. Path 1 MEM07005C Perform general machining MEM07006C Perform lathe operations MEM09002B Interpret technical drawing MEM12023A Perform engineering measurements MEM16006A Organise and communicate information MEM18001C Use hand tools Path 2 MEM07005C Perform general machining MEM07007C Perform milling operations MEM09002B Interpret technical drawing MEM12023A Perform engineering measurements MEM16006A Organise and communicate information MEM18001C Use hand tools Path 3 MEM07005C Perform general machining MEM07008D Perform grinding operations MEM09002B Interpret technical drawing MEM12023A Perform engineering measurements MEM16006A Organise and communicate information MEM18001C Use hand tools Path 4 MEM07005C Perform general machining MEM07013B Perform machining operations using horizontal and/or vertical boring machines MEM09002B Interpret technical drawing MEM12023A Perform engineering measurements MEM16006A Organise and communicate information MEM18001C Use hand tools Paths 5, 6, 7 and 8 The Polytechnic do not currently offer all units listed within these paths. Refer to www.training.gov.au for a full list of units in these paths.

Description:This unit covers determining job requirements, performing complex machine setting, instructing the operator and replacing worn or damaged tooling.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - interpreting information on written job sheets, instructions, standard operating procedures, safe working procedures and other applicable reference documents; - determining machine/process sequences; - verbally conveying routine and familiar instructions; - checking and adjusting machine and replacing worn or damaged tooling; - checking and clarifying task-related information, and; - measuring to specified tolerances. Students will also be expected to demonstrate the following knowledge: - characteristics and hazards of machine/process; - tooling, equipment and timing requirements of the machine's operations; - common product faults or defects and adjustments; - consequences of not instructing the machine operator; - use and application of personal protective equipment; - safe work practices and procedures, and; - strategies for conveying routine instructions. .

MEM07005 Perform general machining

Locations:Sunshine.

Prerequisites:MEM09002 - Interpret technical drawingMEM11011 - Undertake manual handlingMEM12023 - Perform engineering measurementsMEM12024 - Perform computationsMEM13015 - Work safely and effectively in manufacturing and

engineeringMEM14006 - Plan work activitiesMEM16006 - Organise and communicate informationMEM18001 - Use hand tools

Description:This unit of competency has been developed for Engineering Tradesperson - Mechanical apprenticeship training and the recognition of trade-level skills in non-computer numerical controlled (CNC) machining of ferrous and non-ferrous materials. Where high level production machining applications are undertaken unit MEM07041 Perform production machining should be selected. Where set-up and operation of electro-discharge machines (EDM) is required unit MEM07014 Perform electro-discharge machining (EDM) operations should also be selected. Where machining is undertaken without undertaking any set up, including mounting of tools, setting of speeds, feeds and other operational parameters unit MEM07024 Operate and monitor machine and process and unit MEM07025 Perform advanced machine and process operation, should be selected as appropriate. Where the selection and use of precision measurement is required unit MEM12003 Perform precision mechanical measurement should also be selected. Where substantial marking out is required unit MEM12006 Mark off/out (general engineering) should also be selected. Where the selection and use of power tools/hand held operations is required unit MEM18002 Use power tools/hand held operations should also be selected. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; - planning a job including identifying job requirements from drawings, instructions or specifications and a sequence of operations; - identifying any required tooling, measuring equipment and accessories; - selecting and mounting required tooling; - selecting material and marking out, as required; - performing machining to meet specifications; - checking machined components for conformance to specifications and identifying adjustments to be made to settings/tooling; - rectifying non-compliant components, and; - carrying out routine maintenance and adjustments, as required. Students will also be expected to demonstrate the following knowledge: - safe work practices and procedures and use of personal protective equipment (PPE); - reasons for selecting the chosen sequence of operations; - methods of work holding for machining operations; - transferring dimensions, including establishing datum points/lines; - geometry of cutting tools for a range of materials and applications; - reasons for maintaining properly sharpened cutting tools; - principles underpinning machining operations; - selection of feeds and speeds to suit a range of materials and operations; - methods of mounting a range of cutting tools; - safety precautions associated with clamping materials, guards and shields; - tolerances and limits of size;- machine adjustment, lubrication and cleaning; - measurement techniques, tools and devices, and;- tools, techniques and equipment for checking components for conformance to specifications and rectifying non-compliant components.

MEM07005C Perform general machining

Locations:Sunshine.

Prerequisites:MEM09002B - Interpret technical drawingMEM12023A - Perform engineering measurementsMEM18001C - Use hand tools

Description:This unit covers determining the job requirements and sequence of operations, selecting and mounting tools, performing the machining, measuring the

components, and adjusting and maintaining a range of standard machine tools.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading and interpreting routine information on written job instructions, specifications and standard operating procedures which may include drawings;- following oral instruction;- planning and sequencing operations;- preparing operational work plan;- sharpening and shaping cutting tools;- identifying worn or damaged cutting tools;- correct mounting and positioning of cutting tools;- basic marking out of materials;- setting machining parameters to achieve the job requirements and maximise tool life;- using appropriate and sufficient clamping/mounting of the work piece;- using coolant/lubricant correctly;- checking for conformance to specifications, and;- measuring to specified tolerances and dimensions. Students will also be expected to demonstrate the following knowledge: - reasons for selecting the chosen sequence of operations;- methods of work holding;- basic marking out techniques including datum points/lines;- geometry of cutting tools for a range of materials and applications;- benefits of using correctly sharpened cutting tools;- machine operation;- selection of feeds and speeds to suit a range of materials and operations within the scope of this unit;- correct methods of mounting a variety of cutting tools;- safety issues with regard to correct clamping, guards and shields;- tolerances and limits of size;- situations indicating the need for machine adjustment, lubrication and cleaning;- techniques, tools and equipment to measure materials and machined components;- use and application of personal protective equipment;- safe work practices and procedures, and;- hazards and control measures associated with general machining.

MEM07006 Perform lathe operations

Locations:Sunshine.

Prerequisites:MEM07005 - Perform general machiningMEM09002 - Interpret technical drawingMEM11011 - Undertake manual handlingMEM12023 - Perform engineering measurementsMEM12024 - Perform computationsMEM13015 - Work safely and effectively in manufacturing and engineeringMEM14006 - Plan work activitiesMEM16006 - Organise and communicate informationMEM18001 - Use hand tools

Description:This unit of competency has been developed for Engineering Tradesperson - Mechanical apprenticeship training and the recognition of trade-level skills in performing machining operations on a lathe to produce components to required tolerances and specifications using all types of accessories. Skills covered by this unit are generally applied in occupational and work situations associated with trade-level fitting and machining work. This unit does not cover turning of multi-start threads or use of taper turning attachment, copy turning attachment or multi-start threads. Where the selection and use of power tools/hand held operations is required unit MEM18002 Use power tools/hand held operations should also be selected. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge

and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; - identifying and interpreting engineering drawings to AS 1100,401-1884 (R2014) Technical drawing to determine job requirements for lathe operations, including quantity, material, measurements and tolerances; - selecting cutting tools using International Standard Organisation (ISO) standards or according to SOPs from drawings, sketches, specifications and instructions, as appropriate; - fixing of job and tooling to specifications; - calculating and setting required speeds and feeds; - undertaking turning operations to specifications; - checking components for conformance to specifications, and; - rectifying non-compliant product. Students will also be expected to demonstrate the following knowledge: - safe work practices and procedures and use of personal protective equipment (PPE); - sequence of lathe operations to achieve job requirements; - tool type and geometry to achieve required specifications and for work pieces of different materials; - numerical operations, geometry and calculations/formulae for lathe operations; - consequences of varying speeds and feeds from the optimum rates calculated; - characteristics of different materials and their effects on cutting speeds and feeds; - application of lathe accessories; - techniques, tools and equipment to measure materials and machined components, and; - tools, techniques and equipment for checking components for conformance to specifications and rectifying non-compliant components.

MEMO7006C Perform lathe operations

Locations:Sunshine.

Prerequisites:MEMO7005C - Perform general machiningMEMO9002B - Interpret technical drawingMEM12023A - Perform engineering measurementsMEM18001C - Use hand tools

Description:This unit covers performing machining operations on a lathe to required tolerances and specifications using all types of accessories.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - interpreting technical drawings/specifications in relation to turning; - setting up jobs using appropriate equipment; - calculating and setting cutting feeds and speeds appropriate to the job; - checking that job is concentric and running true; - safely operating lathes, and; - performing turning operations. Students will also be expected to demonstrate the following knowledge: - sequence of operations to achieve the job requirements; - tool type and geometry to achieve the required specifications and for work pieces of different materials; - numerical operations, geometry and calculations/formulae within the scope of this unit; - the consequences of varying speeds and feeds from the optimum rates calculated; - characteristics of different materials and their effects on cutting speeds and feeds; - application of lathe accessories; - techniques, tools and equipment to measure materials and machined components; - use and application of personal protective equipment; - safe work practices and procedures, and; - hazards and control measures associated with lathe operations.

MEMO7007 Perform milling operations

Locations:Sunshine.

Prerequisites:MEMO7005 - Perform general machiningMEMO9002 - Interpret technical drawingMEM11011 - Undertake manual handlingMEM12023 - Perform engineering measurementsMEM12024 - Perform computationsMEM13015 - Work safely and effectively in manufacturing and engineeringMEM14006 - Plan work activitiesMEM16006 - Organise and communicate informationMEM18001 - Use hand tools

Description:This unit of competency has been developed for Engineering Tradesperson - Mechanical apprenticeship training and the recognition of trade-level skills in using a range of milling machines to produce components to required tolerances and specifications using all types of accessories. Skills covered by this unit are generally applied in occupational and work situations associated with trade-level fitting and machining work. Where the selection and use of power tools/hand held operations is required unit MEM18002 Use power tools/hand held operations should also be selected. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; - identifying and interpreting engineering drawings to AS 1100,401-1884 (R2014) Technical drawing to determine; job requirements for milling operations, including quantity, material, measurements and tolerances; - selecting cutting tools using International Standard Organisation (ISO) standards or according to SOPs from drawings, sketches, specifications and instructions, as appropriate; - fixing of job and tooling to specifications; - calculating and setting required speeds and feeds; - undertaking milling operations to specifications; - checking components for conformance to specifications, and; - rectifying non-compliant product. Students will also be expected to demonstrate the following knowledge: - safe work practices and procedures and use of personal protective equipment (PPE); - sequence of milling operations to achieve the job requirements; - cutter types and tooling geometry; - consequences of varying speeds and feeds from the optimum rates calculated effects of different materials on cutting speeds and feeds; - conventional and climb milling techniques and their applications; - application of each of the following - slab, gang, shell, slot and form and slitting; - use of dividing heads and rotary tables when milling components; - procedures for using dividing heads and rotary tables on milling machines; - appropriate techniques, tools and equipment to measure milled components, and; - tools, techniques and equipment for checking components for conformance to specifications and rectifying non-compliant components.

MEMO7007C Perform milling operations

Locations:Sunshine.

Prerequisites:MEMO7005C - Perform general machiningMEMO9002B - Interpret technical drawingMEM12023A - Perform engineering measurementsMEM18001C - Use hand tools

Description:This unit covers performing milling operations on a range of milling machines.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - setting up jobs using appropriate equipment; - calculating and setting cutting feeds and speeds appropriate to the job; - interpreting drawings and job instructions/specifications; - milling components to specification, and; - visually and dimensionally checking components for conformance to specification. Students will also be expected to demonstrate the following knowledge: - safety hazards associated with milling machines; - sequence of operations to achieve the job requirements; - cutter types and tooling geometry; - consequences of varying speeds and feeds from the optimum rates calculated; - effects of different materials on cutting speeds and feeds; - conventional and climb milling techniques and their applications; - the application of each of the following: slab, gang, shell, slot, form and slitting; - applications requiring the use of dividing heads and rotary tables when milling components; - the procedures for using dividing heads and rotary tables on milling machines; - appropriate techniques, tools and equipment to measure milled components; - use and application of personal protective equipment, and; - safe work practices and procedures.

MEM07008 Perform grinding operations

Locations:Sunshine.

Prerequisites:MEM07005 - Perform general machiningMEM09002 - Interpret technical drawingMEM11011 - Undertake manual handlingMEM12023 - Perform engineering measurementsMEM12024 - Perform computationsMEM13015 - Work safely and effectively in manufacturing and engineeringMEM14006 - Plan work activitiesMEM16006 - Organise and communicate informationMEM18001 - Use hand tools

Description:This unit of competency has been developed for Engineering Tradesperson - Mechanical apprenticeship training and the recognition of trade-level skills in performing grinding operations and checking finished components for conformance to specifications. Skills covered by this unit are generally applied in occupational and work situations associated with trade-level fitting and machining work. Where the selection and use of precision mechanical measurement is required unit MEM12003 Perform precision mechanical measurement should also be selected. Where the selection and use of power tools/hand held operations is required unit MEM18002 Use power tools/hand held operations should also be selected. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; - determining requirements for grinding job, including quantity, material, measurements and tolerances; - planning a job, including identifying required measuring instruments and equipment, safety equipment, holding devices, grinding wheels, accessories and

sequence of operations; - identifying guard, coolant and dust extraction requirements and checking equipment and coolant before grinding operation; - securely hold job for grinding operations; - performing grinding operation to specifications; - checking components for conformance to specifications, and; - rectifying non-compliant product. Students will also be expected to demonstrate the following knowledge: - safe work practices and procedures and use of personal protective equipment (PPE); - reasons for selecting the chosen sequence of grinding operations; - application of a range of holding devices/accessories; - reasons for selecting specific work holding devices, tools, techniques and equipment; - coolant selection and function; - standard grinding wheel shapes; - range of abrasive materials used in grinding wheels; factors impacting grinding wheel selection, including grain size of abrasive particles, grade or strength of bond and bond material; - grinding wheel dressing tools and their application; - internal/external cylindrical grinding process; - principles of effective clamping; - grinding operations and procedures; - function of grinding accessories, and; - tools, techniques and equipment for checking components for conformance to specifications and rectifying non-compliant components.

MEM07008D Perform grinding operations

Locations:Sunshine.

Prerequisites:MEM07005C - Perform general machiningMEM09002B - Interpret technical drawingMEM12023A - Perform engineering measurementsMEM18001C - Use hand tools

Description:This unit of competency covers determining the job requirements, observing safety precautions, selecting appropriate wheels and accessories, performing the grinding operations and checking the components for conformance to specifications.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading and interpreting information on written job instructions, procedures, specifications, charts, lists, drawings and other applicable reference documents; - checking and clarifying task related information; - preparing an operational work plan; - planning and sequencing operations; - using precision measurement equipment within the scope of this unit; - setting up work using tools, techniques and equipment; - using coolant and dust extraction devices; - selecting and preparing grinding wheels and accessories appropriate to the grinding task; - performing and monitoring internal/external cylindrical grinding process; - clamping/mounting work pieces; - checking for conformance to specifications, and; - performing numerical operations and calculations within the scope of this unit. Students will also be expected to demonstrate the following knowledge: - reasons for selecting the chosen sequence of operations; - the application of a range of holding devices/accessories; - reasons for selecting specific work holding devices, tools, techniques and equipment; - coolant selection/function; - standard grinding wheel shapes; - the range of abrasive materials used in grinding wheels; - factors impacting grinding wheel selection including grain size of abrasive particles, grade or strength of bond and bond material; - grinding wheel dressing tools and their application; - internal/external cylindrical grinding process; - principles of effective clamping; - grinding operations/procedures; - the function of any grinding accessories; - tools, techniques and equipment for checking components for conformance to specifications; - hazards

and control measures associated with grinding operations, including housekeeping; - use and application of personal protective equipment, and; - safe work practices and procedures.

MEMO7010B Perform tool and cutter grinding operation

Locations:Sunshine.

Prerequisites:MEMO7005C - Perform general machiningMEMO7008D - Perform grinding operationsMEMO9002B - Interpret technical drawingMEM12003B - Perform precision mechanical measurementMEM12023A - Perform engineering measurementsMEM18001C - Use hand tools

Description:This unit covers performing a range of tool and cutter grinding operations.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading, interpreting and following information on written job instructions, specifications, charts, lists, drawings and other applicable reference documents; - checking and clarifying task related information; - preparing operational work plan; - planning and sequencing operations; - performing numerical operations and calculations within the scope of this unit; - performing safety checks of equipment; - selecting tool and cutter grinding accessories; - balancing/dressing grinding wheels; - sharpening/shaping tools and cutters; - checking components for conformance with specifications, and; - using precision measurement equipment within the scope of this unit. Students will also be expected to demonstrate the following knowledge: - reasons for selecting the chosen sequence of operations; - function of coolant and dust extraction devices; - criteria for grinding wheel selection; - grinding wheel dressing procedures and wheel dressing tools; - source(s) of data on tool geometry for the full range of tools and cutters, including the terminology used to describe the tool geometry; - procedures to be followed when parallel grinding on a tool and cutter grinder; - procedures to be followed when grinding tapers on a tool and cutter grinder; - tools, techniques and equipment used to check ground components for conformance; - hazards and control measures associated with tool and cutter grinding, including housekeeping; - use and application of personal protective equipment, and; - safe work practices and procedures.

MEMO7011B Perform complex milling operations

Locations:Sunshine.

Prerequisites:MEMO7005C - Perform general machiningMEMO7007C - Perform milling operationsMEMO9002B - Interpret technical drawingMEM12003B - Perform precision mechanical measurementMEM12023A - Perform engineering measurementsMEM12024A - Perform computationsMEM18001C - Use hand tools

Description:This unit covers performing complex milling operations, including gear cutting and helical milling of a range of materials.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading, interpreting and following information on written job instructions, specifications, standard operating procedures, charts, lists, drawings and other applicable reference documents; - planning and sequencing operations; - checking and clarifying work related information; - setting up work to the required level of accuracy; - determining cutting parameters; - selecting the correct milling cutter inserts for the cutting parameters in accordance with ISO standards; - calculating cutting parameters such as speeds, feeds and ratios; - setting up gear trains according to calculations and standard operating procedures; - safely operating milling machine, and; - performing complex milling operations using dividing heads and omniversal tables. Students will also be expected to demonstrate the following knowledge: - precision measuring equipment and their applications; - procedures for accurately setting up work; - ISO standards applicable to milling cutter inserts; - procedures for milling components such as racks and gears; - calculations, geometry and formulae relating complex milling activities; - accessories used for complex milling; - the applications and use of omniversal tables and differential dividing heads to complex milling operations; - hazards and control measures associated with complex milling operations, including housekeeping, and; - safe work practices and procedures.

MEMO7012B Perform complex grinding operations

Locations:Sunshine.

Prerequisites:MEMO7005C - Perform general machiningMEMO7008D - Perform grinding operationsMEMO9002B - Interpret technical drawingMEM12003B - Perform precision mechanical measurementMEM12023A - Perform engineering measurementsMEM18001C - Use hand tools

Description:This unit covers performing complex grinding operations.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - preparing an operational work plan; - dressing grinding wheel to form and size; - performing specialised grinding operations; - reading, interpreting and following information on written job instructions, specifications, charts, lists, drawings and other applicable reference documents; - planning and sequencing operations; - checking and clarifying information; - entering routine and familiar information onto proformas and standard workplace forms; - checking for conformance to specifications; - using precision measurement equipment within the scope of this unit; - measuring components to specified tolerances, and; - performing numerical operations, geometry and calculations/formulae for specialised complex grinding operations. Students will also be expected to demonstrate the following knowledge: - reasons for selecting the chosen sequence of operations; - function and application of work holding devices/accessories appropriate to complex grinding; - appropriate techniques, tools and equipment to measure machined components; - hazards and control measures associated with complex grinding, including housekeeping; - use and application of personal protective equipment, and; - safe work practices and procedures.

MEMO7013B Perform machining operations using horizontal and/or vertical boring machines

Locations:Sunshine.

Prerequisites:MEMO7005C - Perform general machiningMEMO9002B - Interpret technical drawingMEM12023A - Perform engineering measurementsMEM18001C - Use hand tools

Description:This unit covers performing horizontal/vertical boring operations.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading, interpreting and following information on written job instructions, specifications, quality and standard operating procedures, charts, lists, drawings and other applicable reference documents; - planning and sequencing operations; - checking and clarifying task-related information; - preparing an operational work plan; - selecting, mounting and positioning cutting tools; - calculating and selecting cutting parameters, including speeds and feeds, and; - performing horizontal and/or vertical boring operations. Students will also be expected to demonstrate the following knowledge: - reasons for selecting the chosen sequence of operations; - geometry for cutting tools for a range of materials; - calculations for determining cutting parameters and checking tolerances within the scope of this unit; - consequences of varying the speeds and feeds from the optimum rates; - procedures and techniques for carrying out horizontal and vertical boring operations; - appropriate techniques, tools and equipment to measure components; - hazards and control measures associated with horizontal and/or vertical boring, including housekeeping; - use and application of personal protective equipment, and; - safe work practices and procedures.

MEMO7014B Perform electro-discharge (EDM) machining operations

Locations:Sunshine.

Prerequisites:Path 1 - Basic Machining MEMO7005C - Perform general machining MEMO9002B - Interpret technical drawing MEM12023A - Perform engineering measurements MEM18001C - Use hand tools Path 2 - N/C Process MEMO7024B - Operate and monitor machine/process MEMO9002B - Interpret technical drawing MEM18001C - Use hand tools

Description:This unit covers performing electro-discharge (EDM) machining operations.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following performance criteria: - following relevant safety procedures; - obtaining and interpreting relevant drawings, job instructions and specifications; - selecting correct electrode to ensure that the finished product conforms to specification; - determining the coordinates of the work pieces relative to the machine datum; - calculating machining parameters necessary to achieve the safe, accurate and efficient machining of the work piece; - calculating the surface area of the electrode; - positioning work piece and electrode to enable the safe, accurate and efficient machining of the required feature(s); - producing components to specification, and; - checking machined components for conformance with

specifications. Students will also be expected to demonstrate the following knowledge: - safety hazards associated with the use of electro-discharge machines; - the job requirements; - the sequence of operations to achieve the job requirements; - the electrode type and geometry required to achieve the specified outcome; - the effects of material to be machined on the electrode material and geometry; - the procedures for producing electrodes for the electro-discharge machining process; - the coordinates of the feature(s) to be machined; - the coordinates of the electrode relative to the machine datum; - the procedures for operating the electro-discharge machine to produce components; - the tools, techniques and equipment appropriate to the checking of machined components; - the procedures for checking machined components for conformance to specification, and; - the reasons for selecting the tools, techniques and equipment to be used.

MEMO7015B Set computer controlled machines/process

Locations:Sunshine.

Prerequisites:Pathway 1: MEMO7024B Operate and monitor machine/process MEMO7028B Operate computer controlled machine/processes MEMO9002B Interpret technical drawing MEM12023A Perform engineering measurements MEM18001C Use hand tools Pathway 2: MEMO7005C Perform general machining MEMO9002B Interpret technical drawing MEM12023A Perform engineering measurements MEM18001C Use hand tools

Description:This unit covers mounting work holding fixtures/devices/tools, conducting pre-start checks, setting numerical and computer controlled machines, instructing the operator and replacing worn or damaged tooling.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading, interpreting and following information on written job instructions, specifications, standard operating procedures, charts, lists, drawings and other applicable reference documents; - planning and sequencing operations; - checking and clarifying task related information; - mounting work holding fixtures/devices/tooling; - mounting preset tooling; - verifying tool offsets and/or datum settings against job sheets or instructions; - loading and verifying programs; - conducting pre-start checks; - following safety procedures; - checking safety features and safety equipment for correct operation; - performing numerical operations and calculations/formulae within the scope of this unit; - setting and adjusting machines; - measuring and verifying first-off samples; - instructing machine operators on the sequence of operations, and; - identifying worn or damaged tooling and taking appropriate corrective action. Students will also be expected to demonstrate the following knowledge: - work holding fixtures/devices/tools and preset tooling for different machines/processes; - procedures for mounting work holding fixtures/devices/tools; - location of work holding fixtures/devices/tools relative to the machine datum or zero; - reasons for establishing tool offsets; - the purpose of datum settings; - the source(s) of information on tool offsets and datum settings; - procedures to locate and load programs; - procedures for verifying loaded programs; - pre-start checks; - safety features of the machine/process; - the purpose and function of safety features and/or safety equipment; - machine/process setting procedures; - machine operating procedures; - adjustments that can be made to the machine/process; - the effect of adjustments on machine and operational specifications; - product or part

specifications in relation to the machining process; - measuring devices for checking parts or products; - examples of worn or damaged tooling; - the effects of worn or damaged tooling; - the corrective action for worn or damaged tooling; - hazards and control measures associated with numerical and computer controlled machines, including housekeeping, and; - safe work practices and procedures.

MEMO7016C Set and edit computer controlled machines/processes

Locations:Sunshine.

Prerequisites:Path 1 MEMO7015B Set computer controlled machines/processes MEMO7024B Operate and monitor machine/process MEMO7028B Operate computer controlled machines/processes MEMO9002B Interpret technical drawing MEM12023A Perform engineering measurements MEM18001C Use hand tools Path 2 MEMO7005C Perform general machining MEMO7015B Set computer controlled machines/processes MEMO9002B Interpret technical drawing MEM12023A Perform engineering measurements MEM18001C Use hand tools

Description:This unit covers setting work holding fixtures/devices/tools, setting tooling offsets, trialling the program, instructing the operator and replacing worn or damaged tooling.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading, interpreting and following information on written job instructions, specifications, standard operating procedures, charts, lists, drawings and other applicable reference documents; - planning and sequencing operations; - checking and clarifying task related information; - attaching ancillary devices; - mounting work holding devices; - measuring tool offsets; - entering and verifying tool offsets; - producing and checking first-off samples; - editing programs; - instructing machine operator on the sequence of operations; - following safety procedures, and; - identifying worn or damaged tooling and taking appropriate corrective action. Students will also be expected to demonstrate the following knowledge: - ancillary equipment and its applications; - procedures for attaching the ancillary device(s) to the NC/CNC machine; - work holding devices, their application and procedures for mounting them; - location of work holding fixtures/devices/tools relative to the machine zero or datum; - reasons for establishing tool offsets; - procedures and devices for measuring tool offsets; - procedures for entering and verifying tool offset; - procedures for adjusting tool offsets; - operating procedures; - safety features and equipment; - measuring devices/ techniques for checking the parts or product; - effects of changes to cutting feeds and speeds; - the impact of changes to the sequence of operations on the part or product to be produced; - procedures for editing programs via the machine controller; - the sequence of operations of the machine/process; - examples of worn or damaged tooling; - the effects of worn or damaged tooling; - the corrective action to be taken for worn or damaged tooling; - hazards and control measures associated with computer controlled machines, including housekeeping, and; - safe work practices and procedures.

MEMO7018C Write basic NC/CNC programs

Locations:Sunshine.

Prerequisites:Path 1 MEMO7015B Set computer controlled machines/processes MEMO7016C Set and edit computer controlled machines/processes MEMO7024B

Operate and monitor machine/process MEMO7028B Operate computer controlled machines/processes MEMO9002B Interpret technical drawing MEM12023A Perform engineering measurements MEM18001C Use hand tools Path 2 MEMO7005C Perform general machining MEMO7015B Set computer controlled machines/processes MEMO7016C Set and edit computer controlled machines/processes MEMO9002B Interpret technical drawing MEM12023A Perform engineering measurements MEM18001C Use hand tools

Description:This unit covers identifying computer controlled machine program elements, writing a basic program and operation sheet, and trialling the program.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading, interpreting and following information on written job instructions, specifications, standard operating procedures, charts, lists, drawings and other applicable reference documents; - planning and sequencing operations; - checking and clarifying task related information; - calculating coordinates of all relevant points on the part or product to be produced; - writing NC/CNC program in standard code format; - producing NC/CNC operation sheet(s); - operating NC/CNC machine safely in manual mode; - editing NC/CNC program, and; - checking parts or products for conformance to specifications. Students will also be expected to demonstrate the following knowledge: - the elements of a basic NC/CNC program; - the function of elements in controlling the operation of an NC/CNC machine; - machining operations; - type(s) of NC/CNC machine and their applications; - machining operations controlled by program; - the tool path(s) to be followed when producing a part or product; - the sequence of machining operations; - the reasons for selecting tool path(s) and sequence of operations; - the zero point of the NC/CNC machine; - standard codes used in the writing of NC/CNC programs; - applications of standard codes in NC/CNC programming; - procedures for writing NC/CNC programs in standard code format; - procedures for completing NC/CNC operation sheets; - the information to be included in NC/CNC operation sheets; - procedures for manual operation of the NC/CNC machine; - reasons for testing and proving the NC/CNC program; - procedures for editing the NC/CNC program via the machine controller; - the effects of editing on the operation of the NC/CNC machine and the part or product to be produced; - the measuring equipment/techniques used to check for conformance to specification; - hazards and control measures associated with numerical and computer controlled machines, including housekeeping, and; - safe work practices and procedures.

MEMO7019C Program NC/CNC machining centre

Locations:Sunshine.

Prerequisites:Path 1 MEMO7015B Set computer controlled machines/processes MEMO7016C Set and edit computer controlled machines/processes MEMO7018C Write basic NC/CNC programs MEMO7024B Operate and monitor machine/process MEMO7028B Operate computer controlled machines/processes MEMO9002B Interpret technical drawing MEM12023A Perform engineering measurements MEM18001C Use hand tools Path 2 MEMO7005C Perform general machining MEMO7015B Set computer controlled machines/processes MEMO7016C Set and edit computer controlled machines/processes MEMO7018C Write basic NC/CNC programs MEMO9002B Interpret technical drawing MEM12023A Perform engineering measurements MEM18001C Use hand tools

Description: This unit covers writing and trialling programs for NC/CNC machining centres.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - interpreting engineering drawings, specifications and instructions; - calculating coordinates of all relevant points on the part or product to be produced; - writing NC/CNC program in standard code format and incorporating, where appropriate, canned cycles and sub-routines; - producing NC/CNC operation sheet(s); - operating NC/CNC machine in manual mode; - editing NC/CNC program, and; - checking parts or products produced for conformance with specifications. Students will also be expected to demonstrate the following knowledge: - elements of an NC/CNC program; - the function of elements in controlling the operation of an NC/CNC machine; - machining operations to be performed in the manufacture of the given part or product; - the appropriate type(s) of NC/CNC machine to perform the required machining operations; - the machining operations to be controlled by the program to be written; - the tool path(s) to be followed when producing the part or product; - the sequence of machining operations to be programmed; - reasons for selecting the chosen tool path(s) and sequence of operations; - the zero point of the NC/CNC machine; - the canned cycles and sub-routines accessible in the particular NC/CNC machine; - the application of each canned cycle and sub-routine available; - the canned cycles and/or sub-routines to be used in the NC/CNC program; - reasons for selecting the chosen canned cycles and/or sub-routines; - standard codes used in the writing of NC/CNC programs; - applications of standard codes in NC/CNC programming; - procedures for writing NC/CNC programs in standard code format; - procedures for completing NC/CNC operation sheets; - the information to be included in NC/CNC operation sheets; - relevant Australian standards; - procedures for manual operation of the NC/CNC machine; - the reasons for testing and proving the NC/CNC program; - the procedures for editing the NC/CNC program via the machine controller; - the effects of editing on the operation of the NC/CNC machine and the part or product to be produced; - the specifications of the part or product, and; - the measuring equipment/techniques to be used to check for conformance with specifications.

MEMO7021 Perform complex lathe operations

Locations: Sunshine.

Prerequisites: MEMO7005 - Perform general machining MEMO7006 - Perform lathe operations MEMO9002 - Interpret technical drawing MEM11011 - Undertake manual handling MEM12003 - Perform precision mechanical measurement MEM12023 - Perform engineering measurements MEM12024 - Perform computations MEM13015 - Work safely and effectively in manufacturing and engineering MEM14006 - Plan work activities MEM16006 - Organise and communicate information MEM18001 - Use hand tools

Description: This unit of competency defines the skills and knowledge required to perform complex turning operations on a range of materials, including non-standard metals and alloys. Where the selection and use of power tools/hand held operations is required unit MEM18002 Use power tools/hand held operations should also be selected. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading: The qualified trainer and assessor will provide teaching and

learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; - identifying and interpreting specifications, charts, lists, drawings and other applicable reference documents in performing complex lathe operations; - setting and supporting work to avoid distortion on release of clamping devices; - selecting and setting up cutting tooling or inserts as appropriate to turning operation; - calculating cutting parameters, speeds and feeds to meet job requirements; - modifying tooling and accessories, as required; - performing complex turning operations according to specifications, and; - checking machined components for conformance to specifications. Students will also be expected to demonstrate the following knowledge: - safe work practices and procedures and use of personal protective equipment (PPE); - precision measuring equipment and measuring techniques used in complex turning operations and reasons for selecting different measuring equipment; - procedures for accurately setting up work for a variety of techniques; - International Standards Organisation (ISO) or other standards applicable to cutting tool inserts; - cutting parameters for the given task; - feeds and speeds for complex turning operations; - formulae and data relating to feeds and speeds, and; - techniques and procedures for carrying out the following turning operations - single-start thread cutting, multi-start thread cutting, internal blind hole thread cutting, eccentrics, copy turning, taper turning, counter balancing work on face plates, mandrel work, trepanning and heavy (multi-tonne) shafts.

MEMO7021B Perform complex lathe operations

Locations: Sunshine.

Prerequisites: MEMO7005C - Perform general machining MEMO7006C - Perform lathe operations MEMO9002B - Interpret technical drawing MEM12003B - Perform precision mechanical measurement MEM12023A - Perform engineering measurements MEM12024A - Perform computations MEM18001C - Use hand tools

Description: This unit covers setting up work, selecting and preparing tooling and performing complex turning operations.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - setting up work to the required level of accuracy using appropriate precision measuring equipment; - setting and supporting work to avoid distortion on release of clamping devices; - selecting correct cutting tools or inserts as appropriate to turning operation; - selecting and using appropriate feeds and speeds; - performing complex turning operations - counter balancing work on face plates: mandrel work; trepanning, and; heavy (multi-tonne) shafts; - calculating cutting parameters, speeds and feeds; - reading, interpreting and following information on written job instructions, specifications, charts, lists, drawings and other applicable reference documents; - planning and sequencing operations; - checking and clarifying task related information; - entering

routine and familiar information onto proformas and standard workplace forms; - checking for conformance to specifications; - using precision measurement equipment; - measuring components to specified tolerances; - performing numerical operations, geometry and calculations/formulae within the scope of this unit; - following oral instructions, and; - orally reporting information. Students will also be expected to demonstrate the following knowledge: - precision measuring equipment and measuring techniques within the scope of this unit; - reasons for selecting different measuring equipment; - procedures for accurately setting up work for a variety of techniques; - ISO or other standards applicable to cutting tool inserts; - cutting parameters for the given task; - feeds and speeds for complex turning operation(s); - formulae and data relating to feeds and speeds; - techniques and procedures for carrying out the following turning operations: single-start thread cutting; multi-start thread cutting; internal blind hole thread cutting; eccentrics; copy turning, and; taper turning; - techniques and procedures for carrying out the following turning operations: counter balancing work on face plates; mandrel work; trepanning, and; heavy (multi-tonne) shafts; - hazards and control measures, including housekeeping; - use and application of personal protective equipment, and; - safe work practices and procedures.

MEM07024B Operate and monitor machine/process

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit covers obtaining the job instruction, conducting the pre-start checks, and operating and monitoring the machine or process.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following job sheets, standard operating procedures and other applicable workplace forms; - manual handling; - following oral instructions; - entering routine and familiar information onto proformas and standard workplace forms; - orally reporting routine information, and; - identifying deviations and faults in machine operation/process. Students will also be expected to demonstrate the following knowledge: - pre-start checks; - machine/process start-up and unloading procedures; - component/feed stock levels to ensure continuous process; - production recording and reporting requirements; - types of product fault/deviations; - consequences of improper handling and storing of finished work; - procedures to be followed in emergency situations; - use and application of personal protective equipment; - safe work practices and procedures, and; - hazards and control measures associated with operating and monitoring machine/process.

MEM07028B Operate computer controlled machines/processes

Locations:Sunshine.

Prerequisites:MEM07024B - Operate and monitor machine/process

Description:This unit covers obtaining the job instructions, conducting the pre-start checks, and operating and monitoring the computer controlled machine or process.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge

and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading, interpreting and following information on written job instructions, specifications, standard operating procedures, charts, lists, drawings and other applicable reference documents; - planning and sequencing operations; - checking and clarifying task related information; - making pre-start checks; - checking safety equipment and guards for correct operation; - following safety procedures; - selecting and verifying the correct computer controlled program; - operating the computer controlled machine; - identifying and reporting machine malfunctions; - checking parts/products for conformance to specification; - monitoring the machine or process for signs of tool wear; - taking corrective action, and; - reporting part or product deviations from specification. Students will also be expected to demonstrate the following knowledge: - pre-start checks; - safety equipment and features associated with the machine/process; - safety procedures associated with the machine/process; - procedures for accessing computer controlled programs installed in the machine controller; - procedures for verifying the correct computer controlled program; - computer controlled machine operating procedures; - typical machine malfunctions; - procedures for reporting machine malfunctions; - measuring instruments/techniques; - examples of tool wear and the effect on product or part specifications; - procedures to be followed once tool wear has been detected; - replacing preset tools; - adjustments to tool offsets; - the effect of adjustments on part or product specifications; - procedures for reporting product or part deviations; - hazards and control measures associated with operating computer controlled machines/processes, including housekeeping, and; - safe workplace practices and procedures.

MEM07029B Perform routine sharpening/maintenance of production tools and cutters

Locations:Industry, Sunshine.

Prerequisites:MEM12023A - Perform engineering measurementsMEM18001C - Use hand tools

Description:This unit covers preparing, grinding, checking and reassembling production tooling.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following performance criteria: - reading and interpreting drawings and instructions; - planning a sequence of operations; - selecting and using appropriate tools, and; - entering routine and familiar information on to proforma and standard workplace forms. Students will also be expected to demonstrate the following knowledge: - sequence of operations to be performed; - function of coolant and dust extraction devices; - hazards associated with tool and cutter grinding operations; - the standard grinding wheel shapes; - range of abrasive materials used in grinding wheels; - the effect of the following grinding wheel features on wheel selection and application: grain size of abrasive particles; grade or strength of bond material, and; structure of grain spacing and dressing processes; - function and application of the full range of tool and cutter grinding accessories; -

preparation requirements for tool maintenance; - requirements for checking: dimensions and tolerances, and; geometry and tolerances; - surface finish; - use and application of personal protective equipment; - safe work practices and procedures.

MEM07032B Use workshop machines for basic operation

Locations: Industry, Sunshine.

Prerequisites: MEM18001C - Use hand tools

Description: This unit covers basic machining in a maintenance or jobbing environment.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading, interpreting and following routine and familiar information on written job instructions, standard operating procedures and other applicable reference documents; - selecting the appropriate machine for the given task; - setting up machines and tooling within the scope of this unit, including speeds and feeds; - sharpening tools within the scope of this unit; - operating machines within the scope of this unit; - checking finished components; - checking and clarifying task-related information, and; - measuring components to specification within the scope of this unit. Students will also be expected to demonstrate the following knowledge: - cutting tool sharpening methods and techniques; - tool geometry within the scope of this unit; - units of measurement, tool geometry and numerical operations within the scope of this unit; - safe operation of tool sharpening equipment; - consequences of incorrect sharpening; - machine set-up; - consequences of incorrect speeds and feeds; - procedures for operating workshop machines; - reasons for poor surface finish; - hazards and control measures; - use and application of personal protective equipment, and; - safe work practices and procedures.

MEM08007B Control surface finish production and finished product quality

Locations: Sunshine.

Prerequisites: Nil.

Description: This unit covers applying the principles of quality assurance, applying research and quality information to the production process, and performing quality tests to industry standards.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading and interpreting quality assurance standards, test data other applicable reference documents; - liaising between the production section and the control laboratory; - checking and clarifying information; - using effective communication skills and terminology for conveying and discussing task-related information; - determining and recommending process changes; - using tests to calculate process parameters on the basis of test and production data collected, and; - using appropriate tests, testing equipment and

techniques to test the surface coating for conformance with specification. Students will also be expected to demonstrate the following knowledge: - enterprise and industry quality assurance standards that apply to surface finish production and product quality; - the role of the control laboratory and procedures for liaising with internal/external control laboratories; - surface finish specifications; - characteristics of deviations of test/production data and their causes; - the procedures, calculations and formulae for determining process parameters; - the effect of varying process parameters on the specification of the surface finish; - surface coating tests and the procedures, equipment and techniques necessary to carry out those tests; - hazards and control measures within the scope of this unit; - use and application of personal protective equipment; - safe work practices and procedures, and; - manual handling techniques.

MEM08009C Make up solutions

Locations: Sunshine.

Prerequisites: MEM13003B - Work safely with industrial chemicals and materials

Description: This unit covers making up solutions and maintaining process specific equipment, such a probes and electrodes.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - preparing operational plan; - calculating volumes and determining quantities required; - preparing appropriate solutions; - inspecting probes and electrodes; - calibrating meter probes; - reading and interpreting routine information on written job instructions, specifications and standard operating procedures. May include drawings; - following oral instructions; - undertaking calculations using formulae, and; - entering routine and familiar information onto profformas and standard workplace forms. Students will also be expected to demonstrate the following knowledge: - reasons for selecting chosen sequence of operations; - solution concentrations; - procedures for making up solution; - procedures for inspecting probes and electrodes; - procedures for recalibrating meter probes; - the equipment and techniques necessary to recalibrate meter probes; - use and application of personal protective equipment; - safe work practices and procedures, and; - relevant hazards and control measures related to the competency.

MEM09002 Interpret technical drawing

Locations: Sunshine.

Prerequisites: MEM12023 - Perform engineering measurements MEM12024 - Perform computations MEM13015 - Work safely and effectively in manufacturing and engineering MEM16006 - Organise and communicate information

Description: This unit of competency defines the skills and knowledge required to interpret technical drawings. Technical drawings may utilise perspective, exploded views or hidden view techniques and may include symbol glossaries. Drawings are provided to AS 1100 Technical drawing or AS 1102 Graphical symbols and their equivalents from the full range of engineering disciplines. Where any technical drawing, sketch, chart, diagram is only used as a technique for communication, then this unit does not apply: unit MEM12023 Perform engineering measurements or unit MEM16006 Organise and communicate information should be selected as appropriate. No licensing, legislative or certification requirements apply to this unit at

the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; - selecting, checking and validating technical drawing against job requirements or equipment; - interpreting technical drawing through recognition of components, assemblies, objects and symbols; - identifying dimensions; - applying drawing conventions appropriate to engineering discipline, and; - compiling a materials list. Students will also be expected to demonstrate the following knowledge: - safe work practices and procedures and use of personal protective equipment (PPE); - application of AS 1100 Technical drawing or AS 1102 Graphical symbols; - conventions used in technical drawings; - correct interpretation of instructions contained in drawings, and; - materials from which drawing object(s) are made and their features and manufacturing and assembly requirements.

MEMO9002B Interpret technical drawing

Locations:Industry, Sunshine.

Prerequisites:Nil.

Description:This unit covers interpreting technical drawing applying to any of the full range of engineering disciplines.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - checking the drawing against job requirements/related equipment in accordance with standard operating procedures; - confirming the drawing version as being current in accordance with standard operating procedures; - where appropriate, obtaining the current version of the drawing in accordance with standard operating procedures; - reading, interpreting information on the drawing, written job instructions, specifications, standard operating procedures, charts, lists and other applicable reference documents; - checking and clarifying task related information, and; - undertaking numerical operations, geometry and calculations/formulae within the scope of this unit. Students will also be expected to demonstrate the following knowledge: - application of AS1100.101 in accordance with standard operating procedures; - relationship between the views contained in the drawing; - objects represented in the drawing; - units of measurement used in the preparation of the drawing; - dimensions of the key features of the objects depicted in the drawing; - understanding of the instructions contained in the drawing; - the actions to be undertaken in response to those instructions; - the materials from which the object(s) are made; - any symbols used in the drawing as described in range statement; - hazard and control measures associated with interpreting technical drawings, including housekeeping, and; - safe work practices and procedures.

MEMO9004B Perform electrical/electronic detail drafting

Locations:Sunshine.

Prerequisites:MEMO9002B Interpret technical drawing MEMO9003B Prepare basic engineering drawing

Description:This unit covers producing electrical/electronic drawings under supervision.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - drawing electrical/electronic schematics correctly and indicating the relative position of the components; - producing electrical/electronic drawings with all relevant specifications; - producing electrical/electronic schematics/drawings in conformance with AS1102 or equivalent; - obtaining the circuit/component specifications; - reading, interpreting and following information on written job instructions, specifications, standard operating procedures, charts, lists, drawings and other applicable documents; - planning and sequencing operations; - checking and clarifying task related information, and; - undertaking numerical operations, geometry and calculations/formulae within the scope of this unit. Students will also be expected to demonstrate the following knowledge: - relative position of electrical/electronic components; - symbols used in electrical/electronic schematics and drawings; - specifications of all components; - circuit specifications; - requirements of AS1102 or equivalent with respect to electrical/electronic schematics/drawings; - design specifications of the circuit/components; - appropriate components and materials from supplier/manufacturers' catalogues; - reasons for selecting the chosen components and/or materials; - hazards and control measure associated with performing electrical/electronic detail drafting, including housekeeping, and; - safe work practices and procedures.

MEMO9008B Perform advanced structural detail drafting

Locations:Sunshine.

Prerequisites:MEMO9002B - Interpret technical drawing

Description:This unit covers producing fabrication/structural assembly, fabrication/structural layout drawings to AS 1100 or equivalent.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - producing all drawings in accordance with AS1100 or equivalent; - representing the function of each component within the assembly/layout in accordance with design specifications/operational requirements; - manufacturing, fabricating and assembling all components in accordance with the specifications contained in the drawings; - where appropriate, correctly orientating all components to surrounding structures and services; - where appropriate, modifying drawings to ensure conformance to

specification AS1100 or equivalent, and/or changes to production, assembly and fabrication requirements and/or the availability of standard hardware items etc.; - reading, interpreting and following information on written job instructions, specifications, standard operating procedures, charts, lists, drawings and other applicable reference documents; - planning and sequencing operations; - checking and clarifying task related information; - checking for conformance to specifications, and; - undertaking numerical operations, geometry and calculations/formulae within the scope of this unit. Students will also be expected to demonstrate the following knowledge: - function of each component within the assembly/layout; - manufacturing, fabrication and assembly procedures to be used in producing the components/assemblies; - reason for ensuring that all components are correctly orientated to existing or proposed structures and services; - reasons for updating/modifying drawings to incorporate changes to specifications, production, assembly and fabrication methods and availability of standard hardware items, etc.; - hazards and control measures associated with performing advanced structural detail drafting, including housekeeping, and; - safe work practices and procedures.

MEM09009C Create 2D drawings using computer aided design system

Locations:Sunshine.

Prerequisites:MEM09002B - Interpret technical drawingMEM16008A - Interact with computing technology

Description:This unit covers preparing the CAD environment, creating 2D drawings, and producing output including linked bills of materials.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - obtaining all relevant manuals, instructions and operation procedures for the CAD software and hardware being used; - where appropriate, customising the relevant system variables to suit the applicable drafting standards/procedures; - where appropriate, customising menus to suit the applicable drafting standards/procedures; - where appropriate, customising the system defaults to suit the applicable drafting standards/procedures; - where appropriate, developing macros; - creating drawings using the appropriate drawing features of the software system; - where appropriate, linking drawing entities to database attributes; - producing detailed views of the object being drawn; - printing drawing files at the appropriate scale; - saving drawing files in the appropriate format; - producing bills of material from the drawing files/database; - extracting supplementary data from the drawing file to meet job requirements; - reading, interpreting and following information on written job instructions, specifications, standard operating procedures, charts, lists, drawings and other applicable reference documents; - planning and sequencing operations; - checking and clarifying task related information; - checking for conformance to specifications, and; - undertaking numerical operations, geometry and calculations/formulae within the scope of this unit. Students will also be expected to demonstrate the following knowledge: - CAD software system; - system variables that can be customised; - procedures for customising identified system variables; - reasons for customising the system variables; - applicable drafting standards/procedures; - procedures for customising menus; - reasons for customising menus; - procedures for customising system defaults; - reasons for customising system defaults; - procedures for developing macros; - reasons for developing macros; - drawing features of the CAD software

system; - reasons for using specialised software features; - procedures for linking drawing entities to database attributes; - appropriate drawing scales; - procedures for printing drawing files; - procedures for creating additional views of the object being drawn; - procedures for saving drawing files; - various formats in which drawing files can be saved; - reasons for using different formats when saving drawing files; - procedures to produce bills of material; - procedures to extract data with respect to drawn shapes/features; - properties of shapes/sections/ features that can be extracted from the drawing file; - hazards and control measures associated with using computer aided design system, including housekeeping, and; - safe work practices and procedures.

MEM09022A Create 2D code files using computer aided manufacturing system

Locations:Sunshine.

Prerequisites:MEM09002B - Interpret technical drawingMEM16008A - Interact with computing technologyMEM12023A - Perform engineering measurements

Description:This unit covers producing 2D CAM code files, managing files, managing tools and associated customisation of installed software including the use of macros, menus and default settings.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - interpreting relevant manuals, instructions and operating procedures; - customising relevant system variables; - customising menus and system defaults; - developing macros; - manipulating models; - linking model entities to database attributes; - creating manufacturing data for various operations and processes; - importing CAD files, and; - saving and managing CAM files. Students will also be expected to demonstrate the following knowledge: - model features of the CAM software system; - operation of the CAM software system; - the system variables and procedures for customising; - procedures for customising user interface; - procedures for customising system defaults; - procedures for developing macros; - procedures for linking model entities to database attributes; - CAD file conversion; - CAM file formats, and; - procedures for saving and managing CAM files.

MEM09157A Perform mechanical engineering design drafting

Locations:Industry, Sunshine.

Prerequisites:Nil.

Description:This unit of competency covers the preparation of design drawings or graphics used in the mechanical engineering, manufacturing engineering and related industry sectors. The unit includes working with a design brief or concept prepared by an engineer or other designer as well as the specification of items, functions, limits, fits, tolerances, and other engineering information required for the eventual production of fully detailed drawings. The unit requires the design drawing to be performed using appropriate computer-aided design (CAD) and other drafting techniques that include sketching, computer graphics and the application of drawing standards.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reviewing mechanical or maintenance engineering applications for required features, functions and context of engineering design drawings; - determining the range of design drawings required; - using CAD systems, comparing and selecting available software, functions and features appropriate to the design drawing task; - developing orthographic, isometric and other 3-D graphical representations; - representing mechanical components and assemblies using sketching and computer graphics; - representing mechanical components and features using a comprehensive range of standard conventions and graphical techniques; - representing a range of mechanical assemblies using standard graphical representations; - selecting and applying design criteria to meet requirements of the design brief; - engaging appropriate licensed technical and professional assistance for advice, as required, and reporting results of review and the application of graphics techniques, and; - providing documentation, images and files according to job and enterprise procedures. Students will also be expected to demonstrate the following knowledge: - availability and features of standards related to mechanical plant and devices, design, maintenance and alteration; - AS 1100 Technical drawing, and means of locating and referencing other relevant standards; - availability and features of standards related to mechanical plant and devices, design, maintenance and alteration; - application of relevant standard for mechanical designs; - methods of representing mechanical components and assemblies using sketching and computer graphics, including all relevant symbols, conventions, abbreviations, and so on; - current and traditional methods of documentation generation and control; - worksite procedures for the processing and filing of graphics, specifications and operating and maintenance instructions/manuals, and; - WHS and regulatory requirements, codes of practice, risk assessment and registration requirements relevant to mechanical and maintenance applications.

MEM10001C Erect structures

Locations: Industry, Sunshine.

Prerequisites: Path 1 MEM05007C Perform manual heating and thermal cutting MEM05012C Perform routine manual metal arc welding MEM05015D Weld using manual metal arc welding process MEM05051A Select welding processes MEM05052A Apply safe welding practices MEM09002B Interpret technical drawing MEM12007D Mark off/out structural fabrications and shapes MEM12023A Perform engineering measurements MEM18001C Use hand tools MEM18002B Use power tools/hand held operations Path 2 MEM05007C Perform manual heating and thermal cutting MEM05017D Weld using gas metal arc welding process MEM05050B Perform routine gas metal arc welding MEM05051A Select welding processes MEM05052A Apply safe welding practices MEM09002B Interpret technical drawing MEM12007D Mark off/out structural fabrications and shapes MEM12023A Perform engineering measurements MEM18001C Use hand tools MEM18002B Use power tools/hand held operations

Description: This unit covers inspecting and preparing the erection site and erecting structures.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting

of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - inspecting sites; - using measurement equipment within the scope of this unit; - undertaking numerical operations and calculations within the scope of this unit; - using tools and equipment associated with erecting structures; - checking and clarifying task-related information; - communicating and liaising with appropriate authorities; - planning job and site preparation; - preparing site; - handling materials; - inspecting materials/structure; - interpreting drawings, plans and specifications; - making authorised alterations, corrections or adjustments to the site and/or structure, and; - completing reports and documentation. Students will also be expected to demonstrate the following knowledge: - site management requirements; - site preparation and levelling requirements; - range of technique/equipment which can be used to check the site levels; - procedures to be followed if the location, dimensions and/or levels of the site do not comply with specifications; - procedures for making alterations/corrections; - methods/techniques for a range of alterations/corrections; - legislative and regulatory guidelines; - materials applications, properties and characteristics; - materials specifications; - the procedures for checking the components of the structure; - correct erection sequence; - methods and selection of fixing/fastening the components of the structure; - methods and selection of lifting/moving the components of the structure; - methods and selection of locating/holding the components; - procedures for checking the structure for conformance; - procedures to be followed if the structure does not comply; - adjustments which can be made to bring the structure into specification; - approval process for final alterations; - required documentation; - reporting procedures; - hazards and control measures associated with erecting structures; - use and application of personal protective equipment, and; - safe work practices and procedures.

MEM10002B Terminate and connect electrical wiring

Locations: Industry, Sunshine.

Prerequisites: MEM09002B - Interpret technical drawing MEM12002B - Perform electrical/electronic measurement MEM18001C - Use hand tools

Description: This unit covers terminating, disconnecting or reconnecting electrical wiring and circuits.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - checking materials for conformance to specifications; - checking existing and new installation site for correct location and specification; - making terminations/connections to specification, manufacturer and regulatory requirements; - adjusting and fixing wiring supports; - marking, tagging and labelling cables, wires, conductors and connections to specification; - undertaking testing of wiring and connections for conformance to specification; - using language and literacy skills to complete short reports and required documentation; - reading and interpreting routine information on written job instructions, specifications and standard operating procedures May include drawings, and; - using measurements for checking connections and components. Students will also be expected to demonstrate the following knowledge: - safety hazards associated with the termination and connection of electrical wiring; - statutory and

regulatory requirements associated with the termination and connection of electrical wiring; - wiring support and/or protection requirements and specifications; - relevant manufacturer requirements; - specifications and methods for terminating different materials; - wiring support techniques and alternatives; - marking, tagging and labelling requirements for cables, wires, conductors and connections; - tests for wiring and connections; - data to be recorded/reported and the frequency of recording/reporting; - requirements for approval to work, and; - use and application of personal protective equipment for terminating and connecting electrical wiring.

MEM10003B Install and test electrical wiring and circuits up to 1000 volts A.C. and 1500 volts d.c.

Locations:Sunshine.

Prerequisites:MEM09002B Interpret technical drawing MEM10002B Terminate and connect electrical wiring MEM12002B Perform electrical/electronic measurement MEM12023A Perform engineering measurements MEM18001C Use hand tools MEM18002B Use power tools/hand held operations MEM18049C Disconnect/reconnect fixed wired equipment (up to 1000 volts a.c. and 1500 volts d.c.)

Description:This unit covers installing and testing electrical wiring and circuits up to 1000 volts a.c. and 1500 volts d.c.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - interpreting circuits, drawings, specifications and instructions; - preparing work plans in accordance with legislative and regulatory requirements and standard operating procedures and hazard and safety requirements; - following relevant legislative and regulatory requirements and standard operating procedures to work practices; - using measurement for installing and testing electrical wiring and circuits; - checking materials for conformance to specification; - selecting cables; - installing cables/wires/conduit/enclosures and support systems; - marking and labelling cabling for identification; - testing wiring/systems and enclosures for compliance with specifications, relevant regulatory and legislative requirements; - energising and testing installation; - identifying and rectifying faults; - completing reports and documentation using short descriptions, comments and relevant terminology; - considering potential points of danger when planning a rescue or provision of assistance; - isolating electrical hazards in accordance with safety procedures, and; - applying procedures for the movement/treatment of injured. Students will also be expected to demonstrate the following knowledge: - hazard control measures and safety requirements applicable to the work undertaken; - work permit requirements; - safe work practices and procedures; - cable selection/support fit for purpose; - the legislative and regulatory requirements appropriate to the work to be done; - work planning procedures; - procedures to be followed if materials and or supports do not conform to specification; - techniques, tools and equipment required to install cables, wires, conduit, enclosures and support systems; - the marking and/or labelling requirements for cabling; - the reasons for marking and/or labelling cables; - the procedures and equipment to test before and after energising wiring and systems; - reasons for carrying out all tests; - common wiring system faults; - method(s) for rectifying faults; - the documentation to be completed; - dangers present in electrical

rescue; - appropriate standards and procedures for first aid recording procedures; - recognised procedures for the movement and treatment of injured persons; - local medical and rescue services; - the reasons for recording first aid, and; - requirements for approval to work.

MEM10004B Enter and change programmable controller operational parameters

Locations:Sunshine.

Prerequisites:MEM09002B - Interpret technical drawingMEM16008A - Interact with computing technology

Description:This unit covers entering and changing programmable controller operational parameters, including specifications and procedures gained from a range of circuit drawings, engineering data sheets, step print out, manufacturers' procedure and data books.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - selecting appropriate data transfer device(s)/procedure(s) and transferring the software accurately; - verifying machine operation or process output; - obtaining specific changes required to operating parameters within the software program; - adjusting/changing operational parameters; - checking machine operation or process output; - reporting; - identifying problems; - reading, interpreting and following information on written job instructions, specifications, standard operating procedures, charts, lists, drawings and other applicable reference documents; - planning and sequencing operations; - checking and clarifying task related information; - checking for conformance to specifications, and; - undertaking numerical operations, geometry and calculations/formulae within the scope of this unit. Students will also be expected to demonstrate the following knowledge: - appropriate and correct program loading techniques and reasons for selecting the chosen program loading technique; - checks to be undertaken during and after downloading; - reasons for checking that the data transfer is accurate and complete; - action to be taken if data transfer is inaccurate and/or incomplete; - specifications relating to the transferred data; - correct operation of the machine or process; - specific machine operations or process outputs being controlled by the programmable controller; - specific problems in accordance with standard operating procedures; - operating parameters within the software program; - standard operating procedures; - specification to be met and functions to be controlled and machine operation or process output; - reporting process; - procedures to change parameters and their implications; - hazard and control measures associated with entering and changing programmable controller operational parameters, including housekeeping, and; - safe work practices and procedures.

MEM10005B Commission programmable controller programs

Locations:Sunshine.

Prerequisites:MEM09002B - Interpret technical drawingMEM10004B - Enter and change programmable controller operational parametersMEM16008A - Interact with computing technology

Description:This unit covers adjusting and commissioning the programmable controller program to specification only.

Required Reading:The qualified trainer and assessor will provide teaching and

learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - obtaining all relevant circuit drawings, ladder diagrams, engineering data sheets, manufacturers' procedures and data sheets; - complying with specifications and adjusting programs; - reading, interpreting and following information on written job instructions, specifications, standard operating procedures, charts, lists, drawings and other applicable reference documents; - planning and sequencing operations; - checking and clarifying task related information; - checking external inputs for conformance to specification using appropriate techniques/equipment; - checking process operation, and editing and adjusting as required to ensure conformance to specification, and; - undertaking numerical operations, geometry and calculations/formulae within the scope of this unit. Students will also be expected to demonstrate the following knowledge: - format of the program; - program specifications; - procedures and techniques for checking that program instructions comply with specifications; - procedures for dealing with any non-conformances with specifications; - procedures for setting software timers and counters; - function of software timers and counters; - procedures for manually stepping through the program; - checks that can be made of program outputs; - techniques to be used in checking program outputs; - measurements to be taken during the checking of program outputs; - instruments to be used to take measurements; - procedures for editing programs; - checks to be made to ensure that the external inputs comply with specifications; - techniques and equipment to be used in checking external inputs; - procedures for running the program; - specifications and operational processes controlled by the programmable logic controller; - techniques and equipment to be used to check the operational process; - adjustments that can be made to the program; - effects of adjustments on the operational processes controlled by the program; - procedures to be followed when adjusting programs; - hazards and control measures associated with commissioning programmable controller programs, including housekeeping, and; - safe work practices and procedures.

MEM10006B Install machine/plant

Locations: Industry, Sunshine.

Prerequisites: MEM09002B - Interpret technical drawing MEM12023A - Perform engineering measurements MEM18001C - Use hand tools MEM18002B - Use power tools/hand held operations MEM18003C - Use tools for precision work MEM18006C - Repair and fit engineering components MEM18009B - Perform levelling and alignment of machines and engineering components MEM18055B - Dismantle, replace and assemble engineering components

Description: This unit covers installing machine/plant where the equipment being installed requires substantial modification to the existing site and/or connecting equipment.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

expected to demonstrate the following required skills: - interpreting and following information on written job instructions, manufacturer specifications, standard operating procedures, charts, lists, reports and other applicable reference documents; - interpreting layout drawings and specifications; - checking and clarifying information; - orally reporting routine information; - planning and sequencing tasks; - locating and verifying site and levels for installation; - identifying non-compliances; - preparing surfaces prior to commencing the installation; - completing proformas, standard workplace forms, workplace reports and other applicable documents; - checking for conformance to specifications; - measuring to specified tolerances, and; - performing numerical operations, geometry and engineering calculations/formulae within unit's scope. Students will also be expected to demonstrate the following knowledge: - installation specification of the machine/plant - procedures to follow if the location, dimensions and/or levels of the site do not comply with the specifications; - procedures for checking whether the installed machine/plant conforms to specifications; - materials and components to be used in the installation of the machine/plant; - applicable codes and standards; - installation sequence; - methods to locate, fix/fasten machine/plant; - methods of lifting/moving machine/plant and components; - techniques, tools and equipment to measure site and machine/plant installation; - use and application of personal protective equipment; - safe work practices and procedures, and; - hazards and control measures associated with installing machine/plant, including housekeeping.

MEM10007C Modify control systems

Locations: Sunshine.

Prerequisites: Path 1 MEM09002B Interpret technical drawing MEM10002B Terminate and connect MEM electrical wiring MEM10003B Install and test electrical wiring and circuits up to 1000 volts a.c./1500 volts d.c. MEM12002B Perform electrical/electronic measurement MEM12004B Perform precision electrical/electronic measurement MEM12023A Perform engineering measurements MEM18001C Use hand tools MEM18002B Use power tools/hand held operations MEM18048B Fault find and repair/rectify basic electrical circuits MEM18049C Disconnect/reconnect fixed wired equipment up to 1000 volts a.c./1500 volts d.c. MEM18051B Fault find repair/rectify complex electrical circuits Path 2 Please refer to training.gov.au. Path 3 Please refer to training.gov.au. Path 4 Please refer to training.gov.au. Path 5 Please refer to training.gov.au. Path 6 Please refer to training.gov.au. Path 7 Please refer to training.gov.au. Path 8 Please refer to training.gov.au.

Description: This unit covers planning the commissioning procedure, assessing the control system performance, adjusting the control system, and undertaking commissioning modifications.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - obtaining, reading, interpreting and following information on written job instructions, specifications, standard operating procedures, charts, lists, drawings and other applicable reference documents; - obtaining necessary approvals; - checking system components against specification; - calibrating and checking test equipment to be used; - energising and checking the components and/or the control loop/system for correct supply; - checking and clarifying task-related information; - adjusting control loop/system

components; - conducting appropriate measurements/tests; - carrying out authorised modifications to the control system and/or process components; - checking for conformance to specifications; - completing reports and documentation on commissioning activity, and; - undertaking numerical operations, geometry and calculations/formulae within the scope of this unit. Students will also be expected to demonstrate the following knowledge: - work to be undertaken; - control system format; - operational intent of the processes being controlled by the control system; - specifications of the control system and the processes being controlled; - regulatory and legislative requirements associated with the commissioning procedure; - procedures for commissioning the control system; - procedures to ensure that control characteristics, application and process specifications are achieved; - components of the operational processes; - installation specifications for each component of the operational processes; - measuring techniques and equipment appropriate to the measurements to be taken; - test equipment and techniques appropriate to the commissioning of the control; - calibration procedures for the selected test equipment; - procedures for energising components and/or the control loop/system; - supply requirements of components and the control loop/system; - recording requirements for readings/measurements taken; - adjustments that can be made to the control loop/system components; - effects of adjustments on the control characteristics and operational processes; - measurements/tests to be undertaken to verify control system and process operation; - reasons for selecting the chosen measurements/tests; - procedures to be followed if the operational specifications of the control system and/or process cannot be achieved; - effect of changes to control system components on system performance; - appropriate authority to approve any modifications; - reporting requirements associated with the commissioning of control systems; - requirements for recording modifications; - reasons for recording modifications; - hazard and control measures associated with modifying control systems, including housekeeping, and; - safe work practices and procedures.

MEM10008B Undertake commissioning procedures for plant and/or equipment

Locations: Sunshine.

Prerequisites: MEM09002B - Interpret technical drawing MEM10006B - Install machine/plant MEM12023A - Perform engineering measurements MEM18001C - Use hand tools MEM18002B - Use power tools/hand held operations MEM18003C - Use tools for precision work MEM18006C - Repair and fit engineering components MEM18009B - Perform levelling and alignment of machines and engineering components MEM18055B - Dismantle, replace and assemble engineering components Path 2 Please refer to training.gov.au. Path 3 Please refer to training.gov.au. Path 4 Please refer to training.gov.au.

Description: This unit covers undertaking commissioning work on internally or externally located plant and/or equipment

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - obtaining work approvals and permits; - selecting measuring/testing devices; - safely taking measurements/readings; - recording variations in machine/plant performance from specification; - making appropriate adjustments to machine/plant; - completing short

reports using relevant technical terminology; - reading, interpreting and following information on written job instructions, specifications, manufacturer documents, commissioning procedures, charts, lists, drawings and other applicable reference documents; - planning and sequencing operations; - checking and clarifying task related information; - entering information onto standard workplace forms and reports; - checking for conformance to specifications; - using precision measurement equipment, and; - undertaking numerical operations and calculations/formulae within the scope of this unit. Students will also be expected to demonstrate the following knowledge: - the sequence of events in the commissioning of the machine/plant; - performance tests appropriate to the machine/plant to be commissioned; - measurements required to ensure conformance to specifications and correct points at which measurements are to be taken; - appropriate adjustments to bring the machine/plant into line with operational specifications based on engineering principles or appropriate technical advice; - reporting requirements relevant to the machine/plant being commissioned; - use and application of personal protective equipment; - safe work practices and procedures, and; - relevant hazards and control measures related to the competency.

MEM10009B Install refrigeration and air conditioning plant and equipment

Locations: Industry, Sunshine.

Prerequisites: MEM05006C - Perform brazing and or silver soldering MEM09002B - Interpret technical drawing MEM10010B - Install pipework and pipework assemblies MEM12023A - Perform engineering measurements MEM18001C - Use hand tools MEM18002B - Use power tools/hand held operations MEM18055B - Dismantle, replace and assemble engineering components MEM18086B - Test, recover, evacuate and charge refrigeration systems

Description: This unit covers installing refrigeration/air conditioning systems in commercial, industrial, marine and transport applications.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading, interpreting and following information on written job instructions, specifications, standard operating procedures, charts, lists, drawings and other applicable reference documents; - planning and sequencing operations; - checking task-related information; - checking the site for correct location, dimensions and levels; - detecting and reporting non-conformance to specifications; - preparing surfaces for installation; - checking for conformance to specifications; - preparing plant for start-up; - adjusting refrigeration plant and equipment, and; - using appropriate tools, techniques and equipment. Students will also be expected to demonstrate the following knowledge: - procedures for non-compliances; - procedures for checking the refrigeration/air conditioning plant and associated equipment; - procedures for making alterations, corrections or adjustments to the refrigeration/air conditioning plant and associated equipment; - correct sequential installation of all components; - methods of fixing/fastening and locating/holding the components; - procedures for checking refrigeration systems for leaks; - procedures for checking refrigeration/air conditioning plant and associated equipment prior to start-up; - procedures for adjusting the refrigeration/air conditioning plant and associated equipment to specification; - codes and regulations relevant to the refrigeration/air conditioning industry including environmental and ozone and greenhouse substance legislation; - hazards and control measures

associated with installing refrigeration and/or air conditioning plant and associated equipment, including housekeeping, and; - safe work practices and procedures.

MEM10010B Install pipework and pipework assemblies

Locations: Industry, Sunshine.

Prerequisites: MEM09002B - Interpret technical drawing MEM12023A - Perform engineering measurements MEM18001C - Use hand tools MEM18002B - Use power tools/hand held operations

Description: This unit covers planning, preparing and installing pipework and assemblies.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - interpreting and following information on specifications, standard operating procedures and other applicable reference documents; - planning and sequencing installation; - preparing the site; - preparing joining surfaces; - purging pipework and assembly; - capping and sealing pipework and assembly; - installing enclosure/hanging/supporting assemblies; - assembling and installing pipework and ancillaries, and; - testing installed pipework and rectifying leaks. Students will also be expected to demonstrate the following knowledge: - installation techniques; - site and safety requirements; - cleaning procedures and the applications and precautions for using solvents/cleaning material; - purging techniques, applications and precautions; - capping/sealing pipework and assembly methods; - identification of location/layout of pipework and assemblies and application and characteristics of enclosure/hanging/supporting systems; - pipework, ancillary installation and joining procedures; - leak testing applications and uses; - regulations and legislative requirements; - hazards and control measures; - use and application of personal protective equipment, and; - safe work practices and procedures.

MEM11005B Pick and process order

Locations: Sunshine.

Prerequisites: Nil.

Description: This unit covers receiving an order, picking an order, checking against documentation, placing in the correct area and completing enterprise documentation.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading and interpreting routine information on written orders and standard operating procedures. May include simple drawings; - using materials handling equipment in a warehouse; - identifying dangerous goods; - following oral instruction, and; - entering routine and familiar information onto proformas and standard workplace forms. Students will also be expected to demonstrate the following knowledge: - safe manual handling procedures; - reasons for selecting materials handling equipment; - safe storage and

handling procedures for a range of products including dangerous goods; - applicable Material Safety Data Sheets; - applicable industry standards, national/Australian standards, NOHSC guidelines, State/Territory regulatory codes of practice/standards; - use and application of personal protective equipment; - safe work practices and procedures, and; - hazards and control measures associated with picking and processing orders.

MEM11006B Perform production packaging

Locations: Sunshine.

Prerequisites: Nil.

Description: This unit covers packaging and labelling of finished goods for storage or transport.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading and interpreting routine information on written job instructions and standard operating procedures. May include simple drawings; - determining packaging requirements from safety, storage conditions, site and legislative requirements; - labelling packaged items; - handling and storing products; - using scanning devices, if required; - following oral instruction; - entering routine and familiar information on to proforma and standard workplace forms, and; - orally reporting routine information. Students will also be expected to demonstrate the following knowledge: - labelling procedures and standards; - storage and recording procedures; - use and application of personal protective equipment; - safe work practices and procedures, and; - hazards and control measures associated with production packaging.

MEM11007B Administer inventory procedures

Locations: Sunshine.

Prerequisites: Nil.

Description: This unit covers using inventory procedures and requisitioning goods.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading, interpreting and following information on requisition, purchase, shipping and invoice documentation, standard operating procedures, charts, lists and other applicable reference documents; - accessing and maintaining manual and electronic inventory information; - undertaking numerical operations and calculations within the scope of this unit; - organising information; - recording and filing information; - managing time; - checking for conformance to specifications; - measuring to specified tolerances, and; - entering information on to manual and electronic proformas and standard workplace documents. Students will also be expected to demonstrate the following knowledge: - features and application of inventory systems such as Just-in-Time, KANBAN; - inventory procedures; - safe work practices and procedures; - use and application of

personal protective equipment; - hazards and control measures associated with administering inventory procedures, and; - measurement techniques, tools and equipment for administering inventory procedures.

MEM11008B Package materials (stores and warehouse)

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit covers determining packaging requirements, packaging and labelling items in a stores and warehousing environment.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - selecting packaging methods and materials to suit given products; - effectively communicating with the production and dispatch personnel; - undertaking numerical operations and calculations within the scope of this unit; - managing time; - following procedures for labelling packaged products, and; - entering routine and familiar information onto proformas and standard workplace forms. Students will also be expected to demonstrate the following knowledge: - packaging methods, materials and legislation; - weights, measures and capacities; - types of transport; - knowledge of organisational receipt and dispatch functions; - applicable material safety data sheets (MSDS); - labelling procedures and standards; - storage and recording procedures; - use and application of personal protective equipment; - safe work practices and procedures, and; - hazards and control measures associated with packaging materials.

MEM11010B Operate mobile load shifting equipment

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit covers operating mobile load shifting equipment, including moving and placing loads.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - interpreting and following routine information on standard operating procedures. May include simple drawings, tables and figures, written documents; - performing routine safety, basic service and maintenance procedures; - calculating load masses and safe working loads; - selecting appropriate load shifting device; - following oral instructions; - safely operating load shifting devices and shifting loads; - working with others; - interpreting communication signals and instructions; - determining load masses and equipment requirements; - determining mass of irregular shaped loads; - demonstrating emergency operating procedures, and; - communicating faults, malfunctions and workplace hazards, reports and maintenance of operational records. Students will also be expected to demonstrate the following knowledge: - pre-operational checks; - design specifications of load shifting device; - load chart; - licensing requirements; -

load protection; - safe load placement; - operational environment; - appropriate permits; - hazards and control measures associated with load shifting and equipment; - use and application of personal protective equipment; - safe work practices and procedures; - workplace communication procedures, and; - manufacturers' specifications.

MEM11011 Undertake manual handling

Locations:Sunshine.

Prerequisites:MEM13015 - Work safely and effectively in manufacturing and engineering/MEM16006 - Organise and communicate information

Description:This unit of competency defines the skills and knowledge required to lift and move materials manually and/or using basic manual handling equipment in a wide range of environments. Maximum manual lifting weight is limited to Safe Work Australia recommendations. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; - assessing the risks associated with lifting materials manually and determining the most appropriate technique, and; - selecting and using the appropriate equipment to move/shift materials ensuring safety of personnel and security of material. Students will also be expected to demonstrate the following knowledge: - safe work practices and procedures and use of personal protective equipment (PPE); - manual handling techniques, including individual or team lifting; - appropriate equipment associated with move/shift materials; - hazards of incorrect procedures, and; - Safe Work Australia standards for manual handling.

MEM11011B Undertake manual handling

Locations:Industry, Sunshine.

Prerequisites:Nil.

Description:This unit covers lifting and moving materials manually.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identifying relevant standards and lifting techniques; - assessing weight of material; - selecting lifting equipment; - working and communicating in teams; - assessing risks; - planning; - reading and interpreting routine information on written job instructions, specifications and standard operating procedures. May include drawings, and; - following oral instructions. Students will also be expected to demonstrate the following knowledge: - manual handling techniques; - hazards of incorrect procedures; - NOHSC standards for manual handling, and; - safe work practices and procedures.

MEM11013B Undertake warehouse receipt process

Locations:Sunshine.

Prerequisites:MEM11011B - Undertake manual handling

Description:This unit covers checking supplier documentation, confirming the quality and quantity of received goods, arranging the unloading of goods and preparing, locating and storing goods

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - interpreting information on job instructions, orders, supplier documents, signs, codes, labels and other applicable reference documents; - checking orders, quantities, descriptions and supplier documentation; - maintaining goods inwards documentation; - manual handling within the scope of this unit; - selecting and using appropriate lifting equipment; - operating lifting equipment for goods inwards; - selecting storage procedures and processes, including labelling, and; - entering information onto manual and electronic workplace documents. Students will also be expected to demonstrate the following knowledge: - relevant legislation, regulations and codes; - checking and recording processes and procedures; - handling of hazardous goods; - storage procedures and processes, including labelling; - safe work practices and procedures, and; - hazards and control measures associated with undertaking warehouse receipt processes.

MEM11014B Undertake warehouse dispatch process

Locations:Sunshine.

Prerequisites:Path 1 MEM11006B Perform production packaging MEM11011B Undertake manual handling Path 2 MEM11008B Package materials (stores and warehouse) MEM11011B Undertake manual handling

Description:This unit covers arranging and consolidating orders, preparing and dispatching goods

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - interpreting information on job instructions, orders, supplier documents, signs, codes, labels and other applicable reference documents; - checking orders, quantities, descriptions and supplier documentation; - packing, shrink-wrapping and/or palletising goods for dispatch; - maintaining dispatch documentation; - manual handling; - selecting and using lifting equipment appropriate to the load; - selecting dispatch procedures and processes, including labelling, and; - entering information onto manual and electronic workplace documents. Students will also be expected to demonstrate the following knowledge: - relevant legislation, regulations and codes; - checking and recording processes and procedures; - handling of hazardous goods, storage procedures and processes, including labelling; - safe work practices and procedures, and; - hazards and control measures associated with undertaking warehouse dispatch processes.

MEM12001B Use comparison and basic measuring devices

Locations:Industry, Sunshine.

Prerequisites:Nil.

Description:This unit covers sorting items using basic comparison measuring equipment, and maintaining the equipment.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - using device in accordance with standard operating procedures; - storing and maintaining devices; - using basic numeracy skills for undertaking comparison measurements, and; - following oral instructions and written standard operating procedures. Students will also be expected to demonstrate the following knowledge: - use and application of various comparison or measurement devices; - procedures for the correct use of devices; - procedures for maintaining and storing devices; - hazards and control measures associated with conducting measurements, including housekeeping, and; - safe work practices and procedures.

MEM12002B Perform electrical/electronic measurement

Locations:Industry, Sunshine.

Prerequisites:Nil.

Description:This unit covers selecting and using basic electro-measuring devices to check variables and the ability to maintain the devices.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - setting and using electro-measuring devices; - obtaining and interpreting specified electrical measurements; - selecting appropriate measuring devices; - performing arithmetic operations required to convert measurements into appropriate units of measurement; - maintaining and storing electro-measuring devices, and; - reading and interpreting information on standard operating procedures. Students will also be expected to demonstrate the following knowledge: - terminology and concepts relating to electrical/electronic measurement; - the selection of different measuring devices for particular applications within the scope of this unit; - specifications of selected electro-measuring devices; - the application of the settings on each electro-measuring device; - the procedures for obtaining electrical/electronic measurements; - procedures for connecting electro-measuring devices to circuitry; - the correct scale for each setting on the electro-measuring device; - the scale factor to be applied to readings taken from the electro-measuring device; - the units applying to electrical and electronic measurements; - maintenance and storage requirements for a range of electro-measuring devices; - that devices can impact on the circuit condition; - relevant State/Territory or Commonwealth legislative and regulatory requirements, industry standards, NOHSC guidelines and code of practice; - hazards and control measures associated with

electrical/electronic measurement; - safe work practices and procedures, and; - use and application of personal protective equipment.

MEM12003 Perform precision mechanical measurement

Locations:Sunshine.

Prerequisites:MEM11011 - Undertake manual handlingMEM12023 - Perform engineering measurementsMEM13015 - Work safely and effectively in manufacturing and engineeringMEM16006 - Organise and communicate information

Description:This unit of competency defines the skills and knowledge required to perform precision mechanical measurement. This unit covers comprehensive measuring skills where judgement is required in the selection of the most appropriate techniques/devices and where results are interpreted and/or analysed. Where interpretation of technical drawings is required unit MEMO9002 Interpret technical drawing should also be selected. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; - identifying and interpreting measurement requirements from specifications, including sketches and job; - instructions, schematics, diagrams and technical manuals; - selecting appropriate measuring device or equipment to achieve the required outcome; - checking the accuracy of the selected measuring equipment where appropriate; - setting up measuring equipment where appropriate; - obtaining measurements on components or equipment in a safe and effective manner, interpreting results and recording measurements, as required, and; - storing and maintaining measuring devices including routine adjustments according to manufacturer's specifications or SOPs. Students will also be expected to demonstrate the following knowledge: - safe work practices and procedures and use of personal protective equipment (PPE); - appropriate precision mechanical measuring device for given measurement requirements; - procedures for verifying equipment being used has been recently calibrated; - procedures for obtaining a range of mechanical measurements and techniques to be used; - suitability of environmental conditions for the measurements being carried out; - setting precision mechanical measuring devices procedures; - accuracy to which a range of precision mechanical measuring devices can be read; - procedures for reading graduated mechanical measuring devices; - units of measurement and numerical operations within the scope of this unit; - specifications of the equipment to be set; - tools and equipment for setting mechanical measuring devices; - procedures and techniques required to undertake adjustments to a range of precision mechanical measuring devices, and; - storage procedures.

MEM12003B Perform precision mechanical measurement

Locations:Industry, Sunshine.

Prerequisites:MEM12023A - Perform engineering measurements

Description:This unit covers performing precision mechanical measurement by using precision measuring equipment, setting comparison measuring devices and maintaining precision equipment.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic

and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading and interpreting text and numerical information on manufacturer specifications, standard operating procedures, charts, lists, drawings and other applicable reference documents; - selecting/using precision mechanical measuring devices; - setting measuring devices to specification; - obtaining specified mechanical measurements to the finest graduation of the device; - measuring components to specified tolerances; - reading and interpreting measurements; - maintaining and adjusting precision mechanical measuring devices; - storing precision mechanical measuring devices, and; - undertaking calculations and numerical operations for measurement using precision mechanical measuring equipment. Students will also be expected to demonstrate the following knowledge: - the appropriate precision mechanical measuring device for given measurement requirements; - procedures to verify equipment being used has been recently calibrated; - suitability of environmental conditions for the measurements being carried out; - procedures/techniques for obtaining a range of mechanical measurements; - the accuracy to which a range of precision mechanical measuring devices can be read; - procedures for reading graduated mechanical measuring devices; - units of measurement and numerical operations within the scope of this unit; - procedures for setting precision mechanical measuring devices; - specifications of the equipment to be set; - tools and equipment for setting mechanical measuring devices; - the adjustments that can be made to a range of precision mechanical measuring devices; - procedures for adjusting and maintaining precision mechanical measuring devices; - procedures for storing precision mechanical measuring devices; - hazards and control measures associated with precision mechanical measurement, including housekeeping, and; - safe work practices and procedures.

MEM12004B Perform precision electrical/electronic measurement

Locations:Industry, Sunshine.

Prerequisites:Nil.

Description:This unit covers using precision measuring equipment, setting measuring devices and maintaining precision equipment.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - interpreting drawings, specifications, data sheets and instructions; - taking measurements using precision electrical/ electronic measuring devices; - interpreting measurements for a range of precision electrical/electronic measuring devices; - setting and adjusting precision electrical/electronic measuring devices, and; - maintaining and storing precision electrical/electronic measuring devices. Students will also be expected to demonstrate the following knowledge: - specifications of the circuitry and/or components to be tested; - application of a range of precision electrical/electronic measuring devices; - procedures/techniques for obtaining a range of electrical/electronic measurements; - units of measurement used in conjunction with

precision electrical/electronic measurement; - procedures for setting a range of precision electrical/electronic measuring devices; - specifications of the equipment to be set; - tools and equipment to be used in setting precision electrical/electronic measuring devices; - adjustments that can be made to a range of precision electrical/electronic measuring devices; - procedures for adjusting and maintaining a range of precision electrical/electronic measuring devices; - procedures for storing precision electrical/electronic measuring devices, and; - specifications of precision electrical/electronic measuring devices.

MEM12006 Mark off/out (general engineering)

Locations:Sunshine.

Prerequisites:MEM09002 - Interpret technical drawingMEM12023 - Perform engineering measurementsMEM12024 - Perform computationsMEM13015 - Work safely and effectively in manufacturing and engineeringMEM14006 - Plan work activitiesMEM16006 - Organise and communicate informationMEM11011 - Undertake manual handling

Description:This unit of competency has been developed for engineering tradesperson - mechanical apprenticeship training and the recognition of trade-level skills in marking off/out in general engineering. Marking off/out is undertaken using appropriate tools and equipment and templates are produced as required. Marking off/out techniques may apply to a range of materials and shapes. Skills covered by this unit are generally applied in occupational and work situations associated with trade-level fitting, machining and toolmaking work. Where the task involves a simple transfer of a dimension or marking a location point associated with general engineering and maintenance functions, select one or more of the following units as appropriate: MEM07005 Perform general machining MEM18006 Perform precision fitting of engineering components MEM18014 Manufacture press tools and gauges. Where the manufacture of marked out components is required, appropriate units should also be selected. Where a higher level of calculation is required unit MEM12026 Perform advanced trade calculations in a manufacturing, engineering or related environment should also be selected. Where a higher level of measurement is required unit MEM12003 Perform precision mechanical measurement should also be selected. Where a higher level of precision work is required unit MEM18003 Use tools for precision work should also be selected. Where marking out structural fabrications and shapes is required unit MEM12007 Mark off/out structural fabrications and shapes should also be selected. Where the selection and use of tools is required unit MEM18001 Use hand tools and unit MEM18002 Use power tools/hand held operations, should also be selected as appropriate. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; - identifying and interpreting specifications and drawings for marking out requirements, including measurements and tolerances; - carrying out all marking off/out using tools and equipment to specifications; - calculating measurements not shown on drawings, as required; - establishing and marking datum points, and; - transferring measurements, as required. Students will also be expected to demonstrate the following knowledge: - safe work practices and procedures and use of personal protective equipment

(PPE); - drawings, job instructions and specifications; - procedures for marking off/out; - tools, equipment and techniques related to the task; - purpose of establishing datum points, and; - method of determining/calculating dimensions.

MEM12006C Mark off/out (general engineering)

Locations:Industry, Sunshine.

Prerequisites:MEM09002B - Interpret technical drawingMEM12023A - Perform engineering measurements

Description:This unit of competency covers marking off/out by transferring dimensions from engineering drawings, prints or plans to engineering items that are to be either manufactured or set up. Dimensions may be directly transferred or may require calculation from information on the drawings, prints or plans.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - determining job requirements; - transferring dimensions; - applying method and sequence of marking out; - making templates as required; - establishing datum points; - reading and interpreting routine information on written job instructions, specifications standard operating procedures and engineering drawings - performing calculations using formulae; - locating, reading and interpreting information on written job instructions, specifications, drawings, charts, lists and other reference documentation, and; - checking and clarifying strategies. Students will also be expected to demonstrate the following knowledge: - drawings, job instructions and specifications; - procedures for marking off/out; - tools, equipment and techniques related to the task; - purpose of establishing datum points; - method of determining/calculating dimensions; - use and application of personal protective equipment; - safe work practices and procedures, and; - relevant hazards and control measures related to the competency.

MEM12007 Mark off/out structural fabrications and shapes

Locations:Sunshine.

Prerequisites:MEM09002 - Interpret technical drawingMEM11011 - Undertake manual handlingMEM12023 - Perform engineering measurementsMEM12024 - Perform computationsMEM13015 - Work safely and effectively in manufacturing and engineeringMEM14006 - Plan work activitiesMEM16006 - Organise and communicate information

Description:This unit of competency been developed for engineering tradesperson - fabrication apprenticeship training and the recognition of trade-level skills in mark off/out of structural fabrications and shapes. It applies to the marking off/out of general fabrications and shapes to specified measurements, tolerances and shapes using appropriate tools and equipment. Templates and patterns are produced as required. Skills covered by this unit are generally applied in occupational and work situations associated with steel fabrication, boiler making or sheet metal work. In a marine setting, it includes basic lofting/set out for construction of marine vessels and includes stem and transom development and use of tables of offsets that reflect chine and hull configuration. This includes lofting surfaces, straight edges, string lines, French curves and templates and marking out techniques apply to a range of materials and shapes. Where more extensive lofting practices are required unit MEM09021 Interpret and produce drawings of curved 3-D shapes should also be selected. Where marking out of general engineering components is required unit

MEM12006 Mark off/out (general engineering) should also be selected. Where the selection and use of tools is required unit MEM18001 Use hand tools and unit MEM18002 Use power tools/hand held operations, should also be selected as appropriate.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; - identifying and interpreting specifications and drawings for fabrication requirements, including materials, measurements and tolerances, joining methods, standards and code requirements; - carrying out all marking off/out using appropriate marking out tools and equipment to specifications; - calculating measurements not shown on drawings, as required; - establishing and marking datum points; - selecting appropriate template material and producing templates to specifications; - storing templates, including labelling and identification, to procedures, as required; - developing patterns by selecting and applying appropriate development and/or measurement sequence and determining correct allowances for fabrication and assembly and transferring these measurements; - calculating allowances for fabrication and assembly, including shrinkage, thickness and inside/outside measurements, and transferring these measurements, and; - identifying and estimating quantities of materials from drawings with minimise wastage. Students will also be expected to demonstrate the following knowledge: - safe work practices and procedures and use of personal protective equipment (PPE); - procedures for marking off/out and pattern development; - tools and equipment to be used in the preparation of the marking off/out; - datum points; - materials that can be used for the preparation of templates and their application; - manufacturing allowances that have to be considered when developing patterns; - template labelling and identification procedures and storage requirements of templates; - appropriate methods of development/marking off/out of a range of given objects; - appropriate fabrication and assembly allowances; - effects of material type and thickness on fabrication and assembly allowances; - sources of data on fabrication and assembly allowances; - relevant standards and codes and the meaning of symbols used; - requirements of the codes/standards applicable to the work to be done; - materials from which the component/assembly is to be manufactured, and; - benefits of minimising material wastage.

MEM12007D Mark off/out structural fabrications and shapes

Locations: Industry, Sunshine.

Prerequisites: MEM12023A - Perform engineering measurements

Description: This unit of competency covers the skills required by an Engineering Tradesperson - Fabrication for transferring the dimensions from the detail drawing to work, making templates as required, developing patterns and/or transferring measurements to structures, interpreting relevant codes, standards and symbols and estimating quantities of material from drawings.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting

of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading, interpreting and following information on written job instructions, specifications, standard operating procedures, charts, lists, drawings and other applicable reference documents; - undertaking numerical operations, geometry and calculations/formulae within the scope of this unit; - planning and sequencing operations; - using techniques and equipment required for marking off/out and developing patterns; - checking for conformance to specifications; - establishing and marking datum points; - developing patterns according to specification; - determining fabrication and assembly allowances and transferring to the pattern; - where applicable, applying the requirements of the codes/standards during the geometric development/marking off/out process; - determining material and component quantities from drawings and job specifications, and; - minimising material wastage. Students will also be expected to demonstrate the following knowledge: - procedures for marking off/out and pattern development; - tools and equipment to be used in the preparation of the marking off/out; - datum points; - materials that can be used for the preparation of templates and their application; - manufacturing allowances that have to be considered when developing patterns; - template labelling and identification procedures; - storage requirements of templates; - appropriate methods of development/marking off/out of a range of given objects; - appropriate fabrication and assembly allowances; - effects of material type and thickness on fabrication and assembly allowances; - sources of data on fabrication and assembly allowances; - relevant standards and codes and the meaning of symbols used; - requirements of the codes/standards applicable to the work to be done; - materials from which the component/assembly is to be manufactured; - benefits of minimising material wastage; - applicable industry standards, national/Australian Standards, NOHSC guides, state/territory regulatory codes of practice/standards; - safe work practices and procedures. and; - relevant hazards and control measures related to the competency.

MEM12019B Measure components using coordinate measuring machines

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit covers operating coordinate measuring machines (CMM) in a production environment. The unit also covers basic setting up of components and manually aligning probes.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading and following routine, familiar information for loading, setting probes and measuring components; - identifying and following pre-start check procedure; - following safety procedures; - selecting specified fixture/clamping device; - positioning and clamping components; - taking manual hits and determining probe alignment; - verifying probe/s configuration to specifications; - selecting and activating part programs as required where machine is fitted with microprocessors; - verifying and confirming correct program operation; - applying correct measuring techniques; - reporting out of tolerance measurements; - shutting down the part program; - removing and handling components; - cleaning machine and site; - following verbal instructions, and; - orally

reporting routine information. Students will also be expected to demonstrate the following knowledge: - task-related information on job sheets or equivalent; - pre-start checks; - hazards and control measures associated with operating a CMM, including housekeeping; - use and application of personal protective equipment; - safe work practices and procedures; - fixtures/clamping devices and their uses; - storage location and procedures; - fixing/clamping methods; - procedures for undertaking pre-measurement manual hits for manual alignment; - procedures for checking probe configuration; - procedures for running and verifying part program; - methods/techniques for interpreting results; - procedures for reporting results and recommendations for adjustment; - procedures for shutting down part program; - procedures to safely remove and handle components; - required cleaning tasks and the importance of cleaning the CMM, and; - effects of contamination.

MEM12023 Perform engineering measurements

Locations:Sunshine.

Prerequisites:MEM13015 - Work safely and effectively in manufacturing and engineering/MEM16006 - Organise and communicate information

Description:This unit of competency defines the skills and knowledge required to perform measurements requiring straightforward use of mechanical measuring devices which incorporate visual inspections representing units of measurement and associated calculations in a range of manufacturing, engineering and related environments. Measurements may be expressed in metric or imperial units. Electrical/electronic devices used are those not requiring the connection or disconnection of circuitry. Where the interpretation of technical drawings is required unit MEM09002 Interpret technical drawing should also be selected. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; - identifying and interpreting measurement requirements from specifications; - selecting appropriate measuring device or equipment to achieve the required outcome; - obtaining measurements in a safe and effective manner and recording measurements, including preparing a freehand sketch which depicts required information, as required; - performing calculations to determine or verify dimensions, and; - storing and maintaining measuring devices including routine adjustments according to manufacturer's specifications or SOPs. Students will also be expected to demonstrate the following knowledge: - safe work practices and procedures; - correct application of a range of measuring devices; - correct and appropriate measuring technique for a range of measuring devices; - calculations, including addition, subtraction, multiplication, division, fractions and decimals; - manufacturer's or SOPs for handling and storing a range of measuring devices; - appropriate procedures for adjusting and zeroing a range of measuring devices, including scale adjustment, and; - appropriate methods of communicating measurements by drawings.

MEM12023A Perform engineering measurements

Locations:Industry, Sunshine.

Prerequisites:Nil.

Description:This unit covers performing measurement skills requiring straightforward

use of mechanical measuring devices and associated calculations.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - selecting the appropriate measuring device for given measuring tasks; - using appropriate measuring technique; - reading all measurements taken accurately to the finest graduation of the selected measuring device; - handling and storing measuring devices in accordance with manufacturers' specifications or standard operating procedures; - verifying all measuring devices before use; - making, where appropriate, routine adjustments to measuring devices; - reading, interpreting and following information on written job instructions, specifications, standard operating procedures, charts, lists, drawings and other applicable reference documents; - planning and sequencing operations; - checking and clarifying task related information; - checking for conformance to specifications; - undertaking numerical operations involving addition, subtraction, multiplication, division, fractions and decimals within the scope of this unit, and; - preparing drawings as required. Students will also be expected to demonstrate the following knowledge: - correct application of a range of measuring devices; - correct and appropriate measuring technique for a range of measuring devices; - addition, subtraction, multiplication, division, fractions, decimals to the scope required by this unit; - procedures for handling and storing a range of measuring devices; - procedures for adjusting and zeroing a range of measuring devices; - methods of communicating measurements by drawings, as required, and; - safe work practices and procedures.

MEM12024 Perform computations

Locations:Sunshine.

Prerequisites:MEM13015 - Work safely and effectively in manufacturing and engineering/MEM16006 - Organise and communicate information

Description:This unit of competency defines the skills and knowledge required to estimate approximate answers to arithmetical problems, carry out calculations involving percentages and proportions, and determine simple ratios and averages. It also covers producing and interpreting simple charts and graphs in manufacturing, engineering or related environments. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; - obtaining and interpreting data from job instructions and relevant sources to establish required outcomes; - determining the appropriate calculation method to suit the application; - performing calculations and confirming answer/s, and; - producing and interpreting simple charts and graphs from given data. Students will also be expected to demonstrate the following knowledge: - safe work practices and procedures; -

formulae applicable to the determination of perimeter, area and volume of simple geometric shapes and the reasons for using dimensions with the same units; - techniques and procedures for rounding off figures when estimating approximate answers; - features and use of mixed numbers, decimals, fractions and whole numbers; - procedures for carrying out calculations involving fractions and using each of the four basic rules of addition, subtraction, multiplication and division; - concept of percentage and procedures to be followed in converting a decimal and fraction to a percentage; - concepts and calculations of ratio and proportion; - scales applicable to the axes of the graphs or charts; - types of charts and/or graphs used in the individual's field of work; - upper and lower limits of acceptability applicable to data entered on a graph or chart; - trends indicated by the slope or gradient of a graph; - action to be taken when given trends occur or set limits are approached on graphs or charts; - procedures for drawing 'lines of best fit', and; - trends indicated by the graphs or charts drawn.

MEM12024A Perform computations

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit covers estimating approximate answers to arithmetical problems, carrying out basic calculations involving percentages and proportions, and determining simple ratios and averages. The unit includes producing and interpreting simple charts and graphs.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - performing calculations involving whole numbers using all four basic rules; - performing calculations involving length, perimeter, area and volume; - checking calculated answers for accuracy; - rounding off estimated answers; - expressing information presented in fractional or decimal format as a percentage; - selecting appropriate formulae for the given application; - substituting the correct values for each term in the relevant formulae; - using appropriate mathematical operations; - performing calculations involving ratios or proportions; - determining required information from appropriate charts or graphs; - producing simple charts or graphs from given information or observations made; - selecting appropriate scales and using them in the production of charts and graphs; - marking appropriate limits clearly on the graph or chart; - reading, interpreting and following information on written job instructions, specifications, standard operating procedures, charts, lists, drawings and other applicable reference documents; - planning and sequencing operations; - checking and clarifying task related information; - checking for conformance to specifications, and; - undertaking numerical operations, geometry and calculations/formulae within the scope of this unit. Students will also be expected to demonstrate the following knowledge: - formula applicable to the determination of perimeter, area and volume of simple geometric shapes; - techniques for estimating approximate answers; - reasons for using dimensions with the same units when calculating length, perimeter, area and volume; - concepts of perimeter, area and volume; - procedures for rounding off figures when estimating approximate answers; - mixed numbers, decimals, fractions and whole numbers; - concept of percentage; - procedures to be followed in converting a decimal to a percentage; - procedures for carrying out calculations involving fractions and using each of the four basic rules; - procedures to be followed

on converting a fraction to a percentage; - sources of appropriate formulae; - reasons for ensuring that the units of each term are consistent with the formulae selected; - procedures for converting given units to those required for use in formulae; - concepts of ratio and proportion; - given ratios and proportions can be expressed in terms of whole numbers, fractions and decimal fractions; - scales applicable to the axes of the graphs or charts; - three types of charts and/or graphs used in the individual's field of work; - where appropriate, upper and lower limits of acceptability applicable to data entered on a graph or chart; - where appropriate, the trends indicated by the slope or gradient of a graph; - where appropriate, the action to be taken when given trends occur or set limits are approached on graphs or charts; - procedures for drawing 'lines of best fit'; - the trends indicated by the graphs or charts drawn; - hazards and control measures associated with performing computations, including housekeeping, and; - safe work practices and procedures.

MEM12025A Use graphical techniques and perform simple statistical computations

Locations: Industry, Sunshine.

Prerequisites: MEM12024A - Perform computations

Description: This unit covers interpreting and constructing graphs and charts from given or determined data, and performing basic statistical calculations.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - obtaining required information by interpreting data presented in graphical form; - determining the trend(s) indicated by the data presented in graphical form; - constructing graphs to scale; - labelling the axes appropriately; - selecting scales appropriate to the purpose for which the graph is intended; - constructing histograms, control charts, straight line and parabolic graphs; - determining for a given set of data the mean, median and mode; - determining for a given set of data the standard deviation; - reading, interpreting and following information on written job instructions, specifications, standard operating procedures, charts, lists, drawings and other applicable reference documents; - planning and sequencing operations; - checking and clarifying task related information; - checking for conformance to specifications, and; - undertaking numerical operations, geometry and calculations/formulae within the scope of this unit. Students will also be expected to demonstrate the following knowledge: - characteristics of straight line, parabolic and hyperbolic curves; - procedures for determining the slope/rate of change of a curve; - the trend(s) indicated by changes in gradient of a graph; - procedures for drawing the line of best fit for the coordinates plotted; - standard form of equations relating to straight lines and parabolic curves; - gradient, intercepts, maximum and minimum values and limit lines for straight line and parabolic curves; - function of control charts; - the meaning of the terms mean, median and mode; - the meaning of the term standard deviation; - the significance of 1, 2 and 3 sigma limits. and; - safe work practices and procedures.

MEM13001 Perform emergency first aid

Locations: Sunshine.

Prerequisites: MEM11011 - Undertake manual handling MEM13015 - Work safely and effectively in manufacturing and engineering MEM16006 - Organise and communicate information

Description:This unit of competency defines the skills and knowledge required to apply the administration of basic emergency first aid treatment and the management of life threatening situations where an unconscious person requires expired air resuscitation (EAR) and cardiopulmonary resuscitation (CPR). This unit does not meet all of the requirements expected of designated First Aid Officers. The competencies required for situations involving isolation of persons from hazardous electrical situations is covered in unit MEM18049 Disconnect/reconnect fixed wired equipment up to 1000 volts a.c./1500 volts d.c.. and unit MEM18050 Disconnect/reconnect fixed wired equipment over 1000 volts a.c./1500 volts d.c.. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; - demonstrating correct procedures for expired air resuscitation (EAR) and cardiopulmonary resuscitation (CPR) on a mannequin; - simulating first aid treatment of the cuts/abrasions and fractures, burns/scalds, concussion and shock, foreign bodies in eyes, poisoning, and; - recording details of first aid administered. Students will also be expected to demonstrate the following knowledge: - safe work practices and procedures and use of personal protective equipment (PPE); - applicable regulatory and legislative requirements; - instances where EAR and CPR should be performed; - procedures for preparing a person for the administration of EAR and CPR; - procedures for performing EAR and CPR on a child and an adult; - dangers and precautions to be taken when administering EAR and CPR; - emergency first aid procedures for injuries covered by the scope of this unit; - details to be recorded of first aid administered; - procedures and reasons for recording first aid administered; - relevant regulatory and legislative requirements with respect to emergency first aid, and; - impact of regulatory/legislative requirements on the individual and others.

MEM13001B Perform emergency first aid

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit covers performing basic emergency first aid, EAR (expired air resuscitation) and CPR (cardiopulmonary resuscitation).

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - planning and sequencing operations; - checking and clarifying task-related information; - performing EAR (expired air resuscitation) and CPR (cardiopulmonary resuscitation) on a mannequin; - simulated first aid treatment for the full range of injuries covered by the range statement; - reading, interpreting and following emergency first aid procedures and related documents; - entering information onto proformas and other relevant

documents, and; - communicating effectively with injured persons, appropriate personnel and authorities. Students will also be expected to demonstrate the following knowledge: - applicable regulatory and legislative requirements; - use and application of any applicable personal protective equipment; - hazards and control measures associated with performing emergency first aid, including housekeeping; - instances where EAR and CPR should be performed; - procedures for preparing a person for the administration of EAR and CPR; - procedures for performing EAR and CPR on a child and an adult; - dangers and precautions to be taken when administering EAR and CPR; - emergency first aid procedures for injuries covered by the scope of this unit; - details to be recorded of first aid administered; - procedures and reasons for recording first aid administered; - relevant regulatory and legislative requirements with respect to emergency first aid; - the impact of regulatory/legislative requirements on the individual and others, and; - safe work practices and procedures.

MEM13003B Work safely with industrial chemicals and materials

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit covers using personal protective equipment (PPEs), identifying the particular hazards and emergency procedures, and observing safe working practices in that environment.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - undertaking risk assessment; - communicating with others; - performing proper manual handling techniques, and; - interpreting safety signage, labelling and placarding. Students will also be expected to demonstrate the following knowledge: - dangerous goods classification and labelling/placarding; - testing, use and maintenance of PPE; - inherent hazardous properties of the chemicals to be used; - interpretation of the relevant MSDS; - basic fire fighting procedures; - site-specific emergency plan procedures; - chemical spill confinement procedures; - dangerous occurrence (near miss) reporting procedures, and; - hierarchy of control.

MEM13013B Work safely with ionizing radiation

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit covers working safely with ionizing radiation when performing radiographic testing in a range of industrial applications.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - calculating and numerical operations within the scope of this unit; - reading and interpreting charts, written job instructions, specifications, standard operating procedures, lists, drawings and other

applicable reference documents; - planning and sequencing operations; - checking and clarifying task-related operations; - checking for conformance to specifications; - using monitoring equipment; - calculating and monitoring radiation; - handling emergencies; - following safety requirements, and; - assessing risk. Students will also be expected to demonstrate the following knowledge: - properties of X-rays and gamma rays and principal radioactive sources used in industrial radiography; - attenuation factors; - known biological effects of radiation; - general principles of gas ionisation, photographic effect, luminescence; - use of film, film badges, ionisation chamber devices, quartz fibre, fluorescent, electronic devices accuracy limits (energy/range); - different SI units of radiation including becquerel, sievert and gray; - exposure limits for personnel as laid down by the radiation authorities in Australia; - the three exposure reduction factors including: time, distance and shielding; - procedures for establishing safe working barriers; - relevant techniques and checks; - emergency procedures; - safety procedures; - emergency situations, causes and appropriate responses; - hazards and control measures associated with ionizing radiation, including housekeeping; - storage requirements of equipment and materials; - use and application of personal protective equipment; - safe workplace practices and procedures, and; - legal requirements.

MEM13014A Apply principles of occupational health and safety in the work environment

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit covers following occupational health and safety procedures in an engineering or similar work environment.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following safe working practices; - maintaining a safe and clean condition workplace; - carrying out workplace activities such as working safely, not endangering others, following company and legislative requirements, following procedures; - selecting, wearing and storing appropriate personal protective equipment; - using appropriate safety equipment and devices; - carrying out work with the information given by safety signs and symbols; - carrying out manual handling principles; - using emergency equipment correctly; - noting workplace hazards; - contacting appropriate personnel and emergency services in the event of an accident; - following emergency and evacuation procedures; - communicating and interpreting information appropriate to OH&S within the scope of this unit; - checking and clarifying task-related information; - communicating with emergency personnel, and; - checking for conformance to specifications. Students will also be expected to demonstrate the following knowledge: - rights, responsibilities and duties of employees and employers; - use of personal protective equipment; - appropriate equipment and safety devices for particular workplace tasks; - reasons for using safety equipment and devices; - meaning and application of safety signs and symbols; - procedures and limits for manual handling; - location and use of emergency equipment; - reasons for selecting a particular type of equipment; - procedures for identifying and reporting hazards; - persons or services to be contacted in the event of a range of accidents; - reasons for use of standard procedures; - standard procedures including those for emergencies

and evacuation; - hazards and housekeeping requirements associated with the work environment, and; - safe work practices and procedures.

MEM13015 Work safely and effectively in manufacturing and engineering

Locations: Sunshine.

Prerequisites: Nil.

Description: This unit of competency defines the skills and knowledge required to work effectively in manufacturing and engineering work situations, including planning routine work and participating in and following work health and safety (WHS) procedures. The unit applies to working either individually or in a team situation and includes contributing to work-related group activities in a manufacturing or engineering workplace. This unit covers WHS skills associated with carrying out routine operational activities safely and in compliance with legislative and regulatory requirements. The unit covers the skills associated with participation in quality systems, communication and cooperation with others. The unit applies to workplaces with informal or formal quality management and improvement systems. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; - identifying and avoiding or controlling hazards; - reporting hazards, incidents, injuries and other work health and safety (WHS) non-conformances following SOPs; - recognising and responding to emergencies following SOPs; - identifying and obtaining, instructions and information on job requirements, including one or more of the following, verbal or written job instructions, specifications, SOPs, charts and lists; - identifying and responding to contingencies, including equipment breakdowns, non-conforming components and safety hazards; - recording information into proforma workplace documents, including production tally forms, quality control forms and safety incident forms; - performing assigned tasks and checking outcome of own work for conformance to specifications; - identifying own responsibilities within the workplace quality system; - giving and receiving feedback on own and group work, and; - seeking assistance from supervisors and mentors. Students will also be expected to demonstrate the following knowledge: - safe work practices and procedures and use and application of personal protective equipment; basic quality system terminology and concept, including quality assurance, quality control, and quality improvement; - procedures to be followed in performing own work; - objectives, requirements and specifications to which the individual's work is to comply; - costs and consequences of poor quality; - effective interpersonal skills eg, effective listening, basic speaking skills, use of workplace terminology and jargon, giving and receiving feedback, checking and clarifying task-related information, verbal, visual and written instructions and appropriate modes and methods of communication; - barriers to effective communication; - sources of technical expertise/assistance, and; - hazards and control measures associated with workplace activities.

MEM14002B Undertake basic process planning

Locations: Sunshine.

Prerequisites: Nil.

Description: This unit covers reviewing process specifications and determining the production sequence.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - obtaining, reading and interpreting engineering and production data; - preparing flow charts; - communicating; - planning; - assessing; - reading and interpreting engineering specifications; - organising information, and; - prioritising. Students will also be expected to demonstrate the following knowledge: - production processes found within the organisation; - tooling and/or equipment requirements for workplace processes; - quality assurance requirements, and; - safe workplace practices and procedures.

MEM14004A Plan to undertake a routine task

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit covers a person planning their own work where tasks involve one or more steps or functions and are carried out routinely on a regular basis. It includes the concepts of following routine instructions, specifications and requirements.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - obtaining instructions for tasks from correct source of information (job card, supervisor, work colleagues and others); - clarifying tasks and required outcomes with appropriate personnel where necessary; - identifying relevant specifications from documentation, job cards, or other information source; - preparing plans for tasks; - sequencing activities; - comparing planned steps against specifications and task requirements, and; - communicating and interpreting information appropriate to the scope of this unit. Students will also be expected to demonstrate the following knowledge: - correct sources of information for a particular task; - procedures for obtaining instructions and clarification; - specifications for the task; - hazards and established control measures associated with the routine task, including housekeeping, and; - safe work practices and procedures.

MEM14005A Plan a complete activity

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit covers planning activities which, whilst following established procedures, may require a response and modification of procedures or choice of different procedures to deal with unforeseen developments.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic

and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - obtaining, reading, interpreting and following information on written job instructions, specifications, standard operating procedures, charts, lists, drawing and other applicable reference documents; - preparing a plan including sequential steps that will enable the activity to be completed; - modifying the plan where appropriate, to take account of difficulties or developments that occur while following the prepared plan; - planning and sequencing activities; - checking and clarifying task-related information; - checking for conformance to specifications; - using numerical operations, geometry and calculations/formulae within the scope of this unit, and; - using planning techniques such as scheduling, time management, brainstorming, setting of goals and defined outcomes, prioritising, review and evaluation strategies. Students will also be expected to demonstrate the following knowledge: - tasks to be performed; - person/s who can clarify the objectives, requirements and specifications; - specifications relevant to the tasks to be performed; - outcomes to be achieved; - timeframe for activity completion; - quality requirements of the product or service; - priority of each step in the plan; - reasons for the relative priority of each step; - modifications to the plan to overcome a range of unforeseen situations; - hazards and control measures associated with planning the complete activity, including housekeeping, and; - safe work practices and procedures.

MEM14006 Plan work activities

Locations: Sunshine.

Prerequisites: MEM13015 - Work safely and effectively in manufacturing and engineering
MEM16006 - Organise and communicate information

Description: This unit of competency covers the skills and knowledge required to plan familiar work activities, whilst following established procedures and work health and safety (WHS) policies and procedures of the organisation. Planning is undertaken by the individual performing the work. Individual plan components may require modification and prioritising to meet job requirements or to respond to unforeseen circumstances. Where computations are required to be performed unit MEM12024 Perform computations should also be selected. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; - planning a work activity using appropriate planning tools and techniques whilst following established procedures, including work health and safety (WHS) requirements; - checking the plan to ensure accuracy and conformance and modifying the plan components, as necessary, to overcome any unforeseen difficulties or developments; - identifying hazards and implementing appropriate risk control measures and procedures; - selecting, using and maintaining relevant personal protective equipment (PPE); - evaluating the effectiveness of risk controls measures, and; - providing proforma

WHS reports in accordance with SOPs, as required. Students will also be expected to demonstrate the following knowledge: - safe work practices and procedures and use of PPE; - relevant specifications; - sources of advice relating to the objectives, requirements and specifications; - timeframe for activity completion; - quality requirements of the product or service; - techniques and reasons for prioritising of each step in a plan; - modifications that can be made to the plan to respond to unforeseen developments; - risk control measures, and; - reporting requirements for accidents, incidents and other non-conformances with WHS procedures.

MEM15001B Perform basic statistical quality control

Locations: Industry.

Prerequisites: Nil.

Description: This unit covers taking samples and applying a statistical process to monitor production.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading, interpreting and following information on written job instructions, standard operating procedures, charts, lists, drawings and other applicable reference documents; - applying statistical process control procedures in accordance with instructions to a given production process; - obtaining data from samples including average, range and random or assignable causes; - producing tally, run or control charts from sampling data; - reporting information from sampling data; - checking and clarifying task-related information, and; - completing proformas and standard workplace forms. Students will also be expected to demonstrate the following knowledge: - the difference between population and sample, and the concept of variation in terms of average and range, random and assignable causes; - numerical operations and statistical calculations/formulae within the scope of this unit; - statistical process control procedures, which may include Six Sigma etc. and the sampling procedures to be followed; - the types of charts that can be produced to assist monitoring of products including run charts, tally charts, histograms, control charts; - procedures for reporting sample data information; - use and application of personal protective equipment, and; - safe work practices and procedures.

MEM15002A Apply quality systems

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit covers working within a quality improvement system, either individually or in a team situation.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading, interpreting and following information on written job sheets, instructions, standard operating

procedures and drawings; - checking and clarifying task-related information; - entering information onto workplace documents; - checking for conformance to specifications; - identifying duties of the individual within the quality improvement system; - identifying customers' requirements with respect to the operation or quality of the product or service; - reporting where appropriate, defects detected; - carrying out work in accordance with the process improvement procedures; - carrying out work in a manner consistent with the improvement of customer/supplier relationships, and; - performing numerical operations, geometry and calculations/formulae within the scope of this unit. Students will also be expected to demonstrate the following knowledge: - quality system terminology and concepts; - commonly accepted meaning/s of the terms quality and quality system; - the reasons for following the requirements of the quality improvement system; - strategies and approaches for working within a quality system; - procedures to be followed in undertaking the work; - specifications to which the individual's work is to comply; - reasons for ensuring work conforms to specification; - benefits of good quality; - costs and consequences of poor quality; - procedures for reporting defects; - examples of common defects; - quality improvement procedures; - four steps of the quality cycle: plan, do, check, act; - reasons for following process improvement procedures; - examples of ways in which customer/supplier relationships can be improved; - benefits of good customer/supplier relationship; - hazards and control measures associated with applying quality procedures, including housekeeping, and; - safe work practices and procedures.

MEM15003B Use improvement processes in team activities

Locations: Industry, Sunshine.

Prerequisites: MEM16007A - Work with others in a manufacturing, engineering or related environment

Description: This unit covers identifying improvements and/or solving problems, implementing/monitoring the implementation of an improvement strategy, and evaluating the improvement.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - participating and communicating in a team setting; - identifying improvements and/or solving problems in a team setting; - implementing improvement strategies in a team setting; - recommending further action in accordance with standard operating procedures; - collecting and collating feedback data; - evaluating the improvement strategy implemented; - reading, interpreting information on written job instructions, specifications, charts, lists, drawings and other applicable reference documents; - planning and sequencing tasks; - checking and clarifying information; - entering information onto workplace documents; - following verbal instructions, and; - orally reporting routine information. Students will also be expected to demonstrate the following knowledge: - roles and functions of self and team members; - team discussion and problem solving processes; - improvement tools and methods and their application; - procedures for using process improvement tools in the team environment; - improvement strategies; - procedures for implementing the improvement strategies; - the individual's role in implementing improvement strategies; - procedures for initiating further action; - the procedures for collecting and

collating improvement feedback data; - the analytical tools and processes to evaluate the improvement strategy, and; - safe workplace practices.

MEM15004B Perform inspection

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit covers inspecting products, keeping records and providing feedback on the conformance of product to specifications.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading, interpreting and following information on written job instructions, standard operating procedures and other applicable reference documents; - testing products for conformance to specifications in accordance with job instructions; - testing reworked/repared products for conformance to specification, in accordance with job instructions, and; - entering routine and familiar information onto proformas and standard workplace forms. Students will also be expected to demonstrate the following knowledge: - the procedures as defined by job instructions to be used to check conformance to specifications; - the data to be recorded and the frequency of recording required; - the consequences of not keeping accurate records; - non-conformances of given products that can be removed by rework/repair in accordance with job instructions; - hazards and control measures associated with performing basic inspection activities; - use and application of personal protective equipment, and; - safe work practices and procedures.

MEM15005B Select and control inspection processes and procedures

Locations: Industry, Sunshine.

Prerequisites: MEM15004B - Perform inspection

Description: This unit covers selecting inspection and test procedures, and controlling the inspection/test environment and equipment.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading, interpreting and following information on standard operating procedures and other applicable reference documents; - checking and clarifying task-related information; - entering and maintaining information onto proformas and standard workplace forms and records; - checking for conformance to specifications; - using measurement equipment within the scope of this unit; - measuring components to specified tolerances; - implementing inspection method for the product/process; - monitoring inspection/test procedures to ensure desired outcomes are achieved; - monitoring environmental conditions; - checking calibration of measuring equipment; - initiating calibration of measuring equipment; - calibrating measuring equipment against the appropriate reference standard; - detecting and reporting out of calibration

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equipment, and; - applying units of measurement and numerical operations/calculations within the scope of this unit. Students will also be expected to demonstrate the following knowledge: - a range of inspection methods and their application; - the appropriate inspection method for the process/product; - procedures for implementing inspection methods; - the desired/target outcomes of the inspection/test procedures; - reasons for discrepancies/trends; - procedures for monitoring inspection/test procedures; - the effects of environmental conditions on test equipment and the results; - procedures for monitoring environmental conditions; - the acceptable range of variations to environmental conditions; - the correct operation of the measuring equipment; - the specifications of the measuring equipment; - procedures for checking the calibration of the measuring equipment; - appropriate techniques, tools and equipment to measure components; - units of measurement and numerical operations/calculations within the scope of this unit; - codes, standards, legislative or regulatory requirements applicable to the measuring equipment and/or calibration; - procedures for initiating the calibration of measuring equipment; - the physical reference standard against which the measuring equipment is to be calibrated; - procedures for calibrating measuring instruments; - tools and equipment required to calibrate measuring equipment; - procedures for recording calibration details; - the reasons for keeping calibration records; - the procedures to be followed when measuring equipment is found to be out of calibration; - the reasons for checking results from out of calibration measuring equipment; - procedures for reporting out of calibration measuring equipment; - hazards and control measures associated with inspection, including housekeeping; - use and application of personal protective equipment, and; - safe work practices and procedures.

MEM15024A Apply quality procedures

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit covers applying established quality procedures to an employee's own work within a manufacturing, engineering or related environment.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identifying and communicating instances of non-compliance to work specifications; - following quality procedures including work instructions; - conforming to product and process specifications, and; - checking and clarifying task-related information. Students will also be expected to demonstrate the following knowledge: - concepts of quality and the benefits of using specifications and standard operating procedures; - quality procedures applying to own work; - standard operating procedures, and; - safe work practices and procedures.

MEM16004B Perform internal/external customer service

Locations: Sunshine.

Prerequisites: Nil.

Description: The unit covers the competency required to investigate consumer complaints in relation to measurement.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic

and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading, interpreting and following information; - entering routine and familiar information onto proformas and standard workplace forms; - checking and clarifying information; - following verbal instructions; - orally reporting routine information; - communicating and questioning; - proposing alternative products and/or services; - taking action to implement customer requirements, and; - recording and following up customer requirements not able to be met. Students will also be expected to demonstrate the following knowledge: - the cost of the required product or service; - the quantities of the available product; - the quality of the available product; - the delivery date of the product or service; - the reasons for informing the customer promptly of the ability/inability to meet the customer requirements; - alternative products and/or services that may meet the customer's requirements; - the procedures for actioning customer orders; - the procedures for recording and actioning customer complaints; - the procedure for recording customer requirements which are not met; - the procedures for following up on customer requirements that are not met, and; - safe workplace practices.

MEM16005A Operate as a team member to conduct manufacturing, engineering or related activities

Locations: Sunshine.

Prerequisites: Nil.

Description: This unit covers operating as a member of a team, where operations and outcomes are dependent on the performance of the entire team.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - contributing to achievement of team goals; - communicating and cooperating with team members; - coordinating work effort with others; - applying effective interpersonal skills; - reading, interpreting and following information on written job instructions, specifications, standard operating procedures, charts, lists, drawings and other applicable reference documents, and; - solving problems. Students will also be expected to demonstrate the following knowledge: - effective interpersonal strategies and skills; - relationships and roles within team and with others; - reporting relationships and procedures; - own responsibilities with respect to products/services to be provided by team; - skills and competencies of the individual and other employees performing interdependent activities; - team goals, objectives and task requirements; - sources of technical expertise/assistance; - appropriate forms of communication; - hazards and control measures associated with team activities, including housekeeping, and; - safe work practices and procedures.

MEM16006 Organise and communicate information

Locations: Sunshine.

Prerequisites: MEM13015 - Work safely and effectively in manufacturing and

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engineering

Description: This unit of competency covers the skills and knowledge required to access, organise and communicate information related to production, maintenance or associated processes or tasks that apply in manufacturing, engineering or related environments. For accessing and recording of data requiring system knowledge and judgement, Unit MEM16008 Interact with computing technology should be selected. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; - accessing and recording relevant information from a range of sources; - recognising and using workplace appropriate terminology; - reading, interpreting and following information in workplace documentation; - checking and clarifying information; - organising, categorising and sequencing information, and; - communicating using appropriate methods and procedures for a variety of situations. Students will also be expected to demonstrate the following knowledge: - safe work practices and procedures; - types of information relevant to the workplace and required tasks; - terminology used in the workplace relevant to own work; - available sources of information; - information analysis techniques appropriate to tasks and position; - methods of categorising and organising information including correct sequencing of information, and; - methods of recording and communicating information.

MEM16006A Organise and communicate information

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit covers accessing, organising and communicating information related to processes or tasks.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - accessing relevant information from a range of sources; - recording, where appropriate, the accessed information; - recognising and using workplace terms; - reading, interpreting and following information in workplace documentation; - checking and clarifying information, and; - organising, categorising and sequencing information. Students will also be expected to demonstrate the following knowledge: - available sources of information; - information analysis techniques; - methods of categorising and organising information, and; - methods of recording and communicating information.

MEM16007A Work with others in a manufacturing, engineering or related environment

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit covers operating in an interactive work environment. It covers contribution to a group effort in order to plan and carry out work. This includes identification of work roles, communication and cooperation with others.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - contributing to planning and allocation of work; - performing assigned tasks; - coordinating work effort with others; - following agreed reporting lines; - reading, interpreting and following information on written job instructions, specifications, standard operating procedures, charts, lists, drawings and other applicable reference documents, and; - applying effective interpersonal skills. Students will also be expected to demonstrate the following knowledge: - effective interpersonal strategies and skills; - relationships and roles within immediate group and with interdependent others; - reporting relationships and procedures; - own responsibilities with respect to products/services to be provided; - skills and competencies of the individual and other employees performing interdependent activities; - common goals, objectives and task requirements; - sources of technical expertise/assistance; - appropriate forms of communication; - hazards and control measures associated with workplace activities, including housekeeping, and; - safe work practices and procedures.

MEM16008 Interact with computing technology

Locations: Sunshine.

Prerequisites: MEM13015 - Work safely and effectively in manufacturing and engineering
MEM16006 - Organise and communicate information

Description: This unit of competency defines the skills and knowledge required to use a range of computing technology typically used in manufacturing, engineering or related environments to access, input and store information. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; - accessing, inputting, manipulating and storing information using workplace computing technology whilst following standard procedures, and; - accessing assistance, where required. Students will also be expected to demonstrate the following knowledge: - safe work practices and procedures; - functions and capabilities of computing technology used in the workplace; - functions of software applications, and; - use and features of data outputs.

MEM16008A Interact with computing technology

Locations: Industry, Sunshine.

Prerequisites: Nil.

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Description: This unit covers accessing, inputting and storing information used in manufacturing, engineering or related environments, using computing technology.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - ability to enter or retrieve data using appropriate software applications; - reading, interpreting and following information on written job instructions, specifications, standard operating procedures, charts, lists, drawings and other applicable reference documents; - planning and sequencing operations; - checking and clarifying task-related information, and; - using numerical operations within the scope of this unit. Students will also be expected to demonstrate the following knowledge: - functions and capabilities of various types of computing technology used in the workplace; - functions of software applications; - hazards and control measures associated with using computing technology, including housekeeping, and; - safe work practices and procedures.

MEM16009A Research and analyse engineering information

Locations: Sunshine.

Prerequisites: MEM16006A - Organise and communicate information
MEM16012A - Interpret technical specifications and manuals

Description: This unit covers researching and analysing information and preparing the information for dissemination.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading, interpreting and following information on written job instructions, specifications, standard operating procedures, charts, lists, drawings and other applicable reference documents; - questioning; - applying research techniques; - checking and clarifying information; - note-taking; - analysing information and data; - sorting and identifying relevant information/data; - establishing findings and conclusions based on analysis; - summarising and organising information and technical data; - preparing materials for dissemination to others, and; - planning and sequencing operations. Students will also be expected to demonstrate the following knowledge: - basic principles and methods of research and analysis; - effective communication principles with respect to research, analysis and organisation of technical data; - sources of research data/information; - use of internal/external databases; - relevant personnel for consultation; - relevant information/data; - effect of variations in the information/data on the conclusions reached, and; - safe work practices and procedures.

MEM16010A Write reports

Locations: Industry, Sunshine.

Prerequisites: MEM14005A - Plan a complete activity

Description: This unit covers writing technical or non-technical reports that include

some level of analysis and/or research.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading, interpreting and following information on written job instructions, specifications, standard operating procedures, charts, lists, drawings and other applicable reference documents; - following instructions; - checking and clarifying information; - sorting information/data; - assessing information/data for relevance; - using terminology and language appropriate to the target audience; - structuring and writing reports; - applying principles of report writing; - presenting findings and conclusions based on factual analysis; - making recommendations; - managing own time; - planning and sequencing information, and; - reviewing and editing. Students will also be expected to demonstrate the following knowledge: - principles of report writing; - report types and purposes; - structure, style and parts of a report; - use of language and expression in reports; - common pitfalls, such as ambiguity, truisms, tautology, verbosity, circumlocution etc.; - report numbering systems; - techniques for reviewing and editing; - importance and benefits of preparing reports appropriate for the intended audience; - referencing and the importance of acknowledging sources, and; - safe work practices and procedures.

MEM16011A Communicate with individuals and small groups

Locations:Sunshine.

Prerequisites:MEM16006A - Organise and communicate information

Description:This unit covers communicating effectively across a range of communication networks in the workplace. Communication levels include interpersonal (one-to-one), person-to-group, and mediated (e.g. telephone, letter, memo).

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - selecting and using various communication channels; - coding and decoding verbal and non-verbal messages; - giving and receiving feedback; - identifying blockages, barriers and breakdowns in communication; - applying principles of effective communication; - applying speaking and listening skills to interpersonal and group situations; - using writing skills to communicate technical and non-technical information using common verbal written channels, and; - undertaking reading and comprehension of written workplace communications. Students will also be expected to demonstrate the following knowledge: - communication process, stages and roles; - communication types and networks; - verbal and non-verbal channels - advantages and disadvantages; - verbal and non-verbal codes - advantages and disadvantages; - principles, strategies and conventions for interpersonal, mediated and group communication; - communication skills for sender and receiver; - communication blockages, barriers and breakdowns and strategies for overcoming them; - individual differences between communicators

and strategies for effective communication, and; - establishing communication climate.

MEM16012A Interpret technical specifications and manuals

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit covers identifying, accessing, interpreting and analysing technical information in an enterprise, including quality documentation, equipment manufacturer specifications, engineering data sheets and national standards. It also covers explaining and using the information, and identifying implications of changes to technical information.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - accessing, reading and following information on written job instructions, specifications, standard operating procedures, charts, lists, drawings and other applicable reference documents; - planning, sequencing operations; - following oral/written instructions; - checking and clarifying task-related information; - checking for conformance to specifications; - undertaking numerical operations and calculations/formulae within the scope of this unit; - entering information onto workplace documents; - accessing and using technical documentation; - identifying and using correct specifications for process and/or systems; - using components of system, where appropriate; - completing formal documentation and reporting as required; - adopting appropriate communication strategy, including confirmation of received information and distribution of instructions; - communicating information in ways appropriate for the audience; - maintaining appropriate records, and; - identifying and analysing implications of changes to information systems. Students will also be expected to demonstrate the following knowledge: - available industry information resources; - uses and applications of information resources; - range of formats that information can be presented; - safe work practices and procedures; - location and retrieval requirements of system information; - correct process used to identify relevant specifications; - quality improvement processes for information systems; - interpretation of technical data and information; - appropriate communication strategies; - dissemination of information regarding information systems; - a range of instructional techniques; - implications of changes to technical information; - procedures for responding to information changes; - hazards and control measures associated with changes to technical information, including housekeeping, and; - safe workplace practices and procedures.

MEM16014A Report technical information

Locations:Sunshine.

Prerequisites:MEM16006A - Organise and communicate information

Description:This unit covers preparing reports of a technical nature on tasks or assignments within the employee's skill and competence.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each

unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading, interpreting and following information on written job instructions, specifications, standard operating procedures, charts, lists, drawings and other applicable reference documents; - following instructions; - checking and clarifying information; - accessing and sorting information/data; - assessing information/data for relevance; - using terminology and language appropriate to the target audience; - structuring and formatting technical information; - presenting findings and conclusions based on factual analysis; - making recommendations; - managing own time; - planning and sequencing information, and; - reviewing and editing. Students will also be expected to demonstrate the following knowledge: - reporting methods and purposes; - structure, style and parts of a short report; - correct use of language and expression; - techniques for checking and editing; - importance and benefits of preparing reports appropriate for the intended audience; - referencing and the importance of acknowledging sources, and; - safe work practices and procedures.

MEM17001B Assist in development and deliver training in the workplace

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit covers planning for and delivering on the job training, and reviewing the training program. Training, which may be structured or informal, is delivered in a one-to-one or small group situation.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communicating effectively with the trainee; - applying training techniques appropriate to the trainee and training requirements; - giving feedback; - monitoring and recording trainee progress; - evaluating training program; - recording training data; - completing reports on training completed and training required, and; - promoting training within the workplace. Students will also be expected to demonstrate the following knowledge: - competencies to be achieved through the training; - role of the trainer in the provision of training; - training techniques to be used in delivering the training; - reasons for selecting the chosen training techniques; - procedures for recording trainee progress; - reasons for providing positive feedback; - procedures for evaluating training programs; - reasons for evaluating training programs; - training records to be kept; - procedures for recording training data; - procedures for preparing training reports; - procedures for promoting training in the workplace, and; - reasons for promoting training in the workplace.

MEM17002B Conduct workplace assessment

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit covers identifying, planning and carrying out assessment; recording the results; and reviewing the procedure. Methods of assessment may include observation, documentation, demonstration, projects, oral tests, computer based assessment, written tests, etc.

Required Reading:The qualified trainer and assessor will provide teaching and

learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - obtaining and interpreting relevant competency standards and assessment guides; - discussing and confirming evidence required and the assessment arrangements; - performing assessments; - gathering and documenting evidence; - evaluating evidence and making assessment decisions; - providing clear and appropriate feedback; - advising on training needs and/or the appeals procedures; - recording assessment results; - storing records, and; - reviewing and revising the assessment procedure. Students will also be expected to demonstrate the following knowledge: - area and purpose of the assessment; - persons to be consulted when determining the assessments to be carried out; - relevant competencies; - evidence required to establish competency; - reasons for identifying the evidence to be obtained; - industry assessment procedure; - reasons for discussing and confirming the assessment arrangements with the assessment candidate; - time and location of the assessment; - reasons for selecting the time/location for the assessment; - methods of gathering the evidence; - reasons for using the selected methods of obtaining evidence; - procedures for documenting the assessment; - procedures for evaluating the gathered evidence; - need to provide clear and positive feedback to the assessment candidate; - appeals procedure; - any further training required by the assessment candidate; - procedures for recording assessment results; - need to keep records securely stored; - procedures for storing assessment records; - procedures for reviewing assessments undertaken; - reasons for evaluating assessment methods/procedures, and; - procedures for revising assessment procedures.

MEM17003 Assist in the provision of on-the-job training

Locations:Sunshine.

Prerequisites:MEM13015 - Work safely and effectively in manufacturing and engineering/MEM16006 - Organise and communicate information

Description:This unit of competency defines the skills and knowledge required to assist in the provision of on-the-job training to others while undertaking normal duties and it may involve the replacement of normal duties with training duties for limited periods of time. The individual would not be expected to be solely responsible for the assessment or reporting of a trainee's progress. Typical applications could include the provision of on-the-job training by a tradesperson to apprentices/trainees or by a production worker to other production workers/trainees. Where the development of training programs is required unit MEM17001 Assist in development and deliver training in the workplace should also be selected. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; - determining through consultation the objectives of training and the role of on-the-job training; - planning

training delivery; - conducting appropriate training in a safe and effective manner, including the appropriate use of personal protective equipment (PPE); - using appropriate training methods; - monitoring trainee's progress and providing feedback, and; - reporting trainee's progress through appropriate channels. Students will also be expected to demonstrate the following knowledge: - safe work practices and procedures and use of PPE; - requirements for planning occasional on-the-job training; - features of training with relevant personnel, including identification of person(s) to be trained, the individual's role in the provision of training, skills and knowledge to be learned, procedures to be followed, training location(s), tools, equipment, materials and resources required, appropriate delivery method/s, the role of feedback in the provision of on-the-job training, the reasons for monitoring trainee's progress, and; - reporting procedures.

MEM17003A Assist in the provision of on the job training

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit covers assisting in the provision of on the job training to others while undertaking normal duties.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - obtaining all relevant information with respect to the training to be provided; - applying suitable training methods; - providing feedback to the trainee throughout the training process; - reporting on the trainee's progress; - reading, interpreting and following information on written job instructions, specifications, standard operating procedures, charts, lists, drawings and other applicable reference documents; - planning and sequencing operations, and; - checking and clarifying task-related information. Students will also be expected to demonstrate the following knowledge: - training to be delivered; - personnel to be consulted with respect to the training to be provided; - the individual's role in the provision of training; - objectives of the training; - the person(s) to be trained; - procedures to be followed when training individuals; - training location(s); - tools, equipment, procedures, materials and resources; - training delivery methods, their applications, advantages and disadvantages; - feedback techniques; - reasons for monitoring trainee progress; - reporting procedures; - hazards and control measures associated with assisting in the provision of on the job training, including housekeeping, and; - safe work practices and procedures.

MEM18001 Use hand tools

Locations: Sunshine.

Prerequisites: MEM11011 - Undertake manual handling MEM13015 - Work safely and effectively in manufacturing and engineering MEM16006 - Organise and communicate information

Description: This unit of competency defines the skills and knowledge required to use a range of hand tools for a variety of general engineering applications. This unit should not be selected if the hand tool is dedicated to a single operation or machine or when a machine-specific/customised tool is used. Where the interpretation of technical drawings is required unit MEM09002 Interpret technical drawing should also be selected. Where the selection and use of engineering measuring equipment is

required unit MEM12023 Perform engineering measurements should also be selected. Where the selection and use of power tools/hand held operations is required unit MEM18002 Use power tools/hand held operations should also be selected. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; - selecting and using hand tools to produce the desired outcome to job specifications; - following designated procedures for dealing with unsafe or faulty tools, and; - undertaking routine maintenance and cleaning of hand tools, including storage. Students will also be expected to demonstrate the following knowledge: - safe work practices and procedures and use of personal protective equipment (PPE); - features and applications of different hand tools used in a general engineering context, including hacksaws, hammers, punches, screwdrivers, sockets, wrenches, scrapers, chisels, gouges, wood planes and files of all cross-sectional shapes and sizes; - common faults and/or defects in hand tools; - procedures for marking unsafe or faulty tools for repair; - routine maintenance requirements for a range of hand tools, including lubricating, tightening, simple tool repairs and adjustments using engineering principles and relevant equipment, and; - storage location and procedures for a range of hand tools.

MEM18001C Use hand tools

Locations: Sunshine.

Prerequisites: Nil.

Description: This unit covers using a range of hand tools for a variety of general engineering applications.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading and following information on standard operating procedures; - following verbal instructions; - selecting hand tools appropriate to the task; - using hand tools safely; - identifying hand tool defects and marking for repair; - maintaining/sharpening hand tools using appropriate techniques, and; - storing hand tools in accordance with manufacturers'/standard operating procedures. Students will also be expected to demonstrate the following knowledge: - applications of different hand tools in a general engineering context; - common faults and/or defects in hand tools; - procedures for marking unsafe or faulty tools for repair; - routine maintenance requirements for a range of hand tools; - storage location and procedures for a range of hand tools; - hazards and control measures associated with using hand tools; - use and application of personal protective equipment, and; - safe work practices and procedures.

MEM18002 Use power tools/hand held operations

Locations:Sunshine.

Prerequisites:MEM11011 - Undertake manual handlingMEM13015 - Work safely and effectively in manufacturing and engineeringMEM16006 - Organise and communicate information

Description:This unit of competency defines the skills and knowledge required to use a range of hand held power tools and fixed power tools for hand held operations used in a variety of general engineering applications. This unit should not be selected if the power tools used are dedicated to an operation or machine, e.g. nut-runner, air drill and power driver. Where the interpretation of technical drawings is required unit MEM09002 Interpret technical drawing should also be selected. Where the selection and use of engineering measuring equipment is required unit MEM12023 Perform engineering measurements should also be selected. Where the selection and use of hand tools is required unit MEM18001 Use hand tools should also be selected. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; - selecting and using a range of hand held and fixed power tools for a variety of general engineering applications; - following designated procedures for dealing with unsafe or faulty power tools, and; - undertaking routine maintenance and cleaning of power tools, including storage. Students will also be expected to demonstrate the following knowledge: - safe work practices and procedures and use of personal protective equipment (PPE); - features and application of different power tools; - clamping/securing methods; - adjustments/alignments to a range of power tools; - common faults and/or defects in power tools; - procedures for marking unsafe or faulty power tools for repair; - routine maintenance requirements and cleaning of a range of power tools, and; - storage location and procedures of a range of power tools.

MEM18002B Use power tools/hand held operations

Locations:Industry, Sunshine.

Prerequisites:Nil.

Description:This unit covers using a range of hand held power tools and fixed power tools for hand held operations for a variety of general engineering applications.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading and following information on standard operating procedures; - following verbal instructions; - selecting power tools appropriate to the task; - using power tools safely; - using

clamping/securing devices; - identifying power tool defects; - maintaining power tools using appropriate techniques; - sharpening tools/tool bits within the scope of this unit, and; - storing power tools according to manufacturers' / standard operating procedures. Students will also be expected to demonstrate the following knowledge: - application of different power tools; - clamping/securing methods; - adjustments/alignments to a range of power tools; - common faults and/or defects in power tools; - procedures for marking unsafe or faulty power tools for repair; - routine maintenance requirements of a range of power tools; - tool sharpening techniques for a range of power tools; - storage location and procedures of a range of power tools; - hazards/control measures associated with power tools; - use and application of personal protective equipment, and; - safe work practices and procedures.

MEM18003 Use tools for precision work

Locations:Sunshine.

Prerequisites:MEM11011 - Undertake manual handlingMEM12023 - Perform engineering measurementsMEM13015 - Work safely and effectively in manufacturing and engineeringMEM16006 - Organise and communicate informationMEM18001 - Use hand toolsMEM18002 - Use power tools/hand held operations

Description:This unit of competency defines the skills and knowledge required to use tools to manually produce work to precise dimensions and/or finishes. It covers performing precision tasks on a range of metallic and non-metallic materials using a variety of tools, instruments and power equipment. Where the interpretation of technical drawings is required unit MEM09002 Interpret technical drawing should also be selected. Where precision measurement is required unit MEM12003 Perform precision mechanical measurement should also be selected. Where precision marking out is required unit MEM12006 Mark off/out (general engineering) should also be selected. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; - preparing tools for precision outcomes, including selecting processes and engineering techniques, methods and procedures appropriate to the task; - determining and making tool adjustments to produce required outcome, where applicable; - selecting and using precision tools and equipment to produce the desired outcome to meet job specifications; - following designated procedures for dealing with unsafe or faulty tools, and; - undertaking routine repair/operational maintenance of tools and equipment and storing in accordance with procedures. Students will also be expected to demonstrate the following knowledge: - safe work practices and procedures and use of personal protective equipment (PPE); - work to be undertaken and specifications to be achieved; - appropriate tools, processes and equipment required to carry out the work to the required specifications and reasons and procedures for using the selected tools; - engineering principles to be applied during the use of the tools; - manufacturers' specifications of the tools and equipment selected; - procedures for checking tools and equipment for correct and safe operation; - common faults and/or defects in tools and equipment used/selected; - procedures

for marking unsafe or faulty tools and equipment for repair; - repairs/operational maintenance that can be made to the tools and equipment used/selected; - procedures for repairing/maintaining the tools and equipment used/selected, and; - procedures for checking/storing tools and equipment used/selected prior to storage and storage location.

MEM18003C Use tools for precision work

Locations: Industry, Sunshine.

Prerequisites: MEM12023A - Perform engineering measurements MEM18001C - Use hand tools MEM18002B - Use power tools/hand held operations

Description: This unit covers using tools to manually produce work to precise dimensions and or finishes.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - obtaining and interpreting relevant drawings, specifications, instructions etc.; - preparing and making safe the work area(s) prior to the work being carried out; - using appropriate tools to produce the specified outcomes; - checking tools and equipment for safe and proper working order before, during and after use; - where appropriate, marking unsafe or faulty tools and equipment for repair; - where appropriate, repairing/maintaining unsafe or faulty tools; - checking condition of all tools and equipment for conformance to specifications and safe and proper operation prior to storage, and; - safely storing all tools and equipment in the appropriate location. Students will also be expected to demonstrate the following knowledge: - work to be undertaken; - specifications to be achieved; - appropriate tools, processes and equipment required to carry out the work to the required specifications; - reasons for selecting the chosen tools, processes and equipment; - hazards and control measures associated with using the selected tools, processes and equipment, including housekeeping; - safety procedures to be followed to ensure the safety of the individual and other personnel; - procedures for using the selected tools; - engineering principles to be applied during the use of the tools; - manufacturers' specifications of the tools and equipment selected; - safe and proper function of tools and equipment selected; - procedures for checking tools and equipment for correct and safe operation; - common faults and/or defects in tools and equipment used/selected; - procedures for marking unsafe or faulty tools and equipment for repair; - repairs/operational maintenance that can be made to the tools and equipment used/selected; - procedures for repairing/maintaining the tools and equipment used/selected; - procedures for checking tools and equipment prior to storage; - storage location of the tools and equipment used/selected, and; - procedures for storing tools and equipment used/selected. .

MEM18004 Maintain and overhaul mechanical equipment

Locations: Sunshine.

Prerequisites: MEM09002 - Interpret technical drawing MEM11011 - Undertake manual handling MEM12023 - Perform engineering measurements MEM12024 - Perform computations MEM13015 - Work safely and effectively in manufacturing and engineering MEM14006 - Plan work activities MEM16006 - Organise and communicate information MEM18001 - Use hand tools MEM18002 - Use power tools/hand held operations MEM18003 - Use tools for precision work MEM18005 - Perform fault diagnosis, installation and removal of bearings MEM18006 - Perform

precision fitting of engineering components MEM18007 - Maintain and repair mechanical drives and mechanical transmission assemblies MEM18009 - Perform precision levelling and alignment of machines and engineering components MEM18011 - Shut down and isolate machines/equipment MEM18055 - Dismantle, replace and assemble engineering components

Description: This unit of competency defines the skills and knowledge required to diagnose, locate faults, repair, overhaul, fit and adjust mechanical systems and equipment. It integrates the application of prerequisite diagnostic, maintenance and overhaul competencies and applies to situations where an integrated level of skills in maintenance and overhaul of mechanical systems and equipment is required. Where gland packing is required, unit MEM18013 Perform gland packing should also be selected. Where additional specialist skills are required select appropriate units. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; - identifying and interpreting specifications, charts, lists and drawings to maintain and overhaul mechanical equipment; - performing maintenance tasks on mechanical equipment, components or sub-assemblies in accordance with procedures; - assessing mechanical equipment, components and sub-assemblies visually and with appropriate test equipment to ensure correct function or determine malfunction and make adjustments according to procedures; - diagnosing and locating faults using appropriate diagnostic techniques, including visual inspection and use of test equipment, and localising fault condition to component level; - repairing or overhauling faulty equipment using appropriate fitting techniques and principles, tools, equipment and procedures and to manufacturers' or site specifications; - fitting and adjusting mechanical systems and equipment by applying sound fitting principles and techniques to specifications, and; - performing final adjustments and testing mechanical equipment for accuracy and correct function to align with operational specifications and return to service in accordance with work site procedures. Students will also be expected to demonstrate the following knowledge: - safe work practices and procedures and use of personal protective equipment (PPE); - preventative maintenance procedures; - functions of system/equipment and their operational requirements; - causes and symptoms of faults and failures; - system and equipment hazard identification and isolation procedures; - options for sourcing replacement parts; - consequences of incorrect adjustments; - procedures for testing the mechanical systems and equipment, and; - procedures for returning mechanical systems and equipment to service.

MEM18004B Maintain and overhaul mechanical equipment

Locations: Sunshine.

Prerequisites: MEM09002B - Interpret technical drawing MEM12023A - Perform engineering measurements MEM18001C - Use hand tools MEM18002B - Use power tools/hand held operations MEM18003C - Use tools for precision work MEM18005B - Perform fault diagnosis, installation and removal of bearings MEM18006C - Repair and fit engineering components MEM18007B - Maintain and repair mechanical drives and mechanical transmission assemblies MEM18009B - Perform levelling and

alignment of machines and engineering components MEM18055B - Dismantle, replace and assemble engineering components

Description: This unit covers diagnosing, locating faults, repairing, overhauling, fitting and adjusting mechanical systems and equipment.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - planning and sequencing of multiple tasks; - sourcing resources; - using diagnostic skills to check and test mechanical systems/equipment; - using communication skills to consult with operators and other relevant plant personnel to assist in locating faults; - making systematic operational adjustments; - checking system; - using language and literacy skills to enable all reporting requirements to be met including checking maintenance reports; documenting faults etc. and; - reading and interpreting engineering drawings, technical manuals equipment component function. Students will also be expected to demonstrate the following knowledge: - preventative maintenance procedures; - functions of system/equipment and their operational requirements; - causes and symptoms of faults and failures; - system and equipment hazard identification and isolation procedures; - options for sourcing replacement parts; - consequences of incorrect adjustments; - procedures for testing the mechanical systems and equipment; - procedures for returning mechanical systems and equipment to service; - use and application of personal protective equipment; - safe work practices and procedures, and; - hazards and control measures associated with maintaining and overhauling mechanical equipment.

MEM18005 Perform fault diagnosis, installation and removal of bearings

Locations: Sunshine.

Prerequisites: MEM09002 - Interpret technical drawing MEM11011 - Undertake manual handling MEM12023 - Perform engineering measurements MEM12024 - Perform computations MEM13015 - Work safely and effectively in manufacturing and engineering MEM14006 - Plan work activities MEM16006 - Organise and communicate information MEM18001 - Use hand tools MEM18002 - Use power tools/hand held operations MEM18003 - Use tools for precision work MEM18006 - Perform precision fitting of engineering components MEM18055 - Dismantle, replace and assemble engineering components

Description: This unit of competency defines the skills and knowledge required to perform fault diagnosis, installation and removal of bearings. It covers performing routine bearing checks during operation and non-operation, diagnosing bearing faults, identifying bearing requirements for replacement or installation, and removing and installing bearings to industry and enterprise standards of quality and safety. Where diagnostic skills are not required and where straightforward removal and replacement of pre-manufactured bearings is undertaken, unit MEM18055 Dismantle, replace and assemble engineering components should be regarded as sufficient. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting

of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; - identifying and interpreting specifications, charts, lists and drawings to perform fault diagnosis, installation and removal of bearings; - performing routine bearing checks during operation and non-operation by observing, listening, feeling and the use of appropriate test equipment; - performing fault diagnosis of bearings using diagnostic techniques and equipment and testing bearings for correct function/malfunction according to manufacturers' specifications; - identifying faulty bearings and causes of failure and taking remedial action to avoid recurrences; - removing bearings from shafts and bearing housings using appropriate fitting techniques and principles, tools, equipment and procedures; and inspecting condition, including measuring bearings and components to specified tolerances and repairing, where appropriate; - installing rotational plain bearings by sizing for correct clearances, lubricating, fitting, tensioning down and running according to specifications and procedures; - installing anti-friction bearings, including ball and roller by determining bearing inside/outside diameters, checking shafts and housings size for correct fit and clearances using appropriate fitting techniques and principles, tools and equipment and seal and cap bearings to specifications, and; - undertaking numerical operations, calculations and formulae for diagnosing, installing and removal of bearings. Students will also be expected to demonstrate the following knowledge: - safe work practices and procedures and use of personal protective equipment (PPE) procedures for checking bearings and seals, checking bearing lubrication/lubrication devices, determining the appropriate clearances for a range of plain bearings and 'sizing' plain bearings; - manufacturer specifications; - engineering principles relating to fault diagnosis, installation and removal of bearings; - reasons for deciding to replace/not replace given bearings; - common causes of bearing failure and their indicators, and; - lubricants and lubrication requirements.

MEM18005B Perform fault diagnosis, installation and removal of bearings

Locations: Sunshine.

Prerequisites: MEM09002B - Interpret technical drawing MEM18001C - Use hand tools MEM18002B - Use power tools/hand held operations MEM18003C - Use tools for precision work MEM18006C - Repair and fit engineering components MEM18055B - Dismantle, replace and assemble engineering components MEM12023A - Perform engineering measurements

Description: This unit covers performing routine bearing checks during operations and non-operation, diagnosing bearing faults, identifying bearing requirements for replacement or installation, and removing and installing bearings.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading, interpreting and following information on standard operating procedures, manufacturer specifications, and other applicable reference documents; - planning and sequencing operations; - checking and clarifying task-related information; - measuring bearings and components to specified tolerances; - numerical operations and calculations/formulae within the scope of this unit; - performing routine bearing checks including of seals, lubrication and lubrication devices; - diagnosing bearing faults; - identifying bearing

requirements for replacement or installation; - removing bearings; - installing bearings, and; - checking for conformance to specifications. Students will also be expected to demonstrate the following knowledge: - procedures for checking bearings and seals; - procedures for checking bearing lubrication/lubrication devices; - manufacturer specifications; - engineering principles relating to fault diagnosis, installation and removal of bearings; - reasons for deciding to replace/not replace given bearings; - common causes of bearing failure and their indicators; - procedures for determining the appropriate clearances for a range of plain bearings; - procedures for 'sizing' plain bearings; - lubricants and lubrication requirements within the scope of this unit; - hazards and control measures associated with fault diagnosis, installation and removal of bearings; - use and application of personal protective equipment, and; - safe work practices and procedures.

MEM18006 Perform precision fitting of engineering components

Locations:Sunshine.

Prerequisites:MEM09002 - Interpret technical drawingMEM11011 - Undertake manual handlingMEM12023 - Perform engineering measurementsMEM12024 - Perform computationsMEM13015 - Work safely and effectively in manufacturing and engineeringMEM14006 - Plan work activitiesMEM16006 - Organise and communicate informationMEM18001 - Use hand toolsMEM18002 - Use power tools/hand held operationsMEM18003 - Use tools for precision workMEM18055 - Dismantle, replace and assemble engineering components

Description:This unit of competency has been developed for Engineering Tradesperson - Mechanical apprenticeship training and the recognition of trade-level skills in precision fitting and mechanical repair. It defines the trade-level fitting skills and knowledge associated with manufacturing of new parts/components and fitting mechanical engineering components into assemblies or sub-assemblies to specifications and specified tolerances. The skills and knowledge described by this unit are applied in occupational and work situations associated with fitting, mechanical trade and maintenance work. Where the knowledge and skills associated with machining or welding are required, the appropriate units should also be selected. Where additional or higher marking out skills are required unit MEM12006 Mark off/out (general engineering) should also be selected. Where the knowledge and skills associated with the installation, removal, repair or replacement of mechanical seals is required unit MEM18012 Perform installation and removal of mechanical seals should also be selected. Where the knowledge and skills associated with high pressure fluid power seals is required unit MEM18020 Maintain hydraulic system components should also be selected. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; - assessing engineering components visually and dimensionally with appropriate testing and measuring equipment techniques for compliance to specifications; - repairing or replacing faulty components using appropriate tools, equipment and techniques; - assembling components using appropriate fitting techniques and principles; - recording approved modifications/alterations; - inspecting final assembly to check compliance to specifications, and; - returning the final assembly to service in

accordance with SOPs. Students will also be expected to demonstrate the following knowledge: - safe work practices and procedures and use of personal protective equipment (PPE); - tools and equipment used to dismantle, repair, assemble and fit engineering components; - consequences of having non-compliant components; - types of modifications/adjustments to components being repaired/fitted; - repair methods; - sources of replacement parts; - techniques for the production of engineering components; - assembly and fitting techniques; - machine backlash/recoil; - measuring equipment; - engineering components - shafts, single and multi-throw crankshafts, cams and journals, bearings and bearing surfaces, and keys; - squareness, roundness, concentricity, flatness, straightness, surface finish and angular correctness; - purpose, selection criteria and use of gland packing, jointing or gasket materials; - types and application of lubricants; - approval processes for documenting out-of-specification modifications, and; - commissioning and return to service procedures.

MEM18006C Repair and fit engineering components

Locations:Industry, Sunshine.

Prerequisites:MEM09002B - Interpret technical drawingMEM12023A - Perform engineering measurementsMEM18001C - Use hand toolsMEM18002B - Use power tools/hand held operationsMEM18003C - Use tools for precision workMEM18055B - Dismantle, replace and assemble engineering components

Description:This unit covers fault finding, repairing faulty components, manufacturing new parts/components, and fitting mechanical engineering components into assemblies or subassemblies.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - obtaining operational specifications for the components; - assessing operation against specification and identifying faults; - checking components visually and dimensionally against the operational specifications using work site procedures; - checking repaired components visually and dimensionally for conformance to specifications; - adjusting components to achieve conformance to specifications where appropriate; - selecting replacement parts which conform to specifications; - preparing and assembling components using appropriate fitting techniques and principles; - where appropriate, applying gland packing, jointing or gasket materials, using acceptable engineering practices; - applying appropriate lubricants to the assembly using acceptable engineering practices, where required; - checking components for conformance to specification; - where required, adjusting components to achieve conformance to specifications; - where required, recording any approved modifications/alterations to work site procedures; - inspecting the final assembly and checking conformance to operational specifications; - where appropriate, returning the final assembly to service in accordance with work site procedures; - reading, interpreting and following information on written job instructions, specifications, standard operating procedures, charts, lists, drawings and other applicable reference documents, and; - undertaking numerical operations, geometry and calculations/formulae within the scope of this unit. Students will also be expected to demonstrate the following knowledge: - tools and equipment to be used to dismantle the components; - consequences of having components that do not comply with operational specifications; - types of adjustment applicable to the components being repaired/fitted; - appropriate methods of repair; -

features and/or dimensions upon which replacement parts are to be selected; - process of identifying replacement parts from third party suppliers' catalogues; - material properties required; - manufacturing operations to be used in the production of new components; - sequence of operations to be used in the production of new components; - fitting requirements for assembling components; - appropriate sequence of assembly tasks; - purpose of using gland packing, jointing or gasket materials; - reasons for selecting particular jointing or packing materials; - applications of different types of lubricants; - consequences of using inappropriate or no lubricant; - the need to have approval for out of specification modifications; - reasons for documenting out of specification modifications; - return to service procedures; - consequences of not following work site return to service procedures; - hazard and control measures associated with repairing and fitting engineering components, including housekeeping, and; - safe work practices and procedures.

MEM18007 Maintain and repair mechanical drives and mechanical transmission assemblies

Locations:Sunshine.

Prerequisites:MEM09002 - Interpret technical drawingMEM11011 - Undertake manual handlingMEM12023 - Perform engineering measurementsMEM12024 - Perform computationsMEM13015 - Work safely and effectively in manufacturing and engineeringMEM14006 - Plan work activitiesMEM16006 - Organise and communicate informationMEM18001 - Use hand toolsMEM18002 - Use power tools/hand held operationsMEM18003 - Use tools for precision workMEM18006 - Perform precision fitting of engineering componentsMEM18055 - Dismantle, replace and assemble engineering components

Description:This unit of competency defines the skills and knowledge required to undertake maintenance, diagnose faults and repair drives and transmission assemblies, and undertake final adjustment and commissioning on industrial machinery. Where levelling and alignment of machines and engineering components is required unit MEM18009 Perform precision levelling and alignment of machines and engineering components should also be selected. MEM27028 Diagnose and rectify manual transmissions, MEM27014 Diagnose and rectify automatic transmissions and MEM27015 Diagnose and rectify drive line and final drives define the skills and knowledge applicable to mobile plant. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; - identifying and interpreting specifications, charts, lists and drawings to maintain and repair mechanical drives and transmission assemblies; - undertaking diagnosis and testing of mechanical drives/transmissions components for wear, lubrication, faults and malfunctions using appropriate tools, equipment and techniques; - identifying assemblies requiring further diagnosis/repair or adjustment and document findings; - determining adjustment requirements of mechanical drives and transmission assemblies from manufacturers' specifications and manuals; - carrying out adjustments to specifications and confirming correct operation; - interpreting service reports and carrying out inspection of drive/transmission assembly visually, sensory

and use of diagnostic test equipment to localise faults down to component level and identify for repair or replacement; - dismantling mechanical drive/transmission using appropriate tools and equipment, repairing serviceable items and re-fitting component parts in accordance with manufacturers' /site specifications; - analysing fault causes and developing preventive measures to avoid re-occurrence, and; - making final adjustments and commissioning to specifications and completing service report. Students will also be expected to demonstrate the following knowledge: - safe work practices and procedures and use of personal protective equipment (PPE); - uses and characteristics of lubricants; - principles of operation of a range of mechanical drives and transmissions; - techniques, tools and equipment to measure components; - common malfunctions in mechanical drives, transmissions and their components; - procedures for checking and adjusting mechanical drives, transmissions and their components, and; - preventative measures that can be undertaken to avoid recurrence of the fault/failure.

MEM18007B Maintain and repair mechanical drives and mechanical transmission assemblies

Locations:Sunshine.

Prerequisites:MEM09002B - Interpret technical drawingMEM12023A - Perform engineering measurementsMEM18001C - Use hand toolsMEM18002B - Use power tools/hand held operationsMEM18003C - Use tools for precision workMEM18006C - Repair and fit engineering componentsMEM18009B - Perform levelling and alignment of machines and engineering componentsMEM18055B - Dismantle, replace and assemble engineering components

Description:This unit covers diagnosing faults and repairing drives and transmission assemblies, and undertaking final adjustment and commissioning.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system. .

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locating, reading and interpreting information on written job instructions, specifications, manufacturers' instructions, standard workshop manuals/procedures, drawings, charts, lists and other reference documentation; - checking and clarifying task-related information; - interpreting manufacturers' catalogues or engineering specifications; - undertaking diagnostic and testing; - analysing operational performance; - planning and sequencing operations; - completing proformas, standard workplace forms and short reports using relevant terminology; - checking for conformance to specifications; - measuring components to specified tolerances; - undertaking calculations for determining cutting parameters and checking tolerances; - undertaking numerical operations and engineering calculations/formulae within the scope of this unit; - following verbal instructions, and; - orally reporting information. Students will also be expected to demonstrate the following knowledge: - uses and characteristics of lubricants; - principles of operation of a range of mechanical drives and transmissions; - techniques, tools and equipment to measure components; - common malfunctions in mechanical drives, transmissions and their components; - procedures for checking and adjusting mechanical drives, transmissions and their components; - preventative measures that can be undertaken to avoid recurrence of the fault/failure; - any applicable industry standards, national/Australian standards, NOHSC guidelines, State/Territory regulatory codes of practice/standards; - use and application of

personal protective equipment; - safe work practices and procedures, and; - hazards and control measures associated with maintaining and repairing mechanical drives and mechanical transmission assemblies.

MEM18009 Perform precision levelling and alignment of machines and engineering components

Locations:Sunshine.

Prerequisites:MEM09002 - Interpret technical drawingMEM11011 - Undertake manual handlingMEM12023 - Perform engineering measurementsMEM12024 - Perform computationsMEM13015 - Work safely and effectively in manufacturing and engineeringMEM14006 - Plan work activitiesMEM16006 - Organise and communicate informationMEM18001 - Use hand toolsMEM18002 - Use power tools/hand held operationsMEM18003 - Use tools for precision workMEM18006 - Perform precision fitting of engineering componentsMEM18055 - Dismantle, replace and assemble engineering components

Description:This unit of competency defines the skills and knowledge required to undertake levelling and alignment measurements/readings and perform levelling and/or alignment and adjustment tasks on machines and engineering components. It applies to the setting up and use of precision levelling and alignment devices and where all adjustments are performed according to designated procedures in conformance to specifications. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; - identifying and interpreting specifications, charts, lists and drawings to perform levelling and alignment of machines and engineering components; - selecting appropriate levelling and/or alignment procedure in accordance with task requirements; - selecting appropriate levelling and alignment devices/equipment appropriate to the task, and; - performing levelling/alignment tasks, including levelling or alignment calculations, using appropriate tools, equipment and techniques to specifications. Students will also be expected to demonstrate the following knowledge: - safe work practices and procedures and use of personal protective equipment (PPE); - principles of levelling and alignment; - numerical operations, geometry and calculations/formulae for levelling and alignment; - effects on equipment performance and life of non-level or out-of-alignment components; - techniques, tools, equipment and procedures to carry out the levelling and/or alignment, and; - reasons for selecting tools, techniques and equipment.

MEM18009B Perform levelling and alignment of machines and engineering components

Locations:Industry, Sunshine.

Prerequisites:MEM09002B - Interpret technical drawingMEM12023A - Perform engineering measurementsMEM18001C - Use hand toolsMEM18002B - Use power tools/hand held operationsMEM18003C - Use tools for precision workMEM18006C - Repair and fit engineering componentsMEM18055B - Dismantle, replace and assemble engineering components

Description:This unit covers undertaking levelling and alignment measurements/readings and performing levelling and/or alignment tasks.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading, interpreting and following information on standard operating procedures, manufacturer recommendations, drawings and other applicable reference documents; - taking levelling and alignment measurements/readings; - performing levelling/alignment calculations; - setting up levelling/aligning equipment, and; - completing levelling and/or alignment tasks. Students will also be expected to demonstrate the following knowledge: - principles of levelling and alignment; - numerical operations, geometry and calculations/formulae for levelling and alignment; - effects on equipment performance and life of non-level or out of alignment components; - techniques, tools, equipment and procedures to carry out the levelling and/or alignment; - reasons for selecting tools, techniques and equipment; - hazards and control measures associated with levelling and alignment; - use and application of personal protective equipment, and; - safe work practices and procedures.

MEM18010 Perform equipment condition monitoring and recording

Locations:Sunshine.

Prerequisites:MEM09002 - Interpret technical drawingMEM11011 - Undertake manual handlingMEM12023 - Perform engineering measurementsMEM13015 - Work safely and effectively in manufacturing and engineeringMEM16006 - Organise and communicate informationMEM18001 - Use hand toolsMEM18002 - Use power tools/hand held operationsMEM18055 - Dismantle, replace and assemble engineering components

Description:This unit of competency defines the skills and knowledge required to undertake condition monitoring of equipment, including recording the results. It applies where specialist monitoring activities are undertaken as part of a preventive maintenance or total productive maintenance plan or program and monitoring is undertaken in workshop, laboratory or in situ environment. Where only routine maintenance checking and diagnostic skills are applied see other appropriate units. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; - identifying and interpreting specifications, charts, lists and drawings to perform equipment condition monitoring and recording; - selecting appropriate condition monitoring device/equipment to achieve the required outcomes, and; - carrying out condition monitoring, plotting results and reporting deviation from specifications according to procedures. Students will also be expected to demonstrate the following knowledge:

- safe work practices and procedures and use of personal protective equipment (PPE); - application of principles and methods for a variety of situations, and; - appropriate records for a variety of situations.

MEM18010C Perform equipment condition monitoring and recording

Locations:Sunshine.

Prerequisites:MEM09002B - Interpret technical drawingMEM12023A - Perform engineering measurementsMEM18001C - Use hand toolsMEM18002B - Use power tools/hand held operationsMEM18055B - Dismantle, replace and assemble engineering components

Description:This unit covers undertaking condition monitoring.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading, interpreting and following information on job instructions, specifications, standard operating procedures, charts, lists, drawings and other applicable reference documents; - planning and sequencing operations; - checking and clarifying task-related information; - applying correct principles for monitoring; - selecting appropriate technique for the situation; - following standard operating procedures, and; - recording results and preparing and submitting deviation reports. Students will also be expected to demonstrate the following knowledge: - the application of principles and methods for a variety of situations; - appropriate records for a variety of situations; - hazards and control measures associated with equipment monitoring, including housekeeping; - use and application of personal protective equipment, and; - safe work practices and procedures.

MEM18011 Shut down and isolate machines/equipment

Locations:Sunshine.

Prerequisites:MEM11011 - Undertake manual handlingMEM13015 - Work safely and effectively in manufacturing and engineeringMEM16006 - Organise and communicate information

Description:This unit of competency defines the skills and knowledge required to isolate and shut down machines and equipment and applies to situations that require extensive system knowledge that exclude the straightforward starting/stopping of machinery/equipment through the use of simple switching, including use of emergency switches. All shutdown and isolation must comply with relevant regulations, Australian Standards and legislative requirements governing isolation and shutdown. Where interpretation of technical drawings is required unit MEM09002 Interpret technical drawing should also be selected. Where the selection and use of engineering measurement is required unit MEM12023 Perform engineering measurements should also be selected. Where the selection and use of tools is required unit MEM18001 Use hand tools and unit MEM18002 Use power tools/hand held operations should also be selected as appropriate. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each

unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; - identifying and interpreting specifications, charts, lists and other applicable reference documents to shut down and isolate machines and equipment; - shutting down machines/equipment ensuring machine/equipment is depressurised/emptied/de-energised/bled according to procedures; - isolating machines/equipment safely in accordance with SOPs, relevant regulations, Australian Standards and legislative requirements governing isolation and shutdown and verifying safe isolation, and; - installing safety/security lock-off devices and signage. Students will also be expected to demonstrate the following knowledge: - safe work practices and procedures and use of personal protective equipment (PPE); - operational function of the machine/equipment; - shutdown sequence; - procedures and safety precautions for shutting down and isolating the machine/equipment; - procedures for purging/de-energising the machine/equipment and reasons for doing so; - procedures for verifying machine/equipment shutdown and isolation and reasons for verifying; - relevant regulations, Australian Standards and legislative requirements governing isolation and shutdown safety/security lock-off devices and signage to be installed; - reasons and procedures for installing lock-off devices and signage, and; - reasons for ensuring the machine/equipment is left in a clean safe state.

MEM18011C Shut down and isolate machines/equipment

Locations:Industry, Sunshine.

Prerequisites:Nil.

Description:This unit covers isolating and shutting down machines and equipment.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading, interpreting and following information on written job instructions, specifications and other applicable reference documents; - checking and clarifying task-related information; - entering information onto proformas and standard workplace forms; - shutting down machine/equipment; - purging/de-energising equipment, and; - installing safety/security lock-off devices and signage. Students will also be expected to demonstrate the following knowledge: - the operational function of the machine/equipment; - the shutdown sequence; - the procedures for shutting down and isolating the machine/equipment; - safety precautions for shutting down and isolating the machine/equipment; - procedures for purging/de-energising the machine/equipment and reasons for doing so; - procedures for verifying machine/equipment shut-down and isolation and reasons for verifying; - the safety/security lock-off devices and signage to be installed; - the reasons and procedures for installing lock-off devices and signage; - the reasons for ensuring the machine/equipment is left in a clean, safe state; - hazards and control measures; - use and application of personal protective equipment, and; - safe work practices and procedures. .

MEM18012B Perform installation and removal of mechanical seals

Locations:Sunshine.

Prerequisites:MEM09002B - Interpret technical drawingMEM12023A - Perform engineering measurementsMEM18001C - Use hand toolsMEM18002B - Use power tools/hand held operationsMEM18003C - Use tools for precision workMEM18006C - Repair and fit engineering componentsMEM18055B - Dismantle, replace and assemble engineering components

Description:This unit covers dismantling, selecting, reassembling and installing mechanical seals.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading, interpreting and following information on standard operating procedures, written job instructions, specifications, charts, lists, drawings and other applicable reference documents; - determining mechanical seal requirements; - dismantling mechanical seal installations; - selecting replaceable items; - reassembling/repairing mechanical seal installations; - adjusting mechanical seal tensions; - testing mechanical seal assembly; - checking for conformance to specifications, and; - measuring components to specified tolerances. Students will also be expected to demonstrate the following knowledge: - components and function of a range of mechanical seal designs; - installation specifications and procedures; - failure patterns/wear limits of mechanical seal components; - techniques/tools for removing primary sealing elements and secondary seals from the mechanical seals; - units of measurement, numerical operations and calculations/formulae within the scope of this unit; - reasons for selection of the mechanical seal; - specified mechanical seal tension; - testing mechanical seals; - techniques, tools and equipment to measure components; - hazards and control measures associated with installing/removal of mechanical seals, including housekeeping; - use and application of personal protective equipment, and; - safe work practices and procedures.

MEM18013B Perform gland packing

Locations:Sunshine.

Prerequisites:MEM18001C - Use hand toolsMEM12023A - Perform engineering measurements

Description:This unit covers inspecting glands and gland packing, and removing and replacing or topping up gland packing.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - checking and clarifying task-related information; - inspecting glands and gland packing; - removing gland packing; - cutting gland packing to size and shape; - replacing or topping up gland packing; - reading and interpreting routine information on written job instructions, specifications and standard operating procedures. May include drawings; - following oral instructions, and; - entering routine and familiar information onto proformas and standard workplace forms. Students will also be expected to demonstrate the

following knowledge: - principles of gland packing; - tools, techniques and equipment required to remove gland packing; - various types of gland packing; - reasons for selecting gland packing; - methods of cutting gland packing to size and shape; - reassembling procedures; - hazards and control measures associated with gland packing, including housekeeping, and; - safe work practices.

MEM18014B Manufacture press tools and gauges

Locations:Sunshine.

Prerequisites:MEM06007B - Perform basic incidental heat/quenching, tempering and annealingMEM07005C - Perform general machiningMEM07006C - Perform lathe operationsMEM07007C - Perform milling operationsMEM07008D - Perform grinding operationsMEM09002B - Interpret technical drawingMEM12003B - Perform precision mechanical measurementMEM12006C - Mark off/out (general engineering)MEM12023A - Perform engineering measurementsMEM12024A - Perform computationsMEM18001C - Use hand toolsMEM18002B - Use power tools/hand held operationsMEM18003C - Use tools for precision workMEM18006C - Repair and fit engineering componentsMEM18015B - Maintain tools and diesMEM18055B - Dismantle, replace and assemble engineering componentsMEM30012A - Apply mathematical techniques in a manufacturing engineering or related environment

Description:This unit covers preparing to manufacture and manufacture tooling (press tools and gauges) including matching use of hand and hand held power tools, assembly of the tooling components and trialling the tooling.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - obtaining and interpreting relevant drawings, prints and/or sample components, specifications and instructions; - sketching or drawing the tool design; - incorporating mounting requirements into the tooling design; - testing tooling materials for hardness; - preparing sequential plan for the manufacture of the required tooling; - shaping/producing tooling components to specifications using appropriate machines and machining processes; - using hand and hand held power tools to fashion/ manufacture tooling components to specification; - assembling and fitting tooling components using acceptable tool making techniques and procedures; - producing first-off component/product; - checking first-off component/product for conformance to specification; - modifying tooling using appropriate tool making techniques and procedures; - checking conformance of the component/product to specifications, and; - recording/reporting modifications or alterations to original tooling design. Students will also be expected to demonstrate the following knowledge: - customers' tooling requirements; - the type of tooling to be manufactured; - the machine(s) in which the tooling is to be used; - the tooling design concept in terms of customer specifications and proposed production machine(s); - the performance requirements of the tooling; - the method of mounting the tooling in the production machine into which it is to be installed; - the physical properties of a range of tool steels; - the appropriate materials for each component of the tooling to be produced; - the reasons for selecting the chosen materials in terms of strength, durability, component finish, heat treatment requirements, and availability; - the procedures for hardness testing materials; - the effect of material hardness on machinability of the material; - the appropriate machinery and tools to be used to fashion or shape tooling components; - the reasons for selecting the

chosen machinery and tooling; - the reasons for establishing a sequential plan for the manufacture of tooling; - the procedures for documenting plans for the manufacture of tooling; - the hand and hand held power tools to be used to fashion/manufacture the required tooling components; - the reasons for selecting the chosen hand and hand held power tools; - procedures for fitting/assembling the tooling components; - the precautions to be taken when fitting/assembling tooling components; - the appropriate precision instruments for checking the components produced; - the specifications of the finished product; - causes of any non-conformance to specification; - the tool making techniques/procedures to be applied to return the tooling to specification; - procedures for reporting/recording the conformance of the component/product produced by the tooling to specifications, and; - procedures for recording/reporting modifications and/or alterations to tooling design. .

MEM18015B Maintain tools and dies

Locations:Sunshine.

Prerequisites:MEM06007B - Perform basic incidental heat/quenching, tempering and annealingMEM07005C - Perform general machiningMEM07006C - Perform lathe operationsMEM07007C - Perform milling operationsMEM07008D - Perform grinding operationsMEM09002B - Interpret technical drawingMEM12003B - Perform precision mechanical measurementMEM12023A - Perform engineering measurementsMEM18001C - Use hand toolsMEM18002B - Use power tools/hand held operationsMEM18003C - Use tools for precision workMEM18006C - Repair and fit engineering componentsMEM18055B - Dismantle, replace and assemble engineering components

Description:This unit covers identifying and analysing defects in tooling, disassembling and assessing tooling components, manufacturing or repairing tooling components to conform to specifications, and assembling tooling components.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - obtaining all relevant information with respect to defective tooling; - examining the defective tooling for breakage, wear, etc.; - preparing a sequential plan for the repair/maintenance of the defective tooling and documenting the plan; - disassembling the defective tooling in accordance with acceptable tool making techniques and procedures; - obtaining all relevant drawings, specifications and sample products/components; - marking worn/damaged components for repair or replacement; - testing tooling components for hardness; - obtaining the appropriate materials for manufacture of replacement tooling components; - using the appropriate hand and hand held power tools to fashion/manufacture tooling components to specification; - utilise sample components or sections to test the tooling components being manufactured; - shaping and producing the tooling components to specifications using appropriate machines and machining processes; - assembling and fitting all tooling components to specification using acceptable tool making techniques and procedures; - checking the first-off component/product using appropriate precision instruments for conformance to specification; - recording the conditions that lead to the failure of the given set of tooling, and; - initiating design modifications/alterations to rectify recurring faults or failure. Students will also be expected to demonstrate the following knowledge: - common tooling defects from a range of sample products/components; - the probable causes of tooling failure; - the reasons for

selecting the probable causes of tooling failure; - the reasons for establishing a sequential plan for the repair/maintenance of defective tooling; - the procedures for documented plans for the repair/ maintenance of defective tooling; - the procedures for disassembling defective tooling; - the specifications of all tooling components; - the precision instruments to be used to check tooling components for conformance to specification; - the reasons for selecting the chosen precision instruments; - the procedures for identifying worn/damaged tooling; - components for repair or replacement; - the reasons for deciding to repair or replace worn/damaged components; - the appropriate materials for each component of the tooling to be replaced; - the required physical properties of the tooling to be replaced; - the reasons for selecting the chosen materials in terms of: strength, durability, component finish, heat treatment requirement, and availability; - the procedures for hardness testing materials; - the procedures for obtaining tooling materials - the hand and hand held power tools to be used to fashion/manufacture the required tooling components; - the reasons for selecting the chosen hand and hand held power tools; - the appropriate machines and machining processes to shape/produce the required tooling components; - the reasons for selecting the chosen machines and machining processes; - the effect of machining parameters on the surface finish and tolerances achievable from machining processes; - the machining parameters appropriate to given machining tasks and specifications, and; - the reasons for selecting the chosen machining parameters.

MEM18016B Analyse plant and equipment condition monitoring results

Locations:Industry, Sunshine.

Prerequisites:MEM09002B - Interpret technical drawingMEM12003B - Perform precision mechanical measurementMEM12023A - Perform engineering measurementsMEM12024A - Perform computationsMEM12025A - Use graphical techniques and perform simple statistical computationsMEM18001C - Use hand toolsMEM18002B - Use power tools/hand held operationsMEM18003C - Use tools for precision workMEM18006C - Repair and fit engineering componentsMEM18010C - Perform equipment condition monitoring and recordingMEM18055B - Dismantle, replace and assemble engineering components

Description:This unit covers analysing condition monitoring results and developing recommendations based on the analysis. The data analysed is generated by a continuous plant and equipment condition monitoring program.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - obtaining results of condition monitoring of plant/equipment; - performing calculations to analyse condition monitoring data; - preparing reports based on the analysis of the condition monitoring data; - reporting recommendations to the appropriate authority, and; - orally reporting routine information. Students will also be expected to demonstrate the following knowledge: - the operational specifications of the plant/equipment being monitored; - any trends and/or deviations from operational specifications; - numerical operations and calculations/formulae for data analysis within the scope of this unit; - the reasons for undertaking the identified calculations; - the procedures for reporting the analysis of condition monitoring data; - the previous history of the plant/equipment being monitored; - any relevant legislative requirements; - the operational specifications of the plant/equipment; - the recommendations with

respect to action to be taken; - the reasons for the recommendations made; - the expected effect of the recommendations on the operational performance of the plant/equipment; - the procedures for reporting recommendations. and; - the authority/person to whom the recommendations are to be made.

MEM18018 Maintain pneumatic system components

Locations:Sunshine.

Prerequisites:MEM09002 - Interpret technical drawingMEM11011 - Undertake manual handlingMEM12023 - Perform engineering measurementsMEM12024 - Perform computationsMEM13015 - Work safely and effectively in manufacturing and engineeringMEM14006 - Plan work activitiesMEM16006 - Organise and communicate informationMEM18001 - Use hand toolsMEM18002 - Use power tools/hand held operationsMEM18003 - Use tools for precision workMEM18006 - Perform precision fitting of engineering componentsMEM18055 - Dismantle, replace and assemble engineering components

Description:This unit of competency defines the skills and knowledge required to check pneumatic system components, identify and repair or replace faulty components. Pneumatic system components are identified and inspected and assessed using fluid power principles to predetermined specifications interpreted from data sheets and circuits diagrams. Where straightforward removal/replacement of components from a pneumatic system is required unit MEM18055 Dismantle, replace and assemble engineering components and unit MEM18071 Connect and disconnect fluid conveying system components, should be selected as appropriate. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; - identifying and interpreting specifications, charts, lists, drawings and other applicable reference documents to maintain pneumatic system components; - inspecting and testing pneumatic system components to predetermined specifications using fluid power principles; - checking component parts visually and dimensionally for compliance to specification and, where appropriate, marking faulty parts for repair, replacement or adjustment; - dismantling and repairing faulty system components, including selecting replacement parts from manufacturers'/suppliers' catalogues to site or manufacturers' specifications; - assembling and testing pneumatic components for correct operation and compliance to specifications; - checking the operation of the pneumatic system for compliance to specifications, and; - completing service reports in accordance with SOPs. Students will also be expected to demonstrate the following knowledge: - safe work practices and procedures and use of personal protective equipment (PPE); - full range of pneumatic system components and characteristics/operational function of each component; - procedures and equipment for inspecting and testing pneumatic system components; - specifications of each pneumatic system component; - faulty system components and causes of faulty components, and; - individual components within the pneumatic system; - procedures for repairing pneumatic system components; - procedures for checking pneumatic system operation; - follow-up procedures with respect to repaired/replaced pneumatic system components, and; - reporting/recording procedures.

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MEM18018C Maintain pneumatic system components

Locations:Sunshine.

Prerequisites:MEM09002B - Interpret technical drawingMEM12023A - Perform engineering measurementsMEM18001C - Use hand toolsMEM18002B - Use power tools/hand held operationsMEM18003C - Use tools for precision workMEM18006C - Repair and fit engineering componentsMEM18055B - Dismantle, replace and assemble engineering components

Description:This unit covers checking pneumatic system components, and identifying and repairing or replacing faulty components.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - inspecting and testing pneumatic system components; - obtaining, interpreting and following written job instructions, specifications, standard operating procedures, charts, lists, drawings, relevant data sheets and other applicable reference documents; - planning and sequencing operations; - checking and clarifying task-related information; - checking individual components within the pneumatic system for correct operation; - dismantling and repairing faulty system components; - selecting replacement parts from manufacturers'/suppliers' catalogues; - assembling pneumatic system components; - testing pneumatic components for correct operation and conformance to specifications; - checking the operation of the pneumatic system for conformance to specification; - checking repaired/replaced pneumatic system components for correct operation, and; - completing service reports. Students will also be expected to demonstrate the following knowledge: - the full range of pneumatic system components; - characteristics/operational function of each component; - procedures for inspecting and testing pneumatic system components; - equipment to test pneumatic system components; - the specifications of each pneumatic system component; - faulty system components; - causes of faulty pneumatic components; - individual components within the pneumatic system; - the safety procedures for working on pneumatic components; - the procedure for repairing pneumatic system components; - procedures for checking pneumatic system operation; - follow-up procedures with respect to repaired/replaced pneumatic system components; - reporting/recording procedures; - hazard and control measures associated with maintaining pneumatic system components, including housekeeping, and; - safe work practices and procedures.

MEM18019 Maintain pneumatic systems

Locations:Sunshine.

Prerequisites:MEM09002 - Interpret technical drawingMEM11011 - Undertake manual handlingMEM12023 - Perform engineering measurementsMEM12024 - Perform computationsMEM13015 - Work safely and effectively in manufacturing and engineeringMEM14006 - Plan work activitiesMEM16006 - Organise and communicate informationMEM18001 - Use hand toolsMEM18002 - Use power tools/hand held operationsMEM18003 - Use tools for precision workMEM18006 - Perform precision fitting of engineering componentsMEM18018 - Maintain pneumatic system componentsMEM18055 - Dismantle, replace and assemble engineering components

Description:This unit of competency defines the skills and knowledge required to

undertake preventive maintenance checks/adjustments on pneumatic systems, and fault-find, replace, repair or overhaul and recommission pneumatic systems. It applies to pneumatic systems in industrial and mobile plant and equipment used in manufacturing, agricultural, forestry, mining and transport industries. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; - obtaining and interpreting maintenance reports and preventative maintenance schedules inspecting and testing pneumatic system components, assemblies or sub-assemblies and carrying out; - preventative maintenance tasks to predetermined specifications using fluid power principles, tools and equipment; - checking component parts visually and dimensionally for compliance to specification and, where appropriate, marking faulty parts for repair, replacement or adjustment; - consulting with system operator and carrying out visual inspection of pneumatic system and components with respect to the fault being investigated and other anomalies; - undertaking faultfinding and verifying and confirming faults/malfunctions; - isolating and depressurising system or sub-assembly, confirming and using appropriate tagging system according to SOPs; - removing, dismantling and repairing/overhauling faulty system components or sub-assembly, including selecting replacement parts from manufacturers' /suppliers' catalogues, to site or manufacturers' specifications assembling pneumatic components or sub-assembly for compliance to specifications, refitting items to equipment and testing for correct operation; - recommissioning pneumatic system/sub-assembly to specifications and verifying correct operation and initiating any follow-up procedures, and; - updating and completing maintenance records and/or service reports. Students will also be expected to demonstrate the following knowledge: - safe work practices and procedures and use of personal protective equipment (PPE); - pneumatic principles; - manufacturers' specifications and structure of common pneumatic system components and their constituent parts; - pneumatic system/component faults that can be determined by visual inspection; - application of common pneumatic system/component test equipment; - scheduled preventative maintenance tasks; - common pneumatic system and component faults and any previous faults; - any previous maintenance carried out on the pneumatic system/components; - typical checks/tests that can be carried out on pneumatic systems/components and their application; - pneumatic system/component tests and testing techniques; - apparent faults/malfunctions; - documentation/reporting requirements with respect to verified faults/malfunctions; - procedures for initiating repair and/or overhaul of the pneumatic system; - procedures for isolating and depressurising pneumatic systems; - tagging requirements for isolated systems; - appropriate repair/overhaul procedures of pneumatic components; - pneumatic system operational specifications and system recommissioning procedures; - any appropriate follow-up maintenance or operational checks, and; - maintenance recording/reporting requirements and consequences of inaccurate or incomplete recording/reporting of maintenance/service activities.

MEM18019B Maintain pneumatic systems

Locations:Sunshine.

Prerequisites:MEM09002B - Interpret technical drawingMEM12023A - Perform
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engineering measurementsMEM18001C - Use hand toolsMEM18002B - Use power tools/hand held operationsMEM18003C - Use tools for precision workMEM18006C - Repair and fit engineering componentsMEM18018C - Maintain pneumatic system componentsMEM18055B - Dismantle, replace and assemble engineering components

Description:This unit covers undertaking preventive maintenance checks/adjustments on pneumatic systems, and fault finding, replacing, repairing or overhauling, and recommissioning pneumatic systems.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - preparing pneumatic system components for inspection/preventative maintenance; - inspecting and testing pneumatic system and components; - performing scheduled preventative maintenance tasks; - performing repairs on the pneumatic system/components as required; - visually inspecting pneumatic system and its components; - consulting system operator with respect to the fault being investigated; - obtaining and interpreting maintenance reports; - checking/testing pneumatic system/component operation; - verifying/confirming apparent faults/malfunctions; - documenting or reporting verified faults/malfunctions; - initiating repair/overhaul of the pneumatic system; - isolating and depressurising pneumatic system; - checking pneumatic system to ensure isolation and depressurisation; - tagging isolated pneumatic system; - removing pneumatic components/sub-assembly from the system; - dismantling pneumatic components/sub-assemblies; - examining pneumatic components/sub-assemblies and their parts; - selecting replacement parts selected from manufacturers' catalogues; - overhauling faulty items; - refitting pneumatic component/sub-assembly into the system; - testing pneumatic component/sub-assembly for correct operation; - recommissioning pneumatic system/sub-assembly to specification; - checking/testing pneumatic system/sub-assembly for correct operation; - initiating follow-up procedures, and; - updating and completing maintenance records/reports. Students will also be expected to demonstrate the following knowledge: - common pneumatic system components; - pneumatic system/component faults that can be determined by visual inspection; - the application of common pneumatic system/component test equipment; - scheduled preventative maintenance tasks; - manufacturers' specifications; - common pneumatic system and component faults; - any previous faults in the pneumatic system/components; - any previous maintenance carried out on the pneumatic system/components; - typical checks/tests that can be carried out on pneumatic systems/components and their application; - pneumatic system/component tests and testing techniques; - apparent faults/malfunctions; - documentation/reporting requirements with respect to verified faults/malfunctions; - procedures for initiating repair and/or overhaul of the pneumatic system; - hazards associated with working on pneumatic systems/components, including housekeeping; - the procedures for isolating and depressurising pneumatic systems; - the tagging requirements for isolated systems; - the structure of typical pneumatic components; - specifications of pneumatic components and their constituent parts; - reasons for deciding to repair, replace or overhaul pneumatic components; - system recommissioning procedures; - the pneumatic system operational specifications; - any appropriate follow-up maintenance or operational checks; - maintenance recording/reporting requirements;

- consequences of inaccurate or incomplete recording/reporting of maintenance/service activities; - pneumatic principles, and; - safe work practices and procedures.

MEM18020 Maintain hydraulic system components

Locations:Sunshine.

Prerequisites:MEM09002 - Interpret technical drawingMEM11011 - Undertake manual handlingMEM12023 - Perform engineering measurementsMEM12024 - Perform computationsMEM13015 - Work safely and effectively in manufacturing and engineeringMEM14006 - Plan work activitiesMEM16006 - Organise and communicate informationMEM18001 - Use hand toolsMEM18002 - Use power tools/hand held operationsMEM18003 - Use tools for precision workMEM18006 - Perform precision fitting of engineering componentsMEM18055 - Dismantle, replace and assemble engineering components

Description:This unit of competency defines the skills and knowledge required to check hydraulic system components, identify, and repair or replace faulty components. Hydraulic system components are identified and inspected and assessed using fluid power principles to predetermined specifications interpreted from data sheets and circuits diagrams. Where straightforward removals/replacement of components from a hydraulic system is required unit MEM18055 Dismantle, replace and assemble engineering components and unit MEM18071 Connect and disconnect fluid conveying system components, should be selected as appropriate. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; - identifying and interpreting specifications, charts, lists, drawings and other applicable reference documents to maintain hydraulic system components; - inspecting and testing hydraulic system components to predetermined specifications using fluid power principles - checking component parts visually and dimensionally for compliance to specification and, where appropriate, marking faulty parts for repair, replacement or adjustment; - dismantling and repairing faulty system components, including selecting replacement parts from manufacturers'/suppliers' catalogues, to site or manufacturers' specifications; - assembling and testing hydraulic components for correct operation and compliance to specifications; - checking the operation of the hydraulic system for compliance to specifications, and; - completing service reports in accordance with SOPs. Students will also be expected to demonstrate the following knowledge: - safe work practices and procedures and use of personal protective equipment (PPE); - full range of hydraulic system components characteristics/operational function of each component; - procedures and equipment for inspecting and testing hydraulic system components; - specifications of each hydraulic system component; - faulty system components and causes of faulty components; - individual components within the hydraulic system; - procedure for repairing hydraulic system components; - procedures for checking hydraulic system operation; - follow-up procedures with respect to repaired/replaced hydraulic system components, and; - reporting/recording procedures.

MEM18020B Maintain hydraulic system components

Locations:Sunshine.

Prerequisites:MEM09002B - Interpret technical drawingMEM12023A - Perform engineering measurementsMEM18001C - Use hand toolsMEM18002B - Use power tools/hand held operationsMEM18003C - Use tools for precision workMEM18006C - Repair and fit engineering componentsMEM18055B - Dismantle, replace and assemble engineering components

Description:This unit covers checking hydraulic system components, and identifying and repairing or replacing faulty components.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - inspecting a range of hydraulic system components in accordance with standard operating procedures; - reading, interpreting and following relevant data sheets, specifications, hydraulic circuits, drawings, instructions and manuals; - checking the individual components within the hydraulic system for correct operation; - dismantling and rectifying faulty system components to manufacturers'/site specifications in accordance with standard operating procedures; - where appropriate, selecting replacement parts from the manufacturers'/suppliers' catalogues; - reassembling and testing the hydraulic system components; - checking the operation of the hydraulic system for conformance to specification; - checking repaired/replaced hydraulic system components for correct operation, and; - completing service reports where appropriate. Students will also be expected to demonstrate the following knowledge: - the full range of hydraulic system components; - characteristics and operational function of each hydraulic system component; - procedures for inspecting and testing hydraulic system components; - equipment required to test hydraulic system components; - specifications of each hydraulic system component; - hydraulic components not operating in accordance with specifications; - reasons for hydraulic components not operating in accordance with specification; - individual components within the hydraulic system; - safety procedures to be followed when working on hydraulic components; - where appropriate, faulty system components; - procedure for repairing hydraulic system components; - parts to be replaced; - reasons for replacing the parts identified; - the correct operation of the hydraulic system; - procedures for checking hydraulic system operation; - where appropriate, the follow-up procedures with respect to repaired/replaced hydraulic system components; - reporting/recording procedures; - reasons for completing service reports for hydraulic system components repaired/replaced; - hazards associated with maintaining hydraulic system components, including housekeeping, and; - safe work practices and procedures.

MEM18021 Maintain hydraulic systems

Locations:Sunshine.

Prerequisites:MEM09002 - Interpret technical drawingMEM11011 - Undertake manual handlingMEM12023 - Perform engineering measurementsMEM12024 - Perform computationsMEM13015 - Work safely and effectively in manufacturing and engineeringMEM14006 - Plan work activitiesMEM16006 - Organise and communicate informationMEM18001 - Use hand toolsMEM18002 - Use power tools/hand held operationsMEM18003 - Use tools for precision workMEM18006 -

Perform precision fitting of engineering components MEM18020 - Maintain hydraulic system components MEM18055 - Dismantle, replace and assemble engineering components

Description: This unit of competency defines the skills and knowledge required to undertake preventive maintenance checks/adjustments on hydraulic systems, and fault-find, replace, repair or overhaul and recommission hydraulic systems. Where the skills and knowledge required relate to mobile plant in agriculture, forestry, rail, marine and other transport operations unit MEM27017 Maintain, fault find and rectify hydraulic systems for mobile plant should be selected. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; - obtaining and interpreting maintenance reports and preventative maintenance schedules; - inspecting and testing hydraulic system components, assemblies or sub-assemblies and carrying out preventative; - maintenance tasks to predetermined specifications using fluid power principles, tools and equipment; - consulting with system operator and carrying out visual inspection of hydraulic system and components with respect to the fault being investigated and other anomalies; - undertaking fault-finding and verifying and confirming faults/malfunctions; - checking component parts visually and dimensionally for compliance to specification and, where appropriate, marking faulty parts for repair, replacement or adjustment; - isolating and depressurising system or sub-assembly, confirming and using appropriate tagging system according to SOPs; - removing, dismantling and repairing/overhauling faulty system components or sub-assembly, including selecting replacement parts from manufacturers'/suppliers' catalogues, to site or manufacturers' specifications; - assembling hydraulic components or sub-assembly for compliance to specifications, refitting items to equipment and testing for correct operation; - recommissioning hydraulic system/sub-assembly to specifications and verifying correct operation and initiating any follow-up procedures, and; - updating and completing maintenance records and/or service reports. Students will also be expected to demonstrate the following knowledge: - safe work practices and procedures and use of personal protective equipment (PPE); - hydraulic principles; - manufacturers' specifications and structure of common hydraulic system components and their constituent parts; - hydraulic system/component faults that can be determined by visual inspection; - application of common hydraulic system/component test equipment; - scheduled preventative maintenance tasks; - common hydraulic system and component faults and any previous faults; - any previous maintenance carried out on the hydraulic system/components; - typical checks/tests that can be carried out on hydraulic systems/components and their application; - hydraulic system/component tests and testing techniques; - apparent faults/malfunctions; - documentation/reporting requirements with respect to verified faults/malfunctions; - procedures for initiating repair and/or overhaul of the hydraulic system; - procedures for isolating and depressurising hydraulic systems; - tagging requirements for isolated systems; - appropriate repair/overhaul procedures of hydraulic components; - hydraulic system operational specifications and system recommissioning procedures; - any appropriate follow-up maintenance or operational checks, and; - maintenance recording/reporting

requirements and consequences of inaccurate or incomplete recording/reporting of maintenance/service activities.

MEM18021B Maintain hydraulic system

Locations: Sunshine.

Prerequisites: MEM09002B - Interpret technical drawing MEM12023A - Perform engineering measurements MEM18001C - Use hand tools MEM18002B - Use power tools/hand held operations MEM18003C - Use tools for precision work MEM18006C - Repair and fit engineering components MEM18020B - Maintain hydraulic system components MEM18055B - Dismantle, replace and assemble engineering components

Description: This unit covers undertaking preventive maintenance checks/adjustments on hydraulic systems, and fault finding, repairing, rectifying or overhauling, and recommissioning hydraulic systems.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - preparing hydraulic system components; - inspecting and testing the hydraulic system/components; - performing scheduled preventative maintenance tasks; - performing obvious repairs on the hydraulic system/components; - visually inspect the hydraulic system and its components; - consulting with the system operator; - obtaining and interpreting maintenance reports; - using appropriate test equipment and techniques; - verifying apparent faults/malfunctions; - documenting or reporting all verified faults/malfunctions; - initiating the repair/overhaul of the hydraulic system; - isolating and depressurising the hydraulic system; - tagging the isolated hydraulic system; - removing the hydraulic components/sub-assembly from the system; - dismantling the hydraulic components/sub-assemblies; - examining the hydraulic components/sub-assemblies; - selecting replacement parts from manufacturers' catalogues; - repairing/replacing/overhauling faulty items; - refitting the hydraulic component/sub-assembly into the system; - testing the hydraulic component/sub-assembly; - recommissioning the hydraulic system/sub-assembly; - checking/testing the hydraulic system/sub-assembly; - where appropriate, initiating follow-up procedures, and; - updating and completing all maintenance records/reports. Students will also be expected to demonstrate the following knowledge: - common hydraulic system components; - hydraulic system/component faults that can be determined by visual inspection; - the application of common hydraulic system/component test equipment; - schedule of preventative maintenance tasks; - the manufacturers' specifications; - common hydraulic system and component faults; - any previous faults in the hydraulic system/components; - any previous maintenance carried out on the hydraulic system/components; - typical checks/tests that can be carried out on hydraulic systems/components and their application; - hydraulic system/component test and testing techniques; - apparent faults/malfunctions; - the documentation/reporting requirements with respect to verified faults/malfunctions; - the procedures for initiating repair/replacement and/or overhaul of the hydraulic system; - the hazards and control measures associated with working on hydraulic systems/components; - the procedures for isolating and depressurising hydraulic systems; - tagging requirements for isolated systems; - the structure of typical hydraulic components; - the specifications of hydraulic components and their constituent parts; - the appropriate repair/overhaul

procedures; - system recommissioning procedures; - the hydraulic system operational specifications; - any appropriate follow-up maintenance or operational checks; - the maintenance recording/reporting requirements; - the consequences of inaccurate or incomplete recording/reporting of maintenance/service activities, and; - safe work practices and procedures.

MEM18022 Maintain fluid power controls

Locations:Sunshine.

Prerequisites:MEM09002 - Interpret technical drawingMEM11011 - Undertake manual handlingMEM12023 - Perform engineering measurementsMEM12024 - Perform computationsMEM13015 - Work safely and effectively in manufacturing and engineeringMEM14006 - Plan work activitiesMEM16006 - Organise and communicate informationMEM18001 - Use hand toolsMEM18002 - Use power tools/hand held operationsMEM18003 - Use tools for precision workMEM18006 - Perform precision fitting of engineering componentsMEM18055 - Dismantle, replace and assemble engineering components andMEM18019 - Maintain pneumatic systems orMEM18021 - Maintain hydraulic systems

Description:This unit of competency defines the skills and knowledge required to install and repair and/or rectify fluid power controls, and adjust fluid power system control sequence and operation. It covers fault-finding of fluid power systems control circuits, maintaining and repairing or replacing system control components, and checking and adjusting the sequence of fluid power system controls. System circuit/components are identified, traced, inspected and operational function is assessed and verified using fluid power principles to predetermined specifications interpreted from data sheets and circuit diagrams. Where skills beyond the sequencing of programmable logic controllers (PLCs) are required unit MEM10004 Enter and change programmable controller operational parameters and unit MEM10005 Commission programmable controller programs, should be selected as appropriate. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; - obtaining and interpreting specifications system/circuit diagrams, system operation data sheets and control data and identifying and inspecting system components for compliance with specifications; - planning and undertaking sequential installation of fluid power systems and controls in accordance with manufacturers' specifications and procedures; - checking and adjusting control and system operation using appropriate test equipment ensuring that the sequence of operations conforms to specifications and operational requirements; - recording/reporting any modifications/alterations to the system in accordance with standard operating procedures; - fault-finding fluid power systems control circuit using fault-finding techniques and appropriate test equipment and identifying and localising components not conforming to operational specifications for repair/replacement; - repairing/replacing faulty items after testing for compliance to specifications using appropriate tools, equipment and techniques; - reassembling control components to meet specifications; - verifying correct operation of system power control circuit and commissioning the fluid power system controls to specifications, and; - initiating maintenance and/or service follow-up procedures and

completing maintenance and/or service reports according to standard operating procedures. Students will also be expected to demonstrate the following knowledge: - safe work practices and procedures and use of personal protective equipment (PPE); - system operational and control requirements and specifications; - application of common fluid power system components and controllers; - system/circuit components; - special installation requirements; - fluid power and common test equipment and their application; - correct operational sequence of the system; - typical adjustments to correct sequencing variations from specification; - procedures for recording/reporting modifications/alterations and consequences of not recording/reporting; - fluid power system commissioning procedures; - component(s) not complying with operational specification and typical causes of component failure; - cause of the faulty condition in the component(s) and appropriate procedures for rectifying the faulty condition; - appropriate maintenance schedule and procedures; - appropriate control component repair procedures; - typical test equipment and applications; - circuit sensors and controllers; - common adjustments that can be made to control systems and their effect; - any maintenance/service follow-up procedures, and; - maintenance/service recording/reporting requirements.

MEM18022B Maintain fluid power controls

Locations:Sunshine.

Prerequisites:Path 1 - Pneumatic MEM09002B Interpret Technical Drawing; MEM12023A Perform Engineering Measurements; MEM18001C Use Hand Tools; MEM18002B Use Power Tools/Hand Held Operations; MEM18003C Use Tools for Precision Work; MEM18006C Repair and Fit Engineering Components; MEM18018C Maintain Pneumatic System Components; MEM18019B Maintain Pneumatic Systems; MEM18055B Dismantle, Replace and Assemble Engineering Components. Path 2 - Hydraulic MEM09002B Interpret Technical Drawing; MEM12023A Perform Engineering Measurements; MEM18001C Use Hand Tools; MEM18002B Use Power Tools/Hand Held Operations; MEM18003C Use Tools for Precision Work; MEM18006C Repair and Fit Engineering Components; MEM18020B Maintain Hydraulic System Components; MEM18021B Maintain Hydraulic Systems; MEM18055B Dismantle, Replace and Assemble Engineering Components.

Description:This unit covers installing and repairing and/or rectifying fluid power controls, and adjusting fluid power system control sequence and operation.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - obtaining and interpreting system/circuit diagrams, system operation data sheets and control data planning and sequencing operations; - checking/inspecting system/circuit components for compliance with specifications; - undertaking installation of the fluid power system and controls in accordance with manufacturers' specifications and work site procedures; - using test equipment to check control and system operation against specification; - adjusting the system where appropriate, to ensure that the sequence of operations conforms to operational requirements; - recording/reporting any modifications/alterations to the system; - checking the operation of the controls and system for conformance to specification; - commissioning the system in accordance with work site procedures; - identifying and localising components not conforming to operational specification; - conducting appropriate maintenance in accordance with work site procedures; - repairing control components where appropriate; - testing

faulty items for conformance to specification; - installing repaired/replaced components; - selecting replacement items from manufacturers' catalogues; - reassembling control components; - initiating maintenance and/or service follow-up procedures, and; - completing maintenance and/or service reports. Students will also be expected to demonstrate the following knowledge: - system operational and control requirements and specifications; - the application of common fluid power system components and controllers; - the system/circuit components; - any special installation requirements; - fluid power test equipment and application; - the correct operational sequence of the system; - typical adjustments to correct sequencing variations from specification; - the consequences of not recording/reporting modifications to systems; - the procedures for recording/reporting modifications/alterations; - the fluid power system commissioning procedures; - common test equipment and its application; - the component(s) not complying with operational specification; - typical causes of component failure; - the cause of the faulty condition in the component(s); - appropriate procedures for rectifying the faulty condition; - the appropriate maintenance schedule and procedures; - appropriate control component repair procedures; - typical test equipment and its application; - circuit sensors and controllers; - common adjustments that can be made to control systems and their effect; - any maintenance/service follow-up procedures; - the maintenance/service recording/reporting requirements; - hazards and control measures associated with maintaining and rectifying fluid power controls, including housekeeping, and; - safe work practices and procedures.

MEM18023B Modify fluid power system operation

Locations:Sunshine.

Prerequisites:MEM09002B - Interpret technical drawingMEM12023A - Perform engineering measurementsMEM12024A - Perform computationsMEM12025A - Use graphical techniques and perform simple statistical computationsMEM18001C - Use hand toolsMEM18002B - Use power tools/hand held operationsMEM18003C - Use tools for precision workMEM18006C - Repair and fit engineering componentsMEM18010C - Perform equipment condition monitoring and recordingMEM18016B - Analyse plant and equipment condition monitoring resultsMEM18018C - Maintain pneumatic system componentsMEM18019B - Maintain pneumatic systemsMEM18020B - Maintain hydraulic system componentsMEM18021B - Maintain hydraulic systemMEM18022B - Maintain fluid power controlsMEM18055B - Dismantle, replace and assemble engineering components

Description:This unit covers determining the requirements of the modification, undertaking the modification and evaluating the modified or repaired fluid power system.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - obtaining, interpreting and analysing service/maintenance reports and system output information; - planning and sequencing operations; - checking and testing components/sub-assemblies for conformance to specification; - confirming design faults; - obtaining relevant information with respect to the modification requirements; - developing an appropriate action plan to overcome system problems; - undertaking modifications to fluid power systems where appropriate; - delegating work to appropriate personnel

where appropriate and supervising work; - recording/reporting modifications to the fluid power system; - checking the operation of the modified/repaired fluid power system for compliance with operational specifications; - initiating and monitoring further corrective action, where applicable; - confirming that desired outcomes are achieved, and; - preparing evaluation reports on the modifications/repairs. Students will also be expected to demonstrate the following knowledge: - fluid power system performance, faults history and variations from operational specification; - faults attributable to poor design; - defective components/sub-assemblies; - appropriate test equipment and applications; - techniques for verifying design faults; - personnel to be consulted during the modification process; - sources of information relevant to the modification requirements; - the specifications pertaining to the selected modification/design option; - the modification/design options available to overcome system faults; - the cost and benefits associated with the available options; - the most appropriate modification/design option; - the procedures for undertaking the selected modification/design option; - replacement components conforming to predetermined specifications from manufacturer's catalogues; - the modifications to be undertaken; - the requirements for recording/reporting modifications to fluid power systems; - the revised operational specification of the fluid power system; - the frequency of checks for compliance against operational specifications; - the effectiveness and efficiency of the modifications/repairs; - any variations from operational specifications; - any further modifications/repairs that could improve the effectiveness and efficiency of the fluid power system; - personnel to whom recommendations are to be made; - the appropriate reporting requirements; - hazards and control measures associated with modifying fluid power system operation, including housekeeping, and; - safe work practices and procedures.

MEM18025B Service combustion engines

Locations:Sunshine.

Prerequisites:MEM18001C - Use hand tools

Description:This unit covers checking and assessing engine consumable fluids and components for serviceability, performing the servicing procedures and reporting what has been done.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading, interpreting and following information on written job instructions, specifications, standard operating procedures, charts, lists, drawings and other applicable reference documents; - checking items removed from the engine for serviceability and conformance to specifications; - planning and sequencing operations; - checking task-related information; - identifying and reporting on fluids and items which have abnormal appearance; - flushing engine fluids from the engine and cleaning the engine of any residual fluids; - replacing engine fluids with the correct fluids to the correct levels; - removing and replacing engine consumable fluids and components; - checking the engine for lubricant, water and air leaks after servicing; - securing wires, hoses and ducts after servicing; - making minor running adjustments; - obtaining test samples; - undertaking calculations and numerical operations within the scope of this unit, and; - recording and reporting service activities. Students will also be expected to demonstrate the following knowledge: - common defects that can be identified from the appearance of fluids and items; - the procedures for reporting items/fluids with

abnormal appearance; - the principles of operation of the lubrication and cooling systems; - the function of filters; - the purpose of a range of additives; - the procedures for draining and flushing fluids from the engine including the reasons for ensuring any residual/spilt fluids are removed from the engine; - the appropriate grade and type of replacement fluid; - the procedures for replacing engine fluids; - the correct proportions of additive to be used; - the procedures for removing/replacing engine consumable fluids and components; - the procedures for checking serviced engines for leaks; - the methods of fastening/securing wires, hoses, ducts, etc.; - the procedures for undertaking minor running adjustments; - the specifications pertaining to those adjustments; - the procedures for taking test samples; - the procedures for reporting service activities; - hazards and control measures associated with servicing combustion engines, and; - safe work practices and procedures.

MEM18030B Diagnose and rectify low voltage electrical systems

Locations:Sunshine.

Prerequisites:MEM09002B - Interpret technical drawingMEM12023A - Perform engineering measurementsMEM18001C - Use hand toolsMEM18002B - Use power tools/hand held operationsMEM18055B - Dismantle, replace and assemble engineering components

Description:This unit covers using test instruments, testing the battery, and assessing and rectify wiring faults.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading, interpreting and following information on written job instructions, specifications, standard operating procedures, charts, lists, drawings and other applicable reference documents; - planning and sequencing operations; - checking task-related information; - checking for conformance to specification; - selecting and using the correct test instrument for a variety of electrical circuits; - applying Ohm's law to determine the required values of voltage, current and resistance for a range of electrical circuits; - determining the resistance of series and parallel circuits; - connecting electrical test instruments into given circuits; - connecting and adjusting a general purpose oscilloscope to a given electrical circuit; - determining the specific gravity of the electrolyte for temperature variations; - preparing dry batteries for charging and recharging; - performing discharge testing of batteries; - testing given electrical circuits and, where appropriate, identifying wiring faults; - using supplier catalogues; - making up wiring looms; - terminating wiring; - removing and/or neutralising corrosion from terminals and connections, and applying appropriate protective coatings, and; - testing a range of circuit components for correct operation and identifying and repairing faulty circuit components. Students will also be expected to demonstrate the following knowledge: - the principles of electron theory; - definitions of current, voltage and resistance in terms of electrical circuits; - the relationships between current, voltage and resistance for a variety of given electrical circuits; - the instruments and procedures to be used to measure current, voltage and resistance; - the procedures for maintaining electrical test equipment; - the function of a variety of electrical circuits identified from given electrical drawings/diagrams; - the symbols used in electrical drawings/diagrams; - the components of a variety of electrical circuits identified by given electrical drawings/diagrams; - the differences between series and parallel electrical circuits; - the function of a general purpose oscilloscope and

procedures for connecting a general purpose oscilloscope into given electrical circuits; - the use of wave forms in the testing of electrical circuits; - the accuracy to which a range of electrical test equipment can be read; - the procedures for using multipliers and shunts in the measurement of electrical circuits; - the operation of a chemical battery; - the function of the electrolyte in batteries; - the procedures for measuring the specific gravity of the electrolyte; - the effect of temperature on the specific gravity of the electrolyte; - the procedures for preparing dry batteries for charging; - the procedures for recharging batteries; - hazards and control measures associated with charging/recharging of batteries and discharge testing, including housekeeping; - the purpose and procedures for discharge testing of batteries; - the specifications applied to batteries; - examples and causes of common faults in electrical wiring; - the test procedures for isolating wiring faults; - the specifications of cables and wires used in given electrical circuits, and; - the specification of the insulation materials.

MEM18037B Diagnose and rectify low voltage charging systems

Locations:Sunshine.

Prerequisites:MEM09002B - Interpret technical drawingMEM12023A - Perform engineering measurementsMEM18001C - Use hand toolsMEM18002B - Use power tools/hand held operationsMEM18030B - Diagnose and rectify low voltage electrical systemsMEM18055B - Dismantle, replace and assemble engineering components

Description:This unit covers assessing generator/alternator operation, and testing and repairing and/or replacing generators and alternators.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading, interpreting and following information on written job instructions, specifications, standard operating procedures, charts, lists, drawings and other applicable reference documents; - planning and sequencing operations; - checking task-related information; - checking for conformance to specification; - testing the charging system for correct operation; - recording variations from system specifications; - dismantling and reassembling given generators/alternators; - identifying charging faults in given generator/alternator systems; - conducting short circuit and winding continuity tests; - testing the given alternator/generator output for conformance to specification; - testing given voltage and current regulators, cut-outs and relays for correct operation and conformance to specifications; - determining the condition of given power/exciter diodes; - replacing faulty components; - checking the given generator/alternator charging system for excessive voltage drops; - undertaking calculations and numerical operations within the scope of this unit, and; - recording and reporting service activities. Students will also be expected to demonstrate the following knowledge: - the concepts of magnetism, electromagnetism and induced voltage; - the construction of generators; - the principles of operation of generators and alternators; - the methods of generating alternating and direct current for low voltage systems; - the methods of regulating voltage and current generated; - the function of diode and condenser types of regulator; - the tests that can be used to check the performance of the charging system; - the test procedures; - the hazards associated with testing the performance of the charging system, including housekeeping; - the charging system specifications; - the test equipment to be used in checking low voltage charging systems; - the procedures for recording charging system performance/variations from specifications; - the procedures for dismantling and reassembling generators/alternators; - the tools

and equipment to be used in dismantling and reassembling generators/alternators; - the safety precautions and work procedures to be followed when working with generators/alternators; - the procedures and test equipment for identifying charging faults; - the procedures and test equipment for testing short circuits and winding continuity; - the specifications of generator/alternator output; - the test equipment and procedures to be used to determine alternator/generator output; - the procedures for testing voltage and current regulators, cut-outs and relays; - the methods of adjusting voltage and current regulators, cut-outs and relays; - the operational specifications of voltage and current regulators, cut-outs and relays; - the test equipment to be used to check the operation of voltage and current regulators, cut-outs and relays; - the procedures for testing diodes and the test equipment to be used; - the precautions to be taken when testing diodes, and; - the components of generators/alternators that can be replaced.

MEM18051B Fault find and repair/rectify complex electrical circuits

Locations:Sunshine.

Prerequisites:MEM09002B - Interpret technical drawing MEM10002B - Terminate and connect electrical wiring MEM10003B - Install and test electrical wiring and circuits up to 1000 volts A.C. and 1500 volts d.c. MEM12002B - Perform electrical/electronic measurement MEM12004B - Perform precision electrical/electronic measurement MEM12023A - Perform engineering measurements MEM18001C - Use hand tools MEM18002B - Use power tools/hand held operations MEM18048B - Fault find and repair/rectify basic electrical circuits MEM18049C - Disconnect/reconnect fixed wired equipment which use up to 1000 volts a.c./1500 volts d.c.

Description:This unit covers locating and repairing and rectifying faults in interconnected electrical circuits.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - using diagnostic skills to identify and correct faulty operation; - managing multiple processes; - interpreting and using relevant circuit diagrams, specifications, schematics; - locating reading/recording built-in fault indicators; - interpreting error code documents; - isolating electrical circuits from the power supply; - tagging isolated circuits; - verifying circuit isolation; - confirming/localising circuit faults using appropriate test equipment, work techniques and tools; - recording/reporting faults in electrical circuits; - repairing/adjusting electric circuits; - confirming circuit/s against specification, and; - recording rectification of the circuit(s). Students will also be expected to demonstrate the following knowledge: - circuit characteristics; - hazards associated with the electrical circuit(s); - relevant regulatory requirements; - errors indicated by built-in devices; - circuit isolation procedures; - common electrical test instruments and their application; - common techniques for testing electrical circuits; - recording/reporting requirements for electrical circuit faults; - appropriate techniques/procedures for returning the circuit/s to specification; - site/manufacturers' circuit specifications; - requirements for recording circuit rectifications; - any applicable industry standards, national/Australian standards, NOHSC guides, State/Territory regulatory codes of practice/standards; - use and application of personal protective equipment, and; - safe work practices and procedures.

MEM18052B Maintain fluid power systems for mobile plant

Locations:Industry, Sunshine.

Prerequisites:MEM09002B - Interpret technical drawing MEM12023A - Perform engineering measurements MEM18001C - Use hand tools MEM18002B - Use power tools/hand held operations MEM18055B - Dismantle, replace and assemble engineering components

Description:This unit covers testing, fault finding and rectifying basic fluid power systems used in the earthmoving, agricultural and transport industries.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading, interpreting and following information on written job instructions, specifications, standard operating procedures, charts, lists, drawings and other applicable reference documents; - planning and sequencing operations; - checking task-related information; - checking for conformance to specification; - identifying sources of stored energy on mobile plant; - identifying hazardous situations/conditions and applying appropriate safety measures; - bleeding accumulators down and positioning actuators correctly; - tracing faulty components and localising using fluid power principles, procedures and safety requirements; - using equipment for testing hydraulic system component; - inspecting and testing components including hoses, pipes, actuators, pumps, valves, cylinders and rams according to procedure and using fluid power; - removing components from system; - identifying replacement pipes and hoses using catalogues or electronic media; - obtaining replacement parts using appropriate procedures; - selecting appropriate conductors and fittings from manufacturer catalogues and charts; - cutting conductors to length using appropriate tooling/machine; - assembling conductors using correct techniques; - replacing component parts correctly in system using appropriate tools and techniques; - testing and adjusting replacement components for correct operation and conformance to specifications, and; - conducting conductor assemblies using machine circuits. Students will also be expected to demonstrate the following knowledge: - different sources of stored energy and their applications; - hazards and control measures associated with maintenance and rectification of fluid power systems, including housekeeping; - the reasons for bleeding accumulators and actuators and the hazards associated with working on pressurised systems; - the full range of hydraulic system components in a mobile plant application; - information on circuit diagram or manufacturer instructions; - the characteristics and operational function of each system component; - methods and techniques for tracing and localising faults; - the procedures and equipment for inspecting and testing hydraulic system components; - problems relating to faulty hydraulic system components/operation; - the specifications of each hydraulic system component; - the reasons for hydraulic components not operating in accordance with specifications; - all safety procedures and precautions; - common faults in hydraulic components; - removal methods for various components; - information in catalogues or electronic media; - procedures to obtain replacement parts; - typical conductor types and fittings their applications; - methods for cutting/assembling hoses/tubes/pipework; - tools and techniques for fitting replacement components and conductors; - the correct operation of hydraulic components and conductors; - the procedures for checking and adjusting the system; - safety measures for dismantling linear actuators; - the methods of inspection and

measurement; - guides and specifications for reusable parts; - the correct procedures for fitting bearings and seals; - the sequence and procedure for reassembly of cylinder/ram; - assembly and fitting instructions; - the procedures for refitting rams, and; - the procedures for testing and verifying repairs using machine circuits and/or test rigs.

MEM18053B Modify fluid power control systems

Locations:Sunshine.

Prerequisites:MEM09002B - Interpret technical drawingMEM12023A - Perform engineering measurementsMEM12024A - Perform computationsMEM12025A - Use graphical techniques and perform simple statistical computationsMEM14005A - Plan a complete activityMEM16010A - Write reportsMEM18001C - Use hand toolsMEM18002B - Use power tools/hand held operationsMEM18003C - Use tools for precision workMEM18006C - Repair and fit engineering componentsMEM18010C - Perform equipment condition monitoring and recordingMEM18016B - Analyse plant and equipment condition monitoring resultsMEM18018C - Maintain pneumatic system componentsMEM18019B - Maintain pneumatic systemsMEM18020B - Maintain hydraulic system componentsMEM18021B - Maintain hydraulic systemMEM18022B - Maintain fluid power controlsMEM18023B - Modify fluid power system operationMEM18055B - Dismantle, replace and assemble engineering components

Description:This unit covers checking and testing software programs, controlling system inputs and outputs, repairing faulty system inputs and outputs, and preparing a service report.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading, interpreting and following information on written job instructions, specifications, standard operating procedures, charts, lists, drawings, circuit and ladder diagrams and other applicable documents; - planning and sequencing operations; - checking and clarifying task-related information; - identifying, recording and correcting deviations of control software program from specification; - modifying control system software/program and recording modifications; - backing up the modified control system program; - checking the input and output signals for conformance to specification using appropriate tools, equipment and techniques in accordance with standard operating procedures; - identifying, recording and correcting faulty signals; - marking the source of the faulty signal for repair or replacement; - obtaining and using supplier catalogues; - testing repaired/replaced signal source for correct operation in accordance with specifications and standard operating procedures; - commissioning the repaired/replaced signal source, and; - documenting all required service details. Students will also be expected to demonstrate the following knowledge: - the operational specifications of the control system; - the program steps and their function; - the procedures for recording deviations of the control software program from specification; - the procedures for correcting deviations of the control system software from specification; - the modifications to be made to the control system software and reasons for modifying the control system software; - the procedures for recording control system software modifications; - the procedures for backing up modifications to control system programs; - the tools, equipment and techniques to be used to check input and output signals for conformance to specification; - the

procedures for recording/reporting faulty input/output signals; - the procedures for marking items for repair or replacement; - the tools, equipment and techniques necessary to repair the signal source; - the disassembly/assembly procedures to be followed when repairing signal sources; - the specifications of the signal source; - the procedures for testing signal sources; - the procedures for commissioning signal sources into operation; - the procedures for reporting service undertaken on control systems; - any trends and probable causes, evident in the data collected and collated; - reasons for recommended improvements; - safe work practices and procedures, and; - hazards and controls associated with modifying fluid power controls, including housekeeping.

MEM18054B Fault find, test and calibrate instrumentation systems and equipment

Locations:Sunshine.

Prerequisites:Path 1 MEM05001B Perform manual soldering/desoldering - electrical/electronic components MEM09002B Interpret technical drawing MEM12004B Perform precision electrical/electronic measurement MEM12023A Perform engineering measurements MEM18001C Use hand tools MEM18002B Use power tools/hand held operations MEM18055B Dismantle, replace and assemble engineering components MEM18057B Maintain/service analog/digital electronic equipment Path 2 MEM09002B Interpret technical drawing MEM12002B Perform electrical/electronic measurement MEM12023A Perform engineering measurements MEM18001C Use hand tools MEM18002B Use power tools/hand held operations MEM18055B Dismantle, replace and assemble engineering components MEM18064B Maintain instrumentation system components

Description:This unit covers the testing of instrumentation systems and equipment; applying data collection techniques and localising fault conditions; analysing and reporting test results; and calibrating instrumentation systems and components

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - obtaining relevant data with respect to the operation of the instrumentation systems/equipment; - locating, inspecting and testing a range of instrumentation system components; - isolating instrumentation system/equipment; - interpreting all relevant instrumentation circuits, drawings, instructions, manuals and data sheets; - checking the individual components within the instrumentation system for correct operation; - dismantling, repairing and reassembling faulty components; - selecting correct replacement parts from the manufacturer/supplier catalogues; - checking repaired/replaced instrumentation system components for correct operation; - complete service reports, and language and literacy skills for recording/documenting test results; - checking and verifying the operational functions of the instrumentation system/equipment including reading/recording built-in indicators; - obtaining error code interpretation documents; - undertaking zero, span and range checks on instrumentation systems/equipment, and; - calibrating instrumentation system/equipment. Students will also be expected to demonstrate the following knowledge: - instrumentation principles such as controlling density, level, flow, temperature, composition of a range of materials; - effects of resistance, capacitance, inductance and impedance (R,L,C) upon electrical circuit; - interpretation requirements of schematic, wiring and

block diagrams and circuits; - principles of hydraulic, pneumatic and electrical flow; - calibration procedures of instrumentation systems and equipment/components; - purpose/operational function of instrumentation system; - procedures and equipment for inspecting and testing instrumentation system; - specifications of each instrumentation system and acceptable deviations from specifications; - procedures for repairing faulty instrumentation system; - dismantling, reassembly and testing techniques; - correct operation of the instrumentation system including the procedures for isolating instrumentation systems; - range of faults in instrumentation system/equipment components; - procedures for checking and verifying the operational function of the instrumentation system/equipment; - procedures for recording and completing service reports; - hazards associated with fault-finding, testing and calibrating instrumentation systems/equipment; - the operational specifications of the instrumentation system/equipment; - variations between test results and operational specifications; - probable causes of faults in instrumentation system/equipment components; - action to be taken to rectify the causes of faults in instrumentation systems/equipment; - the sequence of events to be undertaken to correct faults in the instrumentation system/equipment components; - errors indicated by built-in devices; - methods of determining procedures; - procedures for reporting faults; - the difference between real and potential faults, and; - procedures for recording/documenting test and calibration results.

MEM18055 Dismantle, replace and assemble engineering components

Locations:Sunshine.

Prerequisites:MEM09002 - Interpret technical drawingMEM11011 - Undertake manual handlingMEM12023 - Perform engineering measurementsMEM13015 - Work safely and effectively in manufacturing and engineeringMEM16006 - Organise and communicate informationMEM18001 - Use hand toolsMEM18002 - Use power tools/hand held operations

Description:This unit of competency defines the skills and knowledge required to dismantle, identify faulty components, select replacements and assemble engineering components into assemblies or sub-assemblies in accordance with standard operating procedures (SOPs). It also applies to the straightforward removal and replacement of pre-manufactured bearings and seals. Where precision mechanical measurement is required unit MEM12003 Perform precision mechanical measurement should also be selected. Where fitting techniques and principles are required to assess component condition, and/or modify components to achieve precision fits unit MEM18006 Perform precision fitting of engineering components should also be selected. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures (SOPs) and safe work practices; - identifying and interpreting specifications, charts, lists, drawings and other applicable reference documents to dismantle, replace and assemble engineering components; - dismantling components using appropriate techniques, tools and equipment and marking component parts for reassembly purposes; - checking component parts visually and dimensionally for compliance to specification and marking faulty parts for repair, replacement or adjustment; - selecting replacement parts using

manufacturers' catalogues and data; - assembling components using appropriate techniques and principles; - inspecting final assembly for compliance to specifications, and; - returning the final assembly to service in accordance with SOPs. Students will also be expected to demonstrate the following knowledge: - safe work practices and procedures and use of personal protective equipment (PPE); - tasks to be performed in accordance with SOPs; - tools and equipment associated with dismantling the components; - procedures for checking components for conformance to specification and equipment required, assembling components and requirements of the assembly in terms of specifications, operational performance, quality and safety, lubricating the assembly and returning components/assemblies into use and checks to be undertaken during inspection of the final assembly; - specifications of the components to be replaced, including features and/or dimensions; - process of identifying replacement parts from catalogues, and; - packing and sealing materials.

MEM18055B Dismantle, replace and assemble engineering components

Locations:Industry, Sunshine.

Prerequisites:MEM09002B - Interpret technical drawingMEM12023A - Perform engineering measurementsMEM18001C - Use hand toolsMEM18002B - Use power tools/hand held operations

Description:This unit covers dismantling and identifying faulty components, selecting replacements, and assembling engineering components into assemblies or sub-assemblies in accordance with standard operating procedures.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - obtaining and interpreting all relevant instructions, standard operating procedures, drawings and specifications; - preparing component for dismantling; - dismantling components using appropriate techniques, tools and equipment; - marking component parts appropriately for identification purposes; - checking components visually and dimensionally for conformance to specification; - where appropriate, marking faulty parts for repair, replacement or adjustment; - selecting and confirming replacement parts to specifications; - obtaining and using all relevant supplier catalogues; - preparing and assembling components using appropriate techniques in accordance with standard operating procedures; - where appropriate, applying lubricants correctly to the assembly in accordance with specifications and standard operating procedures; - where appropriate, applying packing and/or sealing materials in accordance with specifications and standard operating procedures; - inspecting and checking the final assembly for conformance to specification, and; - where appropriate, returning the final assembly to use. Students will also be expected to demonstrate the following knowledge: - tasks to be performed in accordance with standard operating procedures; - procedures for dismantling the assembly; - tools and equipment to be used to dismantle the components; - procedures and required equipment for checking components for conformance to specification; - specifications of the components to be replaced; - features and/or dimensions upon which replacement parts are to be selected; - process of identifying replacement parts from "third party" suppliers' catalogues; - procedures for assembling components; - requirements of the assembly in terms of specifications, operational performance, quality and safety; - procedures for lubricating the assembly; - materials; - checks to be undertaken during inspection of the final assembly; - procedures for returning components/assemblies into use; -

hazards and control measures associated with dismantling, replacing and assembling engineering components, including housekeeping, and; - safe work practices and procedures.

MEM18086B Test, recover, evacuate and charge refrigeration systems

Locations: Industry, Werribee, Sunshine.

Prerequisites: MEM09002B - Interpret technical drawing MEM12023A - Perform engineering measurements MEM18001C - Use hand tools MEM18002B - Use power tools/hand held operations MEM18055B - Dismantle, replace and assemble engineering components

Description: This unit covers testing, recovering, evacuating and charging refrigeration systems to achieve performance specification.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - planning and sequencing operations; - developing operating procedures for equipment as required; - selecting correct refrigerant for a given system; - obtaining and interpreting drawings, instructions, specifications, procedures, codes and regulations; - testing and checking refrigeration components and systems including electrical safety checks and tests; - checking for conformance to specifications; - undertaking numerical operations within the scope of this unit; - determining pressures and temperatures; - documenting test results and procedures undertaken; - using equipment and test techniques; - identifying faulty components and system contamination; - applying safety procedures, standard operating procedures and legislative requirements to all work undertaken, and; - selecting appropriate materials, equipment and solutions for specific refrigeration systems. Students will also be expected to demonstrate the following knowledge: - characteristics, properties and operating specifications of each type of refrigerant; - safety precautions and work practices to be undertaken when handling or working with refrigerants; - methods of identifying stored refrigerants; - methods of identifying the type of refrigerant used in refrigeration systems; - relevant codes and regulations applying to refrigeration systems; - procedures and safety precautions for testing/checking refrigeration systems; - corrective actions for system and component faults including appropriate basic electrical safety checks; - types of leak detection equipment/techniques and their applications; - causes of contamination in refrigeration systems and their effect on refrigeration system performance; - procedures, tools and equipment to be used to clean up contaminated systems; - care and use of vacuum pumps; - tools, techniques and equipment required to carry out recovery procedures; - procedures for storing/disposing of recovered refrigerant; - consequences of releasing quantities of refrigerant into the atmosphere; - procedures for charging refrigeration systems; - correct refrigerant for a range of given applications; - tools, techniques and equipment required to charge a refrigeration system with refrigerant; - precautions to be taken when charging by various methods, refrigeration systems with refrigerant; - procedures for checking level and adding lubricating oil; - properties and uses of refrigeration oil; - hazards and control measures associated with handling refrigerants, including housekeeping, and; - safe work practices and procedures.

MEM22001A Perform engineering activities

Locations: Sunshine.

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Prerequisites: MEM16006A - Organise and communicate information

Description: This unit covers the performance of technical aspects of engineering work in accordance with established engineering principles and practices.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - research and evaluation; - review and maintenance of academic development, work experience, ethical practice, indemnity, negotiation, consultation and human relations with respect to the practice of engineering; - consultation with technical experts and specialists; - evaluation and ranking of engineering options for particular applications; - designing and planning documentation for particular applications; - documenting work instructions; - implementing occupational health and safety and environmental regulations, codes of practice and statutory requirements; - identifying and analysing hazards and risks; - monitoring and consultation with stakeholders and taskforce, and; - research and evaluation of engineering career options based on current engineering activities. Students will also be expected to demonstrate the following knowledge: - political, social and environmental context and possible range of particular engineering activities - the effect of government policy; - the significance, need for continual review; - the significance and applicability of strategic industrial management; - the application and affect of elements of engineering practice on particular engineering activities; - methods for evaluation and ranking of engineering options including the use of decision making and problem solving tools (eg. Kepler Trebor method); - the significance of documented processes and outcomes performance measures in the context of client requirements, industrial, social, political and economic environments; - documented work instructions in the context of the objectives of the engineering activity; - negotiating principles; - risk assessment tools such as "risk matrix" and "Monte Carlo" risk assessment; - the significance of statutory requirements disaster management strategies; - long term environmental and sustainability issues associated with the engineering activity; - documentation and conclusion procedures; - relevance of current engineering activities to future career options, and; - the value of a portfolio in contributing to future career options in engineering.

MEM22002A Manage self in the engineering environment

Locations: Sunshine.

Prerequisites: MEM16006A - Organise and communicate information

Description: This unit covers performing work ethically and competently, making judgements about work priorities and information requirements to achieve effective working relationships and engineering outcomes.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - setting personal goals and plans; - completing allocated within time limits; - seeking feedback from internal and

external sources; - providing clear and precise information to team members; - communicating in meetings; - using feedback to develop ways of improving performance; - accessing and using appropriate development opportunities; - mentoring; - obtaining all relevant legislation, statutory requirements and standards; - obtaining all relevant commercial documents; - documenting the processes and outcomes - processing and filing the masters and file copies of documents; - setting priorities; - using technology appropriately; - work plans, programs and/or budgets are prepared in accordance with organisational procedures; - monitoring, reviewing and modifying work plans, programs and/or budgets; - achieving targets by the effective and efficient use of resources; - introducing changes smoothly and with minimal disruption; - communicating changes to be implemented; - preparing plans for the implementation of authorised changes; - providing regular and complete progress reports to clients/stakeholders/suppliers/regulators, and; - procuring materials/supplies/services in accordance with organisational procedures. Students will also be expected to demonstrate the following knowledge: - techniques for ensuring that personal goals and plans reflect an organisation's plans; - performance acts as a role model for others; - ways in which personal goals are achieved and extended; - the value of cultural diversity; - internal and external sources of feedback on products, services and/or performance; - team members roles and responsibilities; - ways of gaining and using feedback; - options for suitable professional development opportunities; - the role of mentor in the engineering team; - sources of relevant codes, standards, legislation and regulations; - the need and relevance for commercial information; - the procedures for documenting processes and outcomes; - techniques for prioritising competing demands; - options for using various types of relevant technology; - the procedures for preparing work plans, programs and budgets; - the authority responsible for authorising work plans, programs and budgets; - the procedures for modifying work plans, programs and/or budgets; - human and physical resources; - techniques for optimising resource utilisation; - opportunities to introduce change; - the benefits of the proposed change; - the costs and risks associated with the proposed change; - those affected by change; - emerging challenges and opportunities; - opportunities to implement change and innovation; - reasons for implementing change and innovation; - strategies for implementing change and innovation; - customer needs; - clients/stakeholders/suppliers/regulators and their business relationships; - information required by clients/stakeholders/suppliers/regulators; - the suppliers of materials/services/components/equipment, etc.; - procurement procedures; - the authority responsible for authorising the procurement of materials/supplies/services, and; - commercial issues associated with the procurement process.

MEM22007A Manage environmental effects of engineering activities

Locations:Sunshine.

Prerequisites:MEM16006A - Organise and communicate information

Description:This unit covers examining environmental issues and determine environmental strategies associated with engineering work.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - undertaking debate on environmental values; - reporting on case studies involving examination of environmental values; - producing inventory of existing environmental conditions; -

documenting the findings of the initial environmental assessment; - identifying stakeholders' environmental expectations; - integrating environmental expectations with the overall outcomes of the operation/project; - communicating expected outcomes to stakeholders; - documenting variations between expected and current environmental status; - implementing strategies for improving the environmental outcomes of the project/operation; - evaluating available options; - implementing selected sustainable development options; - developing environmental management plans; - monitoring the implementation of the environmental management plan; - collecting environmental data, and; - reviewing and evaluating implementation strategies. Students will also be expected to demonstrate the following knowledge: - environmental conditions of the workplace/process/ operation/procedure; - the procedures for documenting environmental conditions; - applicable environmental legislation and regulations; - the legislative/regulatory reporting and recording requirements; - the tests and testing procedures required to establish environmental conditions; - stakeholders' views on specific options for environmental improvement; - opportunities for integrating project/operation outcomes with environmental improvement options; - variations between expected and current environmental status; - options for improving the environmental status of the project/operation; - the costs/benefits of the identified options; - the concept of sustainable development; - options for sustainable development; - criteria for assessing the feasibility of available options; - the risks and priorities associated with sustainable development; - strategies to implement sustainable development options; - the procedures for communicating sustainable development options to stakeholders; - strategies to implement environmental development plans; - the data necessary to evaluate the implementation of the environmental management plan; - procedures for collecting and documenting environmental data, and; - benchmarks against which implementation strategies can be evaluated.

MEM22013A Coordinate engineering projects

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit of competency covers the coordination of engineering projects within project plans and budgets. It includes monitoring and maintaining the project implementation plan, performance analysis and use of project management software.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

MEM22015A Source and estimate engineering materials requirements

Locations:Industry, Sunshine.

Prerequisites:Nil.

Description:This unit of competency covers the skills and knowledge required to locate and approve a materials source and estimate materials requirements against a specification or bill of materials for engineering-related operations. This includes consideration of quantities, quality and capacity of suppliers to supply in accordance with a supply plan.

Required Reading:The qualified trainer and assessor will provide teaching and

learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - planning for materials resourcing; - estimating quantities, sourcing and evaluating materials suppliers against operations or project, specifications, drawings and bill of materials; - cooperating, communicating and negotiating effectively within team and functional groups, customers and suppliers; - monitoring and evaluating purchasing budget, expenditure and cash flow, sourcing of materials, sustainability implications, supply agreements and suppliers for quality, capacity and flexibility, conformance to regulatory requirements and test procedures; - using materials sourcing and planning software packages; - contributing to organisational management processes and materials supply chain management; - developing or using materials supply tender and contract documents; - interpreting materials requirement and purchasing schedule, purchasing budgets, and performance indices for materials supply chain; - coordinating responses to budget and delivery supply threats related to materials purchases; - participating in setting and implementing supplier payment policies; - implementing systems thinking, concurrent engineering, continuous improvement, contingency and constraint management, problem solving and decision making; - determining implications for materials sourcing of WHS, risk management, codes of practice, and sustainability policy and requirements, and; - reporting and documenting results of evaluations, tender analysis, and so on. Students will also be expected to demonstrate the following knowledge: - planning procedures for materials resourcing in the context of operations, project, strategic and business plans and budgets; - use of systems and software packages to assess materials requirements information, data processing, bill of materials, estimating, supplier database and purchasing budget control; - systems for cost estimation and planning, value engineering, feasibility studies, cost-benefit analysis, life cycle costing and valuation; - supply chain management and value analysis, performance indices or parameters, and monitoring processes; - tender and contract documents, supply agreements, quality and delivery parameters, and terms of payment; - supply chain communications, feedback on quality, supply chain efficiency and continuous improvement processes; - sustainability policy and procedures; - WHS, regulatory and risk management requirements with particular emphasis on handling and use of resources; - WHS and regulatory compliance requirements, material safety data sheets (MSDS), test results, and risk management related to handling and storage, and; - use of systems thinking, constraints and contingency management, problem solving and decision making, and continuous improvement techniques.

MEM22017A Coordinate continuous improvement and technical development

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency covers the skills and knowledge required to coordinate continuous improvement and ongoing technical development activities for engineering-related operations or projects. It includes feasibility studies, proposals for the introduction of technology or process change and development of implementation strategy, costing and budgets relating to proposals

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic

and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identifying current objectives and performance measures; - identifying change and development opportunities; - evaluating technologies, plant and other assets, hardware and software used by current operations and projects; - identifying skills, knowledge and techniques for operations or projects; - completing feasibility analyses on options and developing of proposals; - maintaining relevant records of plans, priorities, schedules and progress, legislative compliance, personal and team skills development, and sources of technical information and resources; - setting and coordinating priorities, strategy and schedule for changes, including introduction of new technology and continuous improvement operational changes; - problem solving and decision making, systems thinking, constraints and contingency management, short-term planning adjustments, and rescheduling physical and financial resources and budget within delegation; - communicating and negotiating with stakeholders, team members, support function groups, expert technical and professional assistance, customers and suppliers; - monitoring change and technological development for compliance with regulatory requirements, and; - reporting and documenting progress and results, data and analysis in accordance with procedures. Students will also be expected to demonstrate the following knowledge: - project management techniques; - modern production management techniques; - context of operations, such as competitive pressures or markets, customer-supplier relationships, regulatory and industrial environment, environmental and sustainability, and resourcing and labour issues; - operations or project management structure, functional team relationships, responsibilities and delegations across the organisation, available technical and professional support services, communications and reporting lines; - procedures for audit of technologies, skills, knowledge and techniques, plant and other assets, including hardware and software used by current operations and projects; - feasibility analysis or 'trade-off' methods to assist selection from among options; - accountability and record keeping requirements in accordance with organisational procedures; - tendering and contract requirements and processes and their effect on continuous improvement, including agreement on design and specification, negotiations and optimisations, provisions for variations, delays and penalties; - change and technological development implications for WHS requirements, codes of practice, regulations, standards and regulatory requirements related to proposed changes and technologies; - sustainability issues related to continuous improvement of engineering-related projects and operations; - typical software for program management and budget control, use and validation options; - implementation plan, strategic and prioritised objectives and budgets; - procedures for reporting and recording of progress and records of legislative compliance in accordance with procedures for accountability against objectives, schedule and budget, and; - requirements for and functions of technical documentation, graphics and specifications and records of meetings, communications and agreements with stakeholders.

MEM22018A Coordinate sales and promotion of engineering-related products or services

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency covers the skills and knowledge required to

coordinate sales and promotion of engineering-related products or services requiring engineering knowledge. The unit covers ensuring appropriate technical advice is provided to clients, contribution and participation in strategic planning and sales budget setting, control of sales costs against budgets, and responsibility for meeting sales performance indices. It includes a requirement to provide feedback on customer satisfaction and seek out opportunities for improvements.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - planning, scheduling and budgeting to achieve promotional, sales and service objectives; - investigating and evaluating options for sales, promotions and marketing team development and training; - identifying technical and market advantage for products or services, regulatory and industrial relations environment; - establishing customer-supplier relationships, current markets and context, marketing and sales opportunities, and constraints; - coordinating implementation of objectives, sales and promotions, personal and team training, continuous improvement, problem solving and decision making; - monitoring marketing team performance; - identifying awards, enterprise agreements personnel entitlements and remuneration arrangements that may impact on technical sales and promotion team activities; - maintaining records; - systems thinking, constraints and contingency management, short-term planning adjustments and rescheduling, marketing team resources and budgeting; - communicating and negotiating with stakeholders; - monitoring products and services for change or change opportunities; - monitoring of team compliance with relevant regulations, including enterprise agreements or awards, WHS, codes of practice, trade practices and consumer law, other legislative requirements, social and economic obligations, and ethical practice, and; - reporting and documenting progress and results, data and analysis in accordance with procedures. Students will also be expected to demonstrate the following knowledge: - engineering knowledge relevant to operations and supplied products and services context of marketing and sales, such as competitive pressures or markets, customer-supplier relationships and consumer protection legislation; - organisational management structure, functional team relationships, available technical and professional support services, communications and reporting lines; - audit procedures for personnel current competence, competence gaps and training requirements within marketing team; - opportunities for technological and personnel competence improvement; - sustainability implications of products and services; - organisation mission and business strategy, operations and project plans and objectives; - opportunities and constraints related to sales and promotions; - techniques for analysis of organisational capability, current and future technological needs of customer base, and marketing opportunities; - software options for program management and budget control; - WHS, codes of practice, and other legislative requirements, sustainability and ethical practice related to products and services, marketing team changes and developments; - risk management procedures; - procedures for reporting and recording of progress and records, and; - legal obligations of organisation and team related to employment conditions, consumer protection, trade practices, environmental and commercial legislation related to procedures.

MEM23003A Operate and program computers and/or controllers in engineering situations

Locations: Industry, Sunshine.

Prerequisites:MEM16008A - Interact with computing technology

Description:This unit covers operating computers and/or controllers in industrial situations and preparing and maintaining programs.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - completing tasks using selected hardware in accordance with manufacturer's instructions and to workplace procedures; - using CPU, I/O, peripherals, interfaces, actuators and other computer/controller equipment; - accessing and using appropriate software in accordance with manufacturer's instructions to complete task requirements; - saving and storing documents and other computer/controller files in an appropriate directory in accordance with manufacturer's instructions and workplace procedures; - identifying and analysing difficulties using appropriate help sources; - preparing work plans for programming/customising task; - writing/altering/customising programs; - testing and amending programs, and; - maintaining records. Students will also be expected to demonstrate the following knowledge: - functions and operating procedures of CPU, I/O, peripherals, interfaces, actuators and other computer/controller equipment; - applications of available hardware and criteria for selecting the hardware for particular tasks; - procedures for operating hardware; - procedures for checking and replacing hardware consumables; - available software and their applications; - procedures and commands for the use of identified software; - procedures and related requirements for saving and storing documents and computer/controller files; - techniques for accessing, transferring, printing documents or other computer files or using computer files to control plant and equipment; - techniques for accessing and using manuals and training booklets to solve minor problems; - procedures for accessing sources of help; - techniques for accessing help with typical difficulties with selected applications; - typical programming/customising sequencing and related issues; - techniques and procedures for preparing a work plan for a programming/customising task; - techniques and procedures for writing/customising programs in specified formats and computer language; - techniques and procedures for testing and amending programs; - procedures for checking program alteration with users; - procedures for maintaining records and reports on program/system development or enhancement, and; - procedures for disseminating information on program/system development.

MEM23004A Apply technical mathematics

Locations: Industry, Sunshine.

Prerequisites:Nil.

Description:This unit of competency covers the application of mathematical analysis, graphical and software techniques to engineering problems. It includes exponential and logarithmic functions, trigonometric equations involving single and double angles, sequences and series, two dimensional vector analysis, complex numbers, determinants and matrices.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic

and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - solving mathematical problems using standard engineering software packages, and validating software results of simple examples analytically and/or graphically; - manipulating values using decimal, binary and hexadecimal number systems; - graphing and analysing functions for solutions; - exponential and logarithmic functions; - trigonometric functions; - using the techniques of sequences and series to solve simple mathematical problems; - using the techniques of two dimensional vectors to solve mathematic and applied problems; - solving problems involving complex quantities using the properties, operations and theorems of complex numbers; - using determinant and matrix analysis to solve algebraic and vectorial problems, and; - using probability to assess likely occurrences. Students will also be expected to demonstrate the following knowledge: - software for mathematical analysis and graphical representations; - binomials and polynomials; - exponential and logarithmic functions; - trigonometric equations; - sequences and series; - two dimensional vectors; - complex numbers; - determinant and matrices; - probability, and; - stability analysis using plots.

MEM23006A Apply fluid and thermodynamics principles in engineering

Locations: Sunshine.

Prerequisites: MEM23004A - Apply technical mathematics

Description: This unit of competency covers the application of fluid and thermodynamic principles to engineering applications. It includes sustainability issues; fundamental scientific principles; fundamentals of vacuum technology; properties of gases and liquids; heat transfer due to conduction, convection and radiation heat and compression processes; closed and open systems; continuity, enthalpy and energy transfers related to compressors, boilers, turbine heat exchangers, heat engines, refrigerators and heat pump performance. It also includes fluid systems and components, forces on floating and submerged bodies, turbine and pumping systems, and jet forces on blades and plates.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - determining and confirming parameters and context of tasks, personal responsibilities, team and support personnel relations, chain of responsibility, WHS, regulatory requirements, risk management and organisational procedures; - reviewing sustainability implications, functions and features of fluid, thermodynamic and vacuum devices, machines and systems; - assessing and applying fluid, thermodynamic and vacuum principles and software skills and techniques; - ensuring clear and logical process of specification development and compatibility of units in calculations, and; - reporting and documenting results of investigation, evaluation and application, calculations, diagrams, programs and files. Students will also be expected to demonstrate the following knowledge: - definition of fluid mechanics and thermodynamics and recognition of applications; - analytical, graphical, semi-graphical and software

assisted techniques for applications for fluid and thermodynamic principles in engineering; - energy and sustainability concepts relevant to fluid and thermodynamic applications; - principles of turbines and heat engines; - basic properties and concepts common to fluids and thermodynamics; - energy types and concepts; - heat transfer processes; - concepts and properties of gases; - energy transfer in closed and open systems; - fluid mechanics; - fluid system components; - fluid statics; - fluid dynamics; - fluid power; - vacuum technology; - methods of lowering pressure; - barometric pressure; - quantity of gas; - types of vacuum pumps for evacuating volumes; - description of typical vacuum vessels, features and functions, and; - applications of vacuum technology in industry.

MEM23007A Apply calculus to engineering tasks

Locations: Industry, Sunshine.

Prerequisites: MEM23004A - Apply technical mathematics

Description: This unit of competency covers the application of calculus, including differentiation and integration techniques to engineering applications. It includes the use and application of standard differentiation and integration rules, finding maximum and minimum values of curves, application to rates of change and slope, finding definite integrals, using method of substitution, using trigonometric identities and finding areas under curves.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - analysing engineering applications to determine relevant calculus techniques; - applying relevant differentiation and integration concepts and tools to engineering applications; - using appropriate software and/or scientific calculators to generate solutions to statistical and probability-related engineering problems; - using differentiation to find rates of change; - applying special calculus techniques to solve more complex integrals; - identifying and solving simple first and second order differential equations; - identifying key points to find constants of integration; - finding integrals of algebraic, trigonometric and exponential functions; - establishing appropriate procedures for checking and validating solutions; - logical layout and presentation of data developed using calculus, and; - reporting and effectively communicating the results of calculus-based analysis. Students will also be expected to demonstrate the following knowledge: - identifying appropriate limits and applying to engineering problems being solved with calculus techniques; - differentiation rules and techniques; - partial differentiation; - relationship between differentiation and attributes of mathematical curves and graphs; - optimisation of variables based on maximum and minimum values of mathematical curves and graphs; - integration as the reverse of differentiation; - integration rules and techniques, and; - the definite integral.

MEM23109A Apply engineering mechanics principles

Locations: Industry, Sunshine.

Prerequisites: MEM23004A - Apply technical mathematics

Description: This unit of competency covers the application of mechanics and strength of materials principles to devices, machines and systems and their components in order to identify key mechanical properties. It includes a range of basic analyses of static and dynamic loads and moments, stresses and deflections, velocities and accelerations.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identifying parameters and context of tasks, chain of responsibility, WHS and regulatory requirements, risk management and organisational procedures; - confirming personal functions and responsibilities, team and support functional group interdependencies and communications, appropriate qualifications and delegations, and appropriate support; - reviewing sustainability implications, functions and features of devices, machines and systems; - assessing and applying mechanics principles, software basic analysis and graphics skills and techniques to mechanical devices and systems; - employing techniques to ensure clear and logical process of analysis and compatibility of units in calculations, and; - reporting and documenting results of investigation, evaluation and application, calculations, diagrams, programs and files. Students will also be expected to demonstrate the following knowledge: - mathematical techniques, including arithmetic, algebra, trigonometry, geometry and differential calculus; - definition of typical applications of mechanics, statics, dynamics, kinematics, kinetics and strength of materials; - analytical, graphical, semi-graphical and software-assisted techniques for all tasks; - physical quantities and dimensions, including international system of units (SI) and fundamental dimensions and units; - basic principles of statics applicable to mechanical devices and systems; - application of force systems applied to bodies, frames and beams; - friction laws and applications in mechanical devices and systems; - stress and strain; - bending of beams; - dynamics applicable to mechanical devices and systems; - the law of a machine; - work, energy and power, and; - specifications for engineering hardware applicable to mechanical devices and systems.

MEM23111A Select electrical equipment and components for engineering applications

Locations:Industry, Sunshine.

Prerequisites:MEM23004A - Apply technical mathematics

Description:This unit of competency covers the identification and matching of electrical supply and electrical system equipment and components to mechanical, manufacturing and mechatronic engineering applications. It includes electrical principles and laws, inductive and capacitive effects on AC supplies, control system power supply fundamentals, electrical safety and earthing systems, electrical motors and motor controls.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - evaluating relevance of WHS, regulatory requirements, standards and codes of practice; - evaluating multiple solutions against design criteria, risk, sustainability and cost factors; - applying life cycle design and sustainability parameters to identification of task; - solving problems

and making decisions with systems thinking approach for contingencies and constraints and continuous improvement; - reviewing sustainability implications, functions and features of devices, machines and systems employing electricity and electrical principles; - integrating electrical evaluation techniques with overall engineering application requirements, including mechanical; fluid power; electronic; heating, ventilation, air conditioning and refrigeration (HVAC/R); and controller and networking; - assessing and applying basic electrical principles and techniques, software basic analysis and graphics skills and techniques to engineering tasks; - ensuring safe electrical working practice; - ensuring compatibility of units in calculations, and; - reporting and documenting results of investigation, evaluation and application, calculations, diagrams, programs and files. Students will also be expected to demonstrate the following knowledge: - energy source options, sustainability implications of electricity generation, distribution and use; - sustainable sources of energy; - features and function of electrical systems in a range of engineering applications WHS and regulatory requirements with particular emphasis on automation safety, codes of practice, standards, risk management and registration requirements; - the effects of electricity on humans, including dangerous high currents and voltages related to extra low, low and high voltage applications and relating these to engineering applications; - licensed technical and professional assistance; - electrical laws and theorems; - electrical circuit components; - AC and DC electrical supply systems; - circuit protection devices, such as fuses, thermal relays, circuit breakers and residual current devices; - basic electrical circuits and applications for lighting, motors, controllers, heaters and coolers; - graphical symbols and diagrammatic representation of basic circuits and power supply fundamentals; - electrical power consumption, and; - electrical measurements and techniques.

MEM23138A Evaluate suitability of materials for engineering-related applications

Locations:Sunshine.

Prerequisites:MEM23004A - Apply technical mathematics

Description:This unit of competency covers the evaluation of materials for their suitability in engineering-related projects or processes. It requires consideration of materials in regards to design requirements, sustainability, product manufacturability, facilities, services, plant and tooling requirements, and safe use.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - determining context, specification and performance requirements of materials in manufacturing and engineering-related applications; - investigating sustainability implications of materials in the context of their manufacturing and engineering-related use; - identifying materials processing principles, techniques and requirements, including associated facilities, services, plant, tooling and software; - identifying WHS, regulatory and risk management compliance; - identifying materials and material use and processing for integration with: lean manufacturing systems and techniques; manufacturing control software, such as system control and data acquisition (SCADA) software; - applying systems thinking, continuous improvement, and constraint and contingency management to evaluation of materials in manufacturing and engineering applications, and; - reporting and documenting results of evaluation. Students will

also be expected to demonstrate the following knowledge: - sources of technical and professional assistance; - sustainability implications of materials and related manufacturing and engineering-related products and processes; - WHS and regulatory compliance requirements and risk management practices related to materials, including use of material safety data sheets (MSDS); - software options for materials and process analysis; - common materials, properties and structures in manufacturing and engineering; - cold working of metals; - metal heat treatment; - processes for working, shaping and joining of materials; - systems thinking, continuous improvement, problem solving and decision making, and constraint and contingency management principles and techniques, and; - reporting and documentation requirements.

MEM234024A Apply advanced mathematics in technology problems

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency covers the application of advanced mathematics in an engineering or related application. It includes a range of mathematical techniques and covers both the application of theory in simple calculations and the use of relevant software packages for more complex situations.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identifying and defining problems; - collecting and analysing data; - reporting and presenting data and quantitative information, and; - communicating effectively with stakeholders on problem resolution. Students will also be expected to demonstrate the following knowledge: - exponential, trigonometric and hyperbolic functions, and; - series, vectors, analytical geometry, graphing techniques, complex numbers and linear algebra. .

MEM30007A Select common engineering materials

Locations: Sunshine.

Prerequisites: Nil.

Description: This unit covers recognising common materials used in engineering, assisting in the selection of a material for a specific application, and using test results to evaluate the properties of materials.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - undertaking research; - selecting/carrying out tests appropriate to the material; - communicating; - documenting; - planning and sequencing operations, and; - reading, interpreting and following information on written job instructions, specifications, standard operating procedures, charts, lists, drawings and other applicable reference documents. Students will also be expected to demonstrate the following knowledge: -

classification of materials; - structure of materials; - physical properties of materials; - magnetic properties; - optical properties; - mechanical properties; - chemical properties; - materials testing methods; - destructive testing and applications; - engineering materials; - engineering applications of ferrous metals; - engineering applications of non-ferrous metals; - engineering applications of polymers; - effects of mechanical and thermal processes on the properties of materials; - hazards and control measure associated with selecting common engineering materials, including housekeeping, and; - safe work practices and procedures.

MEM30010A Set up basic hydraulic circuits

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit covers setting up and selecting components associated with single linear hydraulic systems.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - interpreting simple hydraulic circuit drawings; - testing operation of simple hydraulic circuits; - assessing performance; - documenting circuit specifications and test results; - applying fluid power principles. Students will also be expected to demonstrate the following knowledge: - awareness of different components; - linear actuators; - control valves (hydraulic and pneumatic), and; - circuit design and analysis (single linear actuator).

MEM30011A Set up basic pneumatic circuits

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit covers setting up and selecting components associated with single linear pneumatic systems.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: drawing pneumatic circuits; - testing operation of pneumatic circuits; - assessing performance; - calculating circuit requirements; - documenting circuit specifications and test results, and; - applying fluid power principles. Students will also be expected to demonstrate the following knowledge: - fluid power; - awareness of different components, and; - circuit design and analysis (single linear actuator).

MEM30012A Apply mathematical techniques in a manufacturing engineering or related environment

Locations: Footscray Park, Industry, Sunshine.

Prerequisites: Nil.

Description: This unit covers applies the concepts of mathematics to appropriate and simple engineering situations within the individual's area of engineering expertise.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - using and applying mathematical formulas: - logical thinking; - problem solving; - calculating; - applying statistics; - using computer numerical methods, and; - drawing. Students will also be expected to demonstrate the following knowledge: - transposing and evaluating formulae; - polynomials; - straight line coordinate geometry; - introduction to indices; - introduction to trigonometry; - circular functions; - trigonometry of oblique triangles; - trigonometric identities, and; - introduction to functions and their graphs.

MEM30031A Operate computer-aided design (CAD) system to produce basic drawing elements

Locations:Industry, Sunshine.

Prerequisites:Nil.

Description:This unit of competency covers the skills and knowledge required to apply functions of computer-aided design (CAD) software programs that are typically used in the production of detail drawings.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - literacy skills sufficient to read instructions for drawings work; - using computer technologies and navigating software; - numeracy skills sufficient to interpret technical information and determine scaling and layout issues, and; - navigating software. Students will also be expected to demonstrate the following knowledge: - awareness of copyright and intellectual property issues and legislation in relation to drawing; - environmental and occupational health and safety (OHS) issues associated with the tools and materials used for drawing; - quality assurance procedures, and; - CAD program capabilities and processes.

MEM30032A Produce basic engineering drawings

Locations:Industry, Sunshine.

Prerequisites:Nil.

Description:This unit of competency covers producing drawings or similar graphical representations where the critical dimensions and associated tolerances and design specifications are predetermined.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

expected to demonstrate the following required skills: - correctly using and maintaining equipment, including CAD; - manual drafting, filing and printing; - reading and interpreting specifications; - communicating with supervisor to confirm work requirements and outcomes; - visualising components; - preparing a drawing in plane orthogonal, isometric projection or equivalent; - determining drawing protocols required to complete drawing to industry standard; - selecting and locating text to support presentation; - establishing datums and dimensions for drawings, and; - drawing sections through an engineering component incorporating correct use of cutting plane symbols and conventions. Students will also be expected to demonstrate the following knowledge: - drafting media, including cartridge paper, tracing paper, drafting film and plain printing paper; - layout conventions; - effective use of blank space, location of notes and symbols; - sectioning; - overview of graphical techniques; - assembly drawings and explosion drawings; - schematics/line drawings, graphs and pictorials; - standard engineering drawing symbols, references and terminology; - application of surface finish symbols to drawings; - uses of different scales in industry applications; - uses and types of line weights; - uses and types of drawing sheets, and; - type of information provided with drawings.

MEM30033A Use computer-aided design (CAD) to create and display 3D models

Locations:Industry, Sunshine.

Prerequisites:MEM30031A - Operate computer-aided design (CAD) system to produce basic drawing elements

Description:This unit of competency covers using a computer-aided design (CAD) program to produce and plot basic 3-D view drawings.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading and interpreting engineering specifications; - organising information; - using computer and peripherals; - using CAD program; - saving 3-D models in various file formats, and; - preparing drawings in plane orthogonal, isometric projection or equivalent. Students will also be expected to demonstrate the following knowledge: - region modelling techniques; - solid modelling techniques; - development of sectioned models; - use of cutting plane; - use of cross hatching; - use of pre-drawn library files and primitives to produce a 3-D model; - use of third level software to produce 3-D models; - how to extract mass and area properties; - how to extract area properties from region models, and; - application of basic rendering techniques to a 3-D model.

MEMPE006A Undertake a basic engineering project

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit of competency is intended to provide the learner with the opportunity to plan and undertake an engineering project which can be completed in an institutional environment. Included in this unit is the opportunity to use a basic computer-aided drafting (CAD) system to produce engineering type drawings. The drawings produced have to be fit for purpose but do not necessarily need to conform to drawing standard, such as AS 1100.101-1992 Technical drawing - General principles. This unit is also intended to provide the learner with the opportunity to incorporate the skills available in other units to produce a functional engineering

product in an institutional environment. Skills such as welding and machining do not need to be pre-developed but can be developed in an integrated way as required throughout the project progress.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - working safely; - selecting engineering materials for a project; - selecting engineering components for a project; - determining appropriate joining methods for engineering materials and components; - researching and evaluating engineering projects for their appropriateness in an educational institution; - producing drawings of an assembled project and its components; - planning the manufacture of an engineering project, including all necessary calculations; - producing components following created drawings; - assembling project; - tidying/cleaning work area as appropriate; - returning tools, equipment and project items to designated storage areas and/or conditions, and; - using and applying personal protective equipment Students will also be expected to demonstrate the following knowledge: - safe working practices in an engineering workshop; - sources of information on engineering materials and components; - sources of information on engineering projects; - engineering drawing practices; - methods of joining metals, and; - the need for drawings that others can follow.

MSAENV272B Participate in environmentally sustainable work practices

Locations: Industry, Sunshine, Online.

Prerequisites: Nil.

Description:This competency covers the outcomes required to effectively measure current resource use and carry out improvements including those reducing negative environmental impacts of work practices. This unit is based on the sustainability guideline standard GCSSUS01A Participate in environmentally sustainable work practices.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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. Students will be expected to demonstrate the following required skills: - report as required by procedures; - follow procedures and instructions and respond to change, and; - ask questions and seek clarifications relating to work requirements. Students will also be expected to demonstrate the following knowledge: - have a basic understanding of sustainability; - know the environmental hazards/risks, resource use and inefficiencies associated with own workplace (at an appropriate level); - know the relevant environmental and resource efficiency systems and procedures for own work area, and; - know the impact of laws and regulations to a level relevant to the work context.

MSAPMSUP201A Receive or despatch goods

Locations: Industry, Sunshine.

Prerequisites: Nil.

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Description:This competency covers the handling of materials by an operator as an adjunct to the job of making product. It applies to a limited range of materials. It is NOT intended to be an alternative warehousing competency. This competency is typically performed by operators working either independently or as part of a work team.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - product/material knowledge; - inventory and ordering systems; - transport requirements and restrictions for products/materials; - correct OHS procedures; - storage/handling principles and procedures; - material hazard properties and their implications for safe handling and storage; - significance of material to customers; transport requirements and restrictions for materials; - plan own work, including predicting consequences and identifying improvements; - identify and describe own role and role of others involved directly in the processing of orders and despatching of products; - use PPE, safely handle products and materials, read relevant safety information and apply safety precautions appropriate to the task, and; - distinguish between causes of problems such as product requirements and job priority as relevant to the practical completion of the job.

MSAPMSUP400A Develop and monitor quality systems

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description:This competency covers the establishment, maintenance and evaluation of quality systems for a complete production area and/or plant.

Required Reading:Refer to Learning and Assessment Plan

Assessment:It is essential that competence is demonstrated in the knowledge and skills defined in this unit. These may include the ability to: - effectively maintain and evaluate quality systems carried out - implement relevant staff training programs - produce adequate quality documentation including policies and procedures. Consistent performance should be demonstrated. For example, look to see that: - the development, implementation and evaluation of the quality system runs smoothly - all safety procedures are always followed.

MSFFF2001 Use furniture finishing sector hand and power tools

Locations: Sunshine.

Prerequisites: Nil.

Description:This unit of competency covers using hand and power tools, and basic static machines, in applications relating to the furniture finishing sector of the furnishing industry.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

and locate and apply relevant information; - apply safe handling requirements for equipment, products and materials, including use of personal protective equipment; - identify materials used in the work process; - follow work instructions, operating procedures and inspection processes; - minimise the risk of injury to self or others; - prevent damage to goods, equipment and products; - maintain required production output and product quality; - select, safely use, clean and maintain the suite of hand and power tools, and static machines used in furniture finishing; - use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements; - communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures; - minimise wastage of resources, including materials, time and money, and; - work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity. Students will also be expected to demonstrate the following knowledge: - types, characteristics, uses, limitations and maintenance requirements of hand tools commonly used in furniture finishing operations; - types, characteristics, uses, limitations and maintenance requirements of power tools and basic static machines commonly used in furniture finishing operations; - WHS requirements and legislation, and; - work flow within the workplace.

MSFFF2002 Dismantle and reassemble furniture

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit covers the competency to dismantle and re-assemble furniture and/or fittings for the purposes of coating, repair, restoration, producing patterns, templates or for samples.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following performance criteria: - interpret work order and locate and apply relevant information; - apply safe handling requirements for equipment, products and materials, including use of personal protective equipment; - identify materials used in the work process; - follow work instructions, operating procedures and inspection processes; - minimise the risk of injury to self or others; - prevent damage to goods, equipment and products; - maintain required production output and product quality; - dismantle and re-assemble at least three (3) different items, including: one (1) assembled with knockdown fittings; one (1) with glued joints; - use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements; - communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures; - minimise wastage of resources, including materials, time and money, and; - work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity; Students will also be expected to demonstrate the following knowledge: - types and characteristics of materials used in furniture and/or fitting construction; - construction techniques and processes; - identification of equipment, processes and procedures, and; - work flow in relation to dismantling and re-assembling furniture and/or fittings.

MSFFF2003 Remove surface coatings

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit of competency covers safely removing surface coatings by hand or chemical means in preparation for the application of new surface coatings.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following performance criteria: - interpret work order and locate and apply relevant information; - apply safe handling requirements for equipment, products and materials, including use of personal protective equipment; - identify materials used in the work process; - follow work instructions, operating procedures and inspection processes; - minimise the risk of injury to self or others; - prevent damage to goods, equipment and products; - maintain required production output and product quality; - remove surface coating from timber and metal surfaces and apply appropriate techniques to remove coatings from flat, vertical, carved and curved surfaces, using a minimum of four (4) different removal techniques and materials; - use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements; - communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures; - minimise wastage of resources, including materials, time and money, and; - work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity. Students will also be expected to demonstrate the following knowledge: - work flow in relation to the removal of surface coatings; - types, properties and characteristics of coatings; - coating removal techniques, materials, applications and limitations, and; - material safety management systems.

MSFFF2004 Prepare surfaces for finishing

Locations:Industry, Sunshine, Learning Links Geelong.

Prerequisites:Nil.

Description:This unit of competency covers preparing a range of furniture surfaces for the application of surface coatings by hand or machine.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following performance criteria: - interpret work order and locate and apply relevant information; - apply safe handling requirements for equipment, products and materials, including use of personal protective equipment; - identify materials used in the work process; - minimise the risk of injury to self or others; - prevent damage to goods, equipment and products; - maintain required production output and product quality; - prepare furniture surfaces on a minimum of four (4) occasions, including a: horizontal surface; vertical surface; internal surface;

curved surface (moulding). Surfaces are to include: solid hardwood; solid softwood; veneered board; metal; - use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements; - communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures; - minimise wastage of resources including materials, time and money, and; - work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity. Students will also be expected to demonstrate the following knowledge: - types, properties and characteristics of coatings; - surface preparation techniques and equipment/materials; - hazardous substances and materials used in surface preparation, and; - work flow in relation to the application and removal of surface coatings.

MSFFF2005 Maintain spray equipment and booth

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit of competency covers stripping, cleaning, restoring and servicing spray equipment and booths.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following performance criteria: - interpret work order and locate and apply relevant information; - apply safe handling requirements for equipment, products and materials, including use of personal protective equipment; - identify materials used in the work process; - follow work instructions, operating procedures and inspection processes; - minimise the risk of injury to self or others; - prevent damage to goods, equipment and products; - maintain required production output and product quality; - disassemble, maintain and re-assemble at least two (2) different spray systems; - maintain a booth and booth services on at least two (2) occasions; - use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements; - communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures; - minimise wastage of resources, including materials, time and money, and; - work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity; Students will also be expected to demonstrate the following knowledge: - identification of spray system equipment, processes and procedures; - types, characteristics and maintenance requirements for spray booth services, including at a minimum, ventilation, lighting, water and electrical reticulation; - characteristics of spray coatings and base materials in terms of toxicity, reactivity and flammability; - types, characteristics, uses and limitations of cleaning solvents and agents; - effects of fumes, heat and other radiations on surface coatings, and; - material safety management systems.

MSFFF2006 Apply surface coatings by spray gun

Locations:Industry, Sunshine, Learning Links Geelong.

Prerequisites:Nil.

Description:This unit of competency covers applying surface coatings by a handheld

spray gun.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following performance criteria: - interpret work order and locate and apply relevant information; - apply safe handling requirements for equipment, products and materials, including use of personal protective equipment; - identify materials used in the work process; - follow work instructions, operating procedures and inspection processes; - minimise the risk of injury to self or others; - prevent damage to goods, equipment and products; - maintain required production output and product quality; - select and apply surface coatings, including the adjustment of spray equipment, to effect required spray pattern for a minimum of three (3) different surface types and shapes; - maintain spray equipment and work area, including spray booth; - use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements; - communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures; - minimise wastage of resources, including materials, time and money, and; - work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity. Students will also be expected to demonstrate the following knowledge: - identification of spray equipment, processes and procedures; - characteristics of the coatings and base materials in terms of toxicity, reactivity, flammability, required viscosity and recoatability; - effects of fumes, heat and other radiations on surface coatings; - methods to prevent contamination of surfaces during and after surface coating, and; - work flow in relation to spraying operations.

MSFFF2007 Apply stains, fillers and bleach

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit covers the competency to apply stains, fillers and bleach to timber surfaces.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following performance criteria: - interpret work order and locate and apply relevant information; - apply safe handling requirements for equipment, products and materials, including use of personal protective equipment; - identify materials used in the work process; - follow work instructions, operating procedures and inspection processes; - minimise the risk of injury to self or others; - prevent damage to goods, equipment and products; - maintain required production output and product quality; - select appropriate stains, fillers and bleach for the surfaces to be treated; - apply stains, fillers and bleach to at least two (2) surfaces, monitor drying, and assess and rectify any quality issues; - remove surface coating from timber and metal surfaces and apply appropriate techniques to remove coatings

from flat, vertical, carved and curved surfaces, using a minimum of four (4) different removal techniques and materials; - use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements; - communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures; - minimise wastage of resources, including materials, time and money, and; - work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity. Students will also be expected to demonstrate the following knowledge: - identification of application techniques; - characteristics of stains, fillers and bleaches in terms of toxicity, reactivity, flammability, viscosity; - methods to prevent contamination of surfaces during and after processing, and; - work flow in relation to the application stains, fillers and bleach.

MSFFF2008 Apply surface coatings by hand

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit of competency covers applying brushable coatings to surfaces by hand.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following performance criteria: - interpret work order and locate and apply relevant information; - apply safe handling requirements for equipment, products and materials, including use of personal protective equipment; - identify materials used in the work process; - follow work instructions, operating procedures and inspection processes; - minimise the risk of injury to self or others; - prevent damage to goods, equipment and products; - maintain required production output and product quality; - prepare for and apply coatings by hand on a minimum of five (5) occasions covering: one (1) solid timber surface; one (1) manufactured board surface; one (1) metal surface; using four (4) different coatings (one-pot polyurethane, acrylic, enamel and polish); - use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements; - communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures; - minimise wastage of resources, including materials, time and money, and; - work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity. Students will also be expected to demonstrate the following knowledge: - identification of hand application techniques; - characteristics of coatings, waxes and oils in terms of toxicity, reactivity, flammability and required viscosity; - methods to prevent contamination of surfaces during and after finishing, and; - work flow in relation to the application of finishing material.

MSFFF3001 Match and make up colours

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit of competency covers matching and making up colours for surfaces which have previously been coated or polished, or for new work which must match existing work or a specified sample.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - interpret work order and locate and apply relevant information; - apply safe handling requirements for equipment, products and materials, including use of personal protective equipment; - identify materials used in the work process; - follow work instructions, operating procedures and inspection processes; - accurately colour match using pigments and/or stains on a minimum of five (5) occasions; - record colour formulae for production situations; - use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements; - communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures; - minimise wastage of resources, including materials, time and money, and; - work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity. Students will also be expected to demonstrate the following knowledge: - types, characteristics and degradation patterns of coatings and stains; - properties of coated and stained surface materials and the impact of these on colouring; - types, characteristics, uses and limitations of colouring agents; - types, uses and limitations of matching aids; - product catalogues and other information systems, and; - material safety management systems and related safety requirements.

MSFFM2001 Use furniture making sector hand and power tools

Locations:Industry, Werribee, Sunshine, Learning Links Geelong.

Prerequisites:Nil.

Description:This unit of competency covers using hand and power tools in applications relating to furniture making.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following skills: - locate and apply relevant information related to hand power tools; - apply safe handling requirements for equipment, products and materials, including use of personal protective equipment; - identify materials used in the work process; - follow work instructions, operating procedures and inspection processes to: minimise the risk of injury to self or others; prevent damage to goods, equipment and products; maintain required production output and product quality; - adopt and carry out correct procedures prior to and during use of the range of hand and power tools stipulated in the Range of Conditions; - carry out operator maintenance on hand and power tools, including the grinding and sharpening of: chisels; hand plane blades or irons; drill bits; - use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements; - communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures; - minimise wastage of

resources including materials, time and money, and; - work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity. Students will also be expected to demonstrate the following knowledge: - types, characteristics, uses, limitations and maintenance requirements of hand tools commonly used in furniture production; - types, characteristics, uses, limitations and maintenance requirements of power tools commonly used in furniture production; - workplace safety requirements and WHS legislation, and; - work flow in relation to the application and removal of surface coatings.

MSFFM2002 Assemble furnishing components

Locations: Industry, Werribee, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit of competency covers assembling of timber components to produce furniture frames or furniture.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following skills: - interpret work order and locate and apply relevant information; - apply safe handling requirements for equipment, products and materials, including use of personal protective equipment; - follow work instructions, operating procedures and inspection processes to: minimise the risk of injury to self or others; prevent damage to goods, equipment and products; maintain required production output and product quality; - assemble at least four (4) furnishing components from the list in the Range Statement; - use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements; - communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures; - minimise wastage of resources including materials, time and money, and; - work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity. Students will also be expected to demonstrate the following knowledge: - types, characteristics, uses and limitations of common furnishing components; - interpretation of basic furniture plans; - identification of hand and/or power tools, materials, equipment, processes and procedures, and; - work flow in relation to furniture production.

MSFFM2003 Select and apply hardware

Locations: Industry, Werribee, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit of competency covers selecting and applying hardware to new and refurbished furniture.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

expected to demonstrate the following skills: - interpret work order and locate and apply relevant information; - apply safe handling requirements for equipment, products and materials, including use of personal protective equipment; - follow work instructions, operating procedures and inspection processes to: minimise the risk of injury to self or others; prevent damage to goods, equipment and products; maintain required production output and product quality; - select and apply/fit six (6) different items of hardware; - use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements; - communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures; - minimise wastage of resources including materials, time and money, and; - work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity. Students will also be expected to demonstrate the following knowledge: - types, characteristics, uses and limitations of hardware; - interpretation of plan representation of furniture design; - preparation of drawings/set-outs; - identification of hand and/or power tools, materials, equipment, processes and procedures, and; - work flow in relation to furniture production.

MSFFM2004 Apply sheet laminates by hand

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency covers preparing, laying out, applying and finalising processes for applying sheet laminates by hand.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following performance criteria: - interpret work order and locate and apply relevant information; - apply safe handling requirements for equipment, products and materials, including use of personal protective equipment; - follow work instructions, operating procedures and inspection processes to: minimise the risk of injury to self or others; prevent damage to goods, equipment and products; maintain required production output and product quality; - apply and finish laminates to at least three (3) different surfaces, including at least two (2) requiring laminate edging and with at least two (2) laminate joints in one or more surfaces; - apply adhesive using three (3) different methods - spray, brush and scraper; - use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements; - communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures; - minimise wastage of resources including materials, time and money, and; - work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity. Students will also be expected to demonstrate the following knowledge: - types, characteristics, uses and limitations of laminates; - interpretation of plan representation of furniture design; - preparation of drawings/set-outs; - identification of hand and/or power tools, materials, equipment, processes and procedures, and; - work flow in relation to furniture production.

MSFFM2005 Join solid timber

Locations: Industry, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit of competency covers joining solid timber required for the manufacture of solid timber flat surfaces.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following performance criteria: - interpret work order and locate and apply relevant information; - apply safe handling requirements for equipment, products and materials, including use of personal protective equipment; - follow work instructions, operating procedures and inspection processes to: minimise the risk of injury to self or others; prevent damage to goods, equipment and products; maintain required production output and product quality; - join at least four (4) solid timber tops of a minimum of three (3) sections and using a minimum of four (4) different edge joining methods; - use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements; - communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures; - minimise wastage of resources including materials, time and money, and; - work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity. Students will also be expected to demonstrate the following knowledge: - types, characteristics (including cupping, expansion, twisting, bowing, spring and grain direction), uses and limitations of timbers; - interpretation of plan representation of furniture design; - joining techniques and their effect on timbers; - types of sawing methods, including back sawn and quarter sawn, and the impact of these on joining; - preparation of drawings/set-outs; - identification of hand and/or power tools, materials, equipment, processes and procedures, and; - work flow in relation to furniture production.

MSFFM2006 Hand make timber joints

Locations: Industry, Werribee, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit of competency covers joining timber by constructing joints using hand and portable power tools.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following skills: - interpret work order and locate and apply relevant information; - apply safe handling requirements for equipment, products and materials, including use of personal protective equipment; - follow work instructions, operating procedures and inspection processes to: minimise the risk of injury to self or others; prevent damage to goods, equipment and products; maintain

required production output and product quality; - select appropriate joint types for the furniture item and utilise at least three (3) different adhesive types; - produce a minimum of four (4) different joint types in accordance with industry standards on tolerances with at least two (2) produced substantially by hand operations; - use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements; - communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures; - minimise wastage of resources including materials, time and money, and; - work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity. Students will also be expected to demonstrate the following knowledge: - characteristics, properties and selection criteria of adhesives used; - capabilities and limitations of tools used; - matching requirements of adhesives and fasteners to timbers/materials used, and; - work flow in relation to the furniture items being made or repaired.

MSFFM2007 Follow plans to assemble production furniture

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency covers assembling production furniture using modular construction methods and components to a given plan.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following performance criteria: - interpret work order and locate and apply relevant information; - apply safe handling requirements for equipment, products and materials, including use of personal protective equipment; - follow work instructions, operating procedures and inspection processes to: minimise the risk of injury to self or others; prevent damage to goods, equipment and products; maintain required production output and product quality; - assemble at least two (2) items of production furniture, one (1) of manufactured board and one (1) of solid timber construction, with each featuring: a door; a drawer; shelving; - use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements; - communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures; - minimise wastage of resources including materials, time and money, and; - work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity. Students will also be expected to demonstrate the following knowledge: - interpretation of plan representation of furniture design; - preparation of drawings/set-outs; - identification of hand and/or power tools, materials, equipment, processes and procedures, and; - work flow in relation to furniture production.

MSFFM2010 Set up and operate basic static machines

Locations: Industry, Footscray Nicholson, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit of competency covers operating and maintaining basic static machines used for sawing, planing, sanding and drilling in the production of furniture.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following skills: - read and interpret cutting lists and job specifications to prepare for work; - apply safe handling requirements for equipment, products and materials, including use of personal protective equipment; - identify materials used in the work process; - follow work instructions, operating procedures and inspection processes to: minimise the risk of injury to self or others; prevent damage to goods, equipment and products; maintain required production output and product quality; - identify, set up, operate and monitor the machines and complete the tasks identified in the Range of Conditions; - use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements; - communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures; - minimise wastage of resources including materials, time and money, and; - work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity. Students will also be expected to demonstrate the following knowledge: - range, characteristics, uses and limitations of basic static machines; - characteristics of materials and uses of products produced; - workplace: quality standards and procedures; guidelines regarding acceptable tolerance levels; safety policies and procedures, and; - procedures for reporting machinery faults and material defects.

MSFFM2011 Apply manufactured board conversion techniques

Locations:Industry, Sunshine, Learning Links Geelong.

Prerequisites:Nil.

Description:This unit of competency covers setting out and cutting manufactured board to produce component parts of flat panel furniture and manufactured board panel doors applying manufactured board conversion techniques.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following performance criteria: - read and interpret cutting lists and job specifications to prepare for work; - apply safe handling requirements for equipment, products and materials, including use of personal protective equipment; - identify materials used in the work process; - follow work instructions, operating procedures and inspection processes to: minimise the risk of injury to self or others; prevent damage to goods, equipment and products; maintain required production output and product quality; - apply at least five (5) different conversion operations using different operations/methods, including the: preparation of cutting plans to minimise waste; selection of the correct materials; cutting at least one (1) surfaced board requiring the use of a panel saw using a scoring blade; - use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements; - communicate ideas and information to

enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures; - minimise wastage of resources including materials, time and money, and; - work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity. Students will also be expected to demonstrate the following knowledge: - range, characteristics, uses and limitations of panel saw (with and without a scoring blade), NC beam saw and wall saw; - workplace: quality standards and procedures; guidelines regarding acceptable tolerance levels; safety policies and procedures, and; - procedures for reporting machinery faults and material defects.

MSFFM2012 Set up, operate and maintain pressure and clamping machines

Locations:Industry, Sunshine.

Prerequisites:Nil.

Description:This unit of competency covers setting up, operating and maintaining pressure and clamping machines using their full potential and capacities in the production of furniture.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following performance criteria: - interpret work order and locate and apply relevant information; - apply safe handling requirements for equipment, products and materials, including use of personal protective equipment; - read and interpret cutting lists and job specifications to prepare for work; - identify materials used in the work process; - follow work instructions, operating procedures and inspection processes to: minimise the risk of injury to self or others; prevent damage to goods, equipment and products; maintain required production output and product quality; - identify, set up, operate and maintain at least one (1) pneumatically/hydraulically operated pressure and clamping machine to perform a significant production function covering three (3) different set-ups; - use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements; - communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures; - minimise wastage of resources including materials, time and money, and; - work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity. Students will also be expected to demonstrate the following knowledge: - types, characteristics, uses and limitations of pressure and clamping machines; - pressure and clamping processes and techniques; - characteristics of materials and uses of products produced; - workplace safety policies and procedures, and; - procedures for reporting machinery faults and material defects.

MSFFM3002 Construct furniture using leg and rail method

Locations:Industry, Sunshine, Learning Links Geelong.

Prerequisites:Nil.

Description:This unit of competency covers following plans to construct and assemble furniture using leg and rail construction.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic

and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following skills: - interpret work order and locate and apply relevant information; - apply safe handling requirements for equipment, products and materials, including use of personal protective equipment; - follow work instructions, operating procedures and inspection processes to: minimise the risk of injury to self or others; prevent damage to goods, equipment and products; maintain required production output and product quality; - construct a minimum of two (2) furniture products, using mortise and tenon, mitre, dowel and bridle, which are to include: a table with a drawer; a chair with shaped and angled components; - use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements; - communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures; - minimise wastage of resources including materials, time and money, and; - work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity. Students will also be expected to demonstrate the following knowledge: - interpretation of plan representation of furniture design - preparation of drawings/set-outs/rods; - types, characteristics, properties and limitations of timber used in furniture construction - material selection and structural standards; - application of ergonomic principles and guidelines to furniture construction; - identification of hand and/or power tools, materials, equipment, processes and procedures, and; - work flow in relation to furniture production.

MSFFM3003 Produce angled and curved furniture using manufactured board

Locations: Industry, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit of competency covers constructing and assembling manufactured board furniture using angled and curved construction methods.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following skills: - interpret work order and locate and apply relevant information; - apply safe handling requirements for equipment, products and materials, including use of personal protective equipment; - follow work instructions, operating procedures and inspection processes to: minimise the risk of injury to self or others; prevent damage to goods, equipment or products; maintain required production output and product quality; - produce a minimum of two (2) significant manufactured board products which must include one (1) curved cabinet with rails and one (1) cabinet with glass shelves, panels and doors; - conduct operator maintenance on machines and related tools and equipment; - use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements; - communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures; -

minimise wastage of resources, including materials, time and money, and; - work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity. Students will also be expected to demonstrate the following knowledge: - types, characteristics, uses and limitations of manufactured board; - interpretation of plan representation of furniture design; - preparation of drawings and set-outs; - identification of hand and/or power tools, materials, equipment, processes and procedures, and; - work flow in relation to furniture production.

MSFFM3004 Produce angled and curved furniture using solid timber

Locations: Industry, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit of competency covers constructing and assembling solid timber furniture using angular construction methods.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following skills: - interpret work order and locate and apply relevant information; - apply safe handling requirements for equipment, products and materials, including use of personal protective equipment; - follow work instructions, operating procedures and inspection processes to: minimise the risk of injury to self or others; prevent damage to goods, equipment or products; maintain required production output and product quality; - produce a minimum of two (2) significant timber products which must include: one (1) curved cabinet with rails; one (1) item involving oval design using traditional construction methods and jointing; - conduct operator maintenance on machines and related tools and equipment; - use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements; - communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures; - minimise wastage of resources, including materials, time and money, and; - work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity. Students will also be expected to demonstrate the following knowledge: - types, characteristics, uses and limitations of solid timbers most common to furniture production; - interpretation of plan representation of furniture design; - preparation of drawings/set-outs/rods and geometrical concepts; - identification of hand and/or power tools, materials, equipment, processes and procedures, and; - work flow in relation to furniture production.

MSFFM3005 Fabricate custom furniture

Locations: Industry, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit of competency covers planning, constructing and assembling custom furniture in response to specific orders and job requests.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each

unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following skills: - interpret work order and locate and apply relevant information; - apply safe handling practices for equipment, products and materials; - apply safe handling requirements for equipment, products and materials, including use of personal protective equipment; - follow work instructions, operating procedures and inspection processes to: minimise the risk of injury to self or others; prevent damage to goods, equipment and products; maintain required production output and product quality; - produce one (1) significant furniture item to customer specifications in terms of dimensions, materials, function and aesthetics using: custom-developed machining processes and outcomes; custom development and completion of assembly techniques and processes; - use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements; - communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures; - minimise wastage of resources including materials, time and money, and; - work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity. Students will also be expected to demonstrate the following knowledge: - types, characteristics, uses and limitations of materials most common to furniture production; - interpretation of plan representation of furniture design; - preparation of drawings/set-outs/rods; - identification of hand and/or power tools, materials, equipment, processes and procedures, and; - work flow in relation to furniture production.

MSFFM3006 Install furnishing products

Locations: Industry, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit of competency covers the installation of furnishing products to a given plan.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following skills: - interpret work order and locate and apply relevant information; - follow work instructions, operating procedures and inspection processes to: minimise the risk of injury to self or others; prevent damage to goods, equipment and products; maintain required production output and product quality; - install four (4) different and significant furnishing products, including at least: one (1) floor mounted; one (1) wall mounted; - use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements; - communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures; - minimise wastage of resources including materials, time and money, and; - work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity. Students will also be expected to demonstrate the following knowledge: - interpretation of plan representation of furniture design; - preparation of drawings/set-outs; - work flow in relation to furniture production, and; - identification of hand and/or power tools, materials, equipment, processes and procedures.

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MSFFM3007 Prepare and apply decorative surfaces for furniture

Locations: Industry, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit of competency covers preparing, constructing and applying veneers and inlays to furniture components.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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. Students will be expected to demonstrate the following skills: - interpret work order and locate relevant information; - apply safe handling requirements for equipment, products and materials, including use of personal protective equipment; - follow work instructions, operating procedures and inspection practices to: minimise the risk of injury to self or others; prevent damage to goods, tools, equipment or products; maintain required production output and product quality; - prepare and apply a minimum of three (3) different decorative surfaces to various substrates; - use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements; - communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures; - minimise wastage of resources, including materials, time and money, and; - work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity. Students will also be expected to demonstrate the following knowledge: - types, characteristics, uses and limitations of decorative surfaces; - interpretation of plan representation of furniture design; - preparation of drawings/set-outs; - identification of hand and/or power tools, materials, equipment, processes and procedures, and; - work flow in relation to furniture production.

MSFFM3008 Select timbers for furniture production

Locations: Industry, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit of competency covers selecting suitable timbers for use in production by applying knowledge of timber technology.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following skills: - interpret work order and locate and apply relevant information; - apply safe handling requirements for equipment, products and materials, including use of personal protective equipment; - follow work instructions, operating procedures and inspection practices to: prevent damage to goods, equipment and products; maintain required production output and product quality; minimise the risk of injury to self and others; - from a range of ten (10) common furniture species samples, identify the species correctly, match it to a specified application and justify the choice; - correctly identify natural and seasoning

faults in selected timbers; - use a moisture meter to measure the moisture content in a minimum of three (3) samples, including one (1) hard and one (1) soft timber; - use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements; - communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures; - minimise wastage of resources, including materials, time and money, and; - work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity. Students will also be expected to demonstrate the following knowledge: - characteristics and uses of a range of available indigenous and overseas timber; - commonly used complementary materials and their compatibility when used in conjunction with others; - impact of climate and workshop conditions on timbers; - timber seasoning methods, techniques and faults, and; - solid timber conversion techniques.

MSFFM3009 Produce manual and computer-aided production drawings

Locations: Industry, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit of competency covers producing manual and computer-aided production drawings.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following skills: - identify the factors and criteria relevant to the drawings; - apply safety requirements throughout the work sequence, including the use of personal protective clothing and equipment; - prepare production drawings of furniture/furnishings: covering a scope of at least three (3) products; applying both manual and computer-aided techniques and processes; - communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures; - minimise wastage of resources, including materials, time and money, and; - work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity. Students will also be expected to demonstrate the following knowledge: - furniture design and planning criteria; - structural geometry; - measurement techniques and equipment/tools; - theory and practice of calculations (addition, subtraction, multiplication and division); - types, techniques and processes of manual production drawing; - types of computer-aided drawing equipment, software, techniques and processes; - conventional signs and markings for drawings.

MSFFM3010 Prepare cutting list from plans and job specifications

Locations: Industry, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit of competency covers reading plans and job specifications to prepare cutting lists and providing data for subsequent processing operations.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each

unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following skills: - locate, interpret and apply relevant information; - apply safe handling requirements for equipment, products and materials, including use of personal protective equipment; - identify materials and tools used in the work process; - follow work instructions, operating procedures and manufacturers' instructions to: minimise the risk of injury to self and others; prevent damage to goods, equipment and products; maintain optimum production output and product quality; - interpret production plans and prepare cutting lists on a minimum of four (4) occasions with lists each having at least ten (10) different components and, overall, the lists incorporating four (4) different types of material; - use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements; - communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures; - minimise wastage of resources, including materials, time and money, and; - work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity. Students will also be expected to demonstrate the following knowledge: - characteristics of materials and tooling used and use of products programmed; - identification of equipment, processes and procedures, and; - pattern techniques for optimising materials.

MSFFM3011 Measure and draw site layout for manufactured furniture products

Locations: Industry, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit of competency covers measuring and recording site layout details to provide an accurate basis for both manufacture and installation of furniture products.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following skills: - identify the factors relevant to the measurements and drawings; - communicate effectively to enable accurate calculations, measurements and drawings; - accurately measure and record particulars for required sector sites and materials; - draw accurate, scaled plans and elevations relevant to the site using manual or computer-aided methods; - identify and communicate on measurements and dimensions which may impact on manufacture and/or installation; - use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements; - communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures, and; - minimise wastage of resources, including materials, time and money. Students will also be expected to demonstrate the following knowledge: - furniture design and planning criteria; - drawing techniques, technologies and processes; - furniture installation methods, criteria and techniques; - measurement techniques and equipment/tools; - theory

and practice of calculations (addition, subtraction, multiplication and division), and; - conventional signs and markings for plans and drawings.

MSFFM3012 Set up, operate and maintain sawing machines

Locations: Industry, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit of competency covers setting up, operating and maintaining sawing machines using their full technical potential and capacities. It encompasses and builds on the machines and tasks covered in unit MSFFM2010 Set up, operate and maintain basic static machines.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following skills: - interpret work order and locate and apply relevant information; - apply safe handling requirements for equipment, products and materials, including use of personal protective equipment; - read and interpret cutting lists and job specifications to prepare for work; - identify materials used in the work process; - follow work instructions, operating procedures and inspection processes to: - minimise the risk of injury to self or others; - prevent damage to goods, equipment and products; - maintain required production output and product quality; - identify, set up, operate and maintain at least four (4) different types of saws, using safety cut-outs and guards; - conduct operator maintenance on the machines and related equipment; - use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements; - communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures; - minimise wastage of resources, including materials, time and money, and; - work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity. Students will also be expected to demonstrate the following knowledge: - types, characteristics, uses and limitations of sawing machines; - sawing processes and techniques; - characteristics of materials and uses of products produced; - workplace guidelines regarding acceptable tolerance levels; - workplace safety policies and procedures, and; - procedures for reporting machinery faults and material defects.

MSFFM3013 Set up, operate and maintain drilling machines

Locations: Industry, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit of competency covers setting up, operating and maintaining drilling machines using their full technical potential and capacities. It encompasses and builds on the drilling machines and tasks covered in unit MSFFM2010 Set up, operate and maintain basic static machines.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following skills: - interpret work order and locate and apply relevant information; - apply safe handling requirements for equipment, products and materials, including use of personal protective equipment; - read and interpret cutting lists and job specifications to prepare for work; - identify materials used in the work process; - follow work instructions, operating procedures and inspection processes to: minimise the risk of injury to self or others; prevent damage to goods, equipment and products; maintain required production output and product quality; - identify, set up and operate at least the two (2) different types of drills, including the use of safety cut-outs and guards; - conduct operator maintenance on the machines and associated equipment; - use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements; - communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures; - minimise wastage of resources, including materials, time and money, and; - work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity. Students will also be expected to demonstrate the following knowledge: - types, characteristics, uses and limitations of drilling machines; - drilling processes and techniques; - characteristics of materials and uses of products produced; - workplace guidelines regarding acceptable tolerance levels; - workplace safety policies and procedures, and; - procedures for reporting machinery faults and material defects.

MSFFM3014 Set up, operate and maintain joining machines

Locations: Industry, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit of competency covers setting up, operating and maintaining joining machines using their full potential and capacities in the production of furniture.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following skills: - interpret work order and locate and apply relevant information; - apply safe handling requirements for equipment, products and materials, including use of personal protective equipment; - read and interpret cutting lists and job specifications to prepare for work; - identify materials used in the work process; - follow work instructions, operating procedures and inspection processes to: minimise the risk of injury to self or others; prevent damage and wastage of goods, equipment and products; maintain required production output and product quality; - identify, set up, operate to their full capacities at least two (2) different types of joining machines (mortise and tenoner and dovetailer), including the use of safety cut-outs and guards and their application of the machines to a variety of materials; - conduct operator maintenance on the machines and related equipment; - use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements; - communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures; - minimise wastage of resources, including materials, time and money, and; - work with others and in a team by recognising dependencies and

using cooperative approaches to optimise work flow and productivity. Students will also be expected to demonstrate the following knowledge: - types, characteristics, uses and limitations of joining machines; - joining processes and techniques; - characteristics of materials and uses of products produced; - workplace guidelines regarding acceptable tolerance levels; - workplace safety policies and procedures, and; - procedures for reporting machinery faults and material defects.

MSFFM3015 Set up, operate and maintain planing and finishing machines

Locations: Industry, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit of competency covers setting up, operating and maintaining planing and finishing machines using their full potential and capacities in the production of furniture. It encompasses and builds on the machines and tasks covered in unit MSFFM2010, Set up, operate and maintain basic static machines.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following skills: - interpret work order and locate and apply relevant information; - apply safe handling requirements for equipment, products and materials, including use of personal protective equipment; - read and interpret cutting lists and job specifications to prepare for work; - identify materials used in the work process; - follow work instructions, operating procedures and inspection processes to: minimise the risk of injury to self or others; prevent damage and wastage of goods, equipment and products; maintain required production output and product quality; - identify, set up and operate to their full capabilities, at least three (3) different types of planing and finishing machines which are to include: a surface planer; a panel planer; a wide belt sander; - conduct operator maintenance on machines and related equipment and materials; - use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements; - communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures; - minimise wastage of resources, including materials, time and money, and; - work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity. Students will also be expected to demonstrate the following knowledge: - types, characteristics, uses and limitations of planing and finishing machines; - planing and finishing processes and techniques; - characteristics of materials and uses of products produced; - workplace guidelines regarding acceptable tolerance levels; - workplace safety policies and procedures, and; - procedures for reporting machinery faults and material defects.

MSFFM3017 Set up, operate and maintain routing and shaping machines

Locations: Industry, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit of competency covers setting up, operating and maintaining routing and shaping machines using their full potential and capacities in the production of furniture.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following skills: - interpret work order and locate and apply relevant information; - apply safe handling requirements for equipment, products and materials, including use of personal protective equipment; - read and interpret cutting lists and job specifications to prepare for work; - identify materials used in the work process; - follow work instructions, operating procedures and inspection processes to: minimise the risk of injury to self or others; prevent damage and wastage of goods, equipment and products; maintain required production output and product quality; - identify, set up and operate to their full capabilities, at least two (2) different types of routing and shaping machines, including the use of safety cut-outs and guards; - conduct operator maintenance on the machines and related equipment; - use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements; - communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures; - minimise wastage of resources, including materials, time and money, and; - work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity. Students will also be expected to demonstrate the following knowledge: - types, characteristics, uses and limitations of routing and shaping machines; - routing and shaping processes and techniques; - characteristics of materials and uses of products produced; - workplace guidelines regarding acceptable tolerance levels; - workplace safety policies and procedures, and; - procedures for reporting machinery faults and material defects.

MSFFM3018 Set up, operate and maintain mechanical wood-turning lathes

Locations: Industry, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit of competency covers setting up, operating and maintaining mechanical wood-turning lathes used in the production of furniture.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following performance criteria: - interpret work order and locate and apply relevant information; - apply safe handling requirements for equipment, products and materials, including use of personal protective equipment; - read and interpret cutting lists and job specifications to prepare for work; - identify materials used in the work process; - follow work instructions, operating procedures and inspection processes to: minimise the risk of injury to self or others; prevent damage to goods, equipment and products; maintain required production output and product quality; - identify, set up, operate and maintain at least two (2) different lathes, including the use of safety cut-outs and guards, to complete the following: off-hand grind a range of cutters; manufacture and apply a template; complete a minimum of two (2) detailed turnings which are to include fillets, beads, covers and square shoulder; - conduct operator maintenance on the lathes; - use mathematical ideas and techniques to correctly complete measurements, calculate area and

estimate material requirements; - communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures; - minimise wastage of resources, including materials, time and money. and; - work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity. Students will also be expected to demonstrate the following knowledge: - types, characteristics, uses and limitations of lathes; - characteristics of materials and uses of products produced; - workplace guidelines regarding acceptable tolerance levels; - workplace safety policies and procedures, and; - procedures for reporting machinery faults and material defects.

MSFFM3019 Set up, operate and maintain automated edge banding machines

Locations: Industry, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit of competency covers setting up, operating and maintaining edge banding machines which use automated processes to apply and finish edge treatments.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following performance criteria: - interpret work order and locate and apply relevant information; - apply safe handling requirements for equipment, products and materials, including use of personal protective equipment; - read and interpret cutting lists and job specifications to prepare for work; - identify materials used in the work process; - follow work instructions, operating procedures and inspection processes to: minimise the risk of injury to self or others; prevent damage to goods, equipment and products; maintain required production output and product quality; - identify, set up and operate an automated (not fully automatic) edging machine to complete the following: the set up and application of at least three (3) different edge treatment materials; the identification and correction of at least two (2) real or simulated machining faults; - conduct operator maintenance on the machines and equipment; - use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements; - communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures; - minimise wastage of resources, including materials, time and money, and; - work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity. Students will also be expected to demonstrate the following knowledge: - types, characteristics, uses and limitations of machines; - characteristics, uses and limitations of board products, edging products and adhesives; - workplace guidelines regarding acceptable tolerance levels; - workplace safety policies and procedures, and; - procedures for reporting machinery faults and material defects.

MSFFM3021 Set up, operate and maintain computer numerically controlled (CNC) sizing machines

Locations: Industry, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit of competency covers setting up, operating and maintaining CNC sizing machines to produce furniture or components.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following skills: - locate, interpret and apply relevant information; - apply safe handling requirements for equipment, products and materials, including use of personal protective equipment; - identify materials used in the work process; - follow work instructions, operating procedures and inspection practices to: minimise the risk of injury to self or others; prevent damage to goods, equipment or products; maintain required production output and product quality; - identify, set up and operate CNC sizing equipment, including the use of safety cut-outs and guards, to produce a range of complex cutting patterns; - conduct operator maintenance on the machine and related equipment; - use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements; - communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures; - minimise wastage of resources including materials, time and money, and; - work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity. Students will also be expected to demonstrate the following knowledge: - types, characteristics, uses and limitations of CNC sizing machines; - CNC theory, practices and techniques; - characteristics of materials used and uses of products produced; - work flow processes, and; - procedures for reporting materials, product or equipment faults.

MSFFM3022 Set up, operate and maintain computer numerically controlled (CNC) machining and processing centres

Locations: Industry, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit of competency covers setting up, operating and maintaining CNC machining and processing centres to produce furniture or components.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following skills: - locate, interpret and apply relevant information; - apply safe handling requirements for equipment, products and materials, including use of personal protective equipment; - identify materials used in the work process; - follow work instructions, operating procedures and inspection practices to: minimise the risk of injury to self or others; prevent damage to goods, equipment or products; maintain required production output and product quality; - identify, set up and operate CNC machining and processing centre equipment to complete detailed profiling, including: development and application of sub-program; development and application of parametric program, and; application of CAD/CAM

functions; - conduct operator maintenance on the machining and processing centre equipment; - use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements; - communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures; - minimise wastage of resources including materials, time and money, and; - work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity. Students will also be expected to demonstrate the following knowledge: - types, characteristics, uses and limitations of CNC machining and processing centres; - CNC theory, practices and techniques; - characteristics of materials used and uses of products produced; - work flow processes, and; - procedures for reporting materials, product or equipment faults.

MSFFM3024 Construct jigs and fixtures

Locations: Industry, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit of competency covers preparing and constructing jigs and fixtures to produce furniture components.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following skills: - interpret work order and locate and apply information; - apply safe handling requirements for equipment, products and materials, including use of personal protective equipment; - identify materials used in the work process; - follow work instructions, operating procedures and inspection practices to: minimise the risk of injury to self or others; prevent damage to goods, tools, equipment or products; maintain required production output and product quality; - select materials and construct a minimum of three (3) different types of jigs/fixtures, including one (1) for a shaping machine and one (1) which is adjustable; - use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements; - communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures; - minimise wastage of resources, including materials, time and money, and; - work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity. Students will also be expected to demonstrate the following knowledge: - types, characteristics, uses and limitations of jigs and fixtures; - criteria for selecting material for use in jigs and fixtures; - requirements for cutting, shaping and joining materials; - identification of equipment, processes and procedures, and; - work flow in relation to the use of jigs and fixtures.

MSFFT4001 Coordinate on-site installation of furnishing products

Locations: Industry, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit of competency covers coordinating tradespersons who provide services involved in the installation, refurbishment, restoration or repair of furnishing products, primarily in a kitchen, bathroom or laundry setting.

Required Reading: The qualified trainer and assessor will provide teaching and

learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following skills: - collect, organise and understand information related to multi-trade work instructions and work orders, building and structural plans and safety procedures; - apply safe handling requirements for equipment, products and materials, including use of personal protective equipment; - identify materials used in the work process; - follow work instructions, operating procedures and inspection processes to: minimise the risk of injury to self or others; prevent damage to goods, equipment and products; maintain required production output and product quality; - coordinate a site involving at least three (3) tradespeople on three (3) separate occasions; - use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements; - communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures; - use workplace technology related to the coordination, including communication equipment, time and management aids and other measuring devices; - avoid backtracking, work flow interruptions or wastage, and; - work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity. Students will also be expected to demonstrate the following knowledge: - tasks, functions, responsibilities and regulatory requirements for tradespeople involved in water supply and drainage, supply of power and lighting, ceiling and wall linings, tiling and waterproofing, flooring and painting; - relevant building codes, regulations and codes of practice; - plan interpretation techniques and standards; - workplace coordination and communication techniques, and; - conflict resolution techniques.

MSFFT4008 Interpret and use workplace information

Locations: Industry, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit of competency covers locating, using, interpreting and manipulating workplace information and statistics in support of development or production activities within the furnishing industry. Statistic access and manipulation can be computer-assisted, either integrated into the enterprise processes, or stand-alone.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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. Students will be expected to demonstrate the following skills: - collect, organise and understand information related to multi-trade work instructions and work orders, building and structural plans and safety procedures; - apply safe handling requirements for equipment, products and materials, including use of personal protective equipment; - identify materials used in the work process; - follow work instructions, operating procedures and inspection processes to: minimise the risk of injury to self or others; prevent damage to goods, equipment and products; maintain required production output and product quality; - use general and statistical data

representations to explain work processes and/or outcomes; - identify and read graphs, charts, tables and statistical results and interpret general and statistical data accurately; - use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements; - communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures; - use workplace technology related to the coordination, including communication equipment, time and management aids and other measuring devices; - avoid backtracking, work flow interruptions or wastage, and; - work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity. Students will also be expected to demonstrate the following knowledge: - contemporary business information and statistical reporting, forecasting and presentation techniques; - mathematical calculations, including: addition; subtraction; multiplication; division; percentages; - company business policies and plans, including procedures for reports, and; - company quality systems and business equipment.

MSFT4009 Match furnishing style and materials to customer requirements

Locations: Industry, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit of competency covers assessing customer requirements, analysing all available and practical options to match furnishing styles and materials to those requirements.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following performance criteria: - Collect, organise and understand information related to multi-trade work instructions and work orders, building and structural plans and safety procedures; - identify materials used in the work process; - follow work instructions, operating procedures and inspection processes to: minimise the risk of injury to self or others; prevent damage to goods, equipment and products; maintain required production output and product quality; - match furnishing style/materials to meet customer requirements on two (2) occasions involving different products, and: evaluate design and design requirements; evaluate furnishing styles and materials and compare them to customer requirements; identify the impact of commercial, environmental and safety risks; - use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements; - communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures, and; - avoid backtracking, work flow interruptions or wastage. Students will also be expected to demonstrate the following knowledge: - range of company products, market, work systems and equipment - relevant furnishing styles and materials - company business policies and plans, including procedures for product modification and product development - legislative requirements of the work activities.

MSFGN2001 Make measurements and calculations

Locations: Industry, Werribee, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

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Description: This unit of competency covers taking measurements and making calculations for furnishing tasks undertaken in a variety of sites and locations.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following performance criteria: - interpret work documents correctly; - plan and organise activities, including selecting and checking appropriate measuring equipment; - use mathematical ideas and techniques to correctly complete measurements, calculate material quantities and spatial size; - use a range of measuring, calculating and recording devices; - record results accurately; - perform calculations accurately and check results; - work from specific project plans or briefs, determine and cost the material quantities for a minimum of three (3) different furnishing projects; - communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, and; - work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity. Students will also be expected to demonstrate the following knowledge: - purpose and techniques for using measuring and calculating equipment; - mathematical principles for making basic calculations; - work documentation for instructions and recording; - requirements for minimising damage to materials and completed products while undertaking measurement, and; - requirements of working with others in a team.

MSFGN3001 Read and interpret work documents

Locations: Industry, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit of competency covers interpreting work documents, including cutting lists, standards, drawings and specifications, to produce or repair furnishings and to install floor coverings, glass and other furnishing items.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following skills: - collect, organise and understand information related to the range of work documents relevant to the sector; - communicate ideas and information to enable confirmation of work requirements and specifications; - plan and organise activities to minimise wastage of resources, including materials, time and money; - work with others and in a team by recognising dependencies and using cooperative approaches to optimise information management; - use mathematical ideas and techniques to correctly interpret the content of work documents; - identify alternative methods of accessing and sources of work information, including using workplace technology related to work documentation, its access and storage; - recognise and explain the meanings of symbols, technical terms and conventions of specifications and plans; - check accuracy of copied specifications; - maintain condition of documentation, and; - locate, read and interpret a minimum of ten (10) selected/specified work

documents which must include: Australian Standards relevant to the sector; manufacturer technical instructions and specifications; real or simulated local work documents, including: work plans; material safety data sheets (MSDS); relevant building codes; job procedures; safe work instructions or equivalent. Students will also be expected to demonstrate the following knowledge: - different types of work documents used in the furnishing industry and their function; - conventions and symbols of plans, drawings and specifications, and; - workplace procedures for maintenance of documentation.

MSFGN3002 Estimate and cost job

Locations: Industry, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit of competency covers estimating materials, labour and time requirements to establish costs for provision of furnishing services or products. Estimation and job costing is that undertaken by a tradesperson in relation to a sector product for a single client or customer.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following skills: - collect, organise and understand information related to work orders, costs and government charges; - communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems; - complete an outline plan of activities, including the preparation and layout of the worksite, the obtaining of equipment and materials, and the avoidance of backtracking, work flow interruptions or wastage; - estimate and cost three (3) varied jobs, including: estimate quantities of material required; determine the types and amount of labour required to complete the work; estimate time required to complete the work; estimate overheads associated with the job; - work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity; - use mathematical ideas and techniques to correctly complete measurements, estimate material, labour and overhead requirements and accurately cost the product/service; - use checking techniques to anticipate and overcome costing problems, and; - use workplace technology related to the estimation and validation of job costs. Students will also be expected to demonstrate the following knowledge: - range of products and services offered by the enterprise; - enterprise or equivalent costing procedures; - components of overheads costs; - components of labour costs; - labour rates and approximate costs of products and materials, and; - basic mathematical processes.

MSFKB2001 Prepare for cabinet installation

Locations: Industry, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit of competency covers preparing a site and confirming completeness of cabinets and components required for installation. It requires checking of job information and identifying quality issues.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge

and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following performance criteria: - interpret work order and locate and apply relevant information; - apply safe handling requirements for equipment, products and materials, including use of personal protective equipment; - identify materials used in the work process; - follow work instructions, operating procedures and inspection processes to: minimise the risk of injury to self or others; prevent damage to goods, equipment and products; maintain required production output and product quality; - prepare the installation site for cabinet installation and use mathematical ideas and techniques to correctly complete measurements and calculate areas for cabinetry; - assemble all necessary tools, equipment and cabinetry components for the installation; - conduct quality checks on components prior to installation and report readiness of the site for the installation work; - communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures; - avoid backtracking, work flow interruptions or wastage, and; - work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity. Students will also be expected to demonstrate the following knowledge: - safe work practices; - documentation procedures; - quality checking procedures; - symbols and terminology on plans and drawings, and; - features of cabinets and components.

MSFKB2002 Provide assistance in cabinet installation

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency covers assisting in the on-site installation of cabinets for kitchens or bathrooms. It includes assembling cabinets, fitting components, and fixing cabinets to wall and floor surfaces, and making a limited range of adjustments in the installation of new or renovated kitchens and bathrooms.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following performance criteria: - Interpret work order and locate and apply relevant information; - Apply safe handling requirements for equipment, products and materials, including use of personal protective equipment; - Identify materials used in the work process; - Follow work instructions, operating procedures and inspection processes to: - minimise the risk of injury to self or others; - prevent damage to goods, equipment and products; - maintain required production output and product quality; - Prepare the installation site for cabinet installation by checking measurements and laying out carcasses to fit; - Effectively and safely interpret and implement work instructions to assemble and install cabinets that are level, correctly located and meet specifications; - Efficiently and safely use required hand and power tools to assist in installation of cabinet components; - Clean up installation site and installed components after completing work; - Use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements; - Communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures; - Avoid

backtracking, work flow interruptions or wastage; - Follow instruction of supervisor and work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity. Students will also be expected to demonstrate the following knowledge: - Assembly processes for cabinets; - Safe work practices; - Documentation procedures; - Quality checking procedures; - Symbols and terminology on plans and drawings; - Features of cabinet components.

MSFKB3001 Identify processes in kitchen and bathroom projects

Locations: Industry, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit of competency covers identifying the processes used in new and renovated kitchen and bathroom projects. Identification includes key stages, service providers and quality elements that typically characterise a project concerned with the development of kitchens and bathrooms.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following skills: - interpret new and renovation kitchen and bathroom project design project briefs, including establishing the correct sequence of manufacture and installation operations; - determine the processes involved in kitchen and bathroom renovation or new manufacture and installation, including the services required from relevant key trades in the kitchen and bathroom industry; - determine quality cabinet and other component requirements to meet project design brief outcomes and establish sources of suitable components and services to undertake the work; - use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements; - communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures; - avoid backtracking, work flow interruptions or wastage, and; - work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity. Students will also be expected to demonstrate the following knowledge: - roles of trades in the kitchen and bathroom industry; - roles of other service providers to the kitchen and bathroom industries; - planning processes relevant to the kitchen and bathroom industries; - processes used for the construction of cabinets; - features of cabinets and components used in kitchen and bathroom projects; - supply chains for kitchen and bathroom components and materials; - market and industry standards, and; - qualities of renovation and new work projects.

MSFKB3002 Determine requirements for installation of cabinets

Locations: Industry, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit of competency covers assessing a site, including walls, floors, appliances, services and other structural components, to determine implications and modifications required for location and installation of cabinets. Licensing, legislative or certification requirements may apply to this unit and relevant state/territory and local government agencies should be consulted to determine any necessary certification or licensing for undertaking kitchen and bathroom work. Access to construction sites requires certification of general induction training specified by the National Code of Practice for Induction for Construction Work (ASCC 2007).

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following skills: - interpret work order and locate and apply relevant information; - apply safe handling requirements for equipment, products and materials, including use of personal protective equipment; - follow work instructions, operating procedures and inspection processes to: minimise the risk of injury to self or others; prevent damage to goods, equipment and products; maintain required production output and product quality; - conduct a site assessment and identify all issues that will impact on the installation of cabinets and appliances including floor and wall construction and other structural elements of the site and availability and location of required services; - identify limitations of cabinet construction and implications for design, including compliance issues for work and levelling required; - complete detailed documentation to inform installation, including site conditions, sequence of component installation and quality standards that apply; - apply quality standards, Australian Standards and resource information appropriate to cabinet construction and installation on site, including accessing and apply appropriate requirements set out in the Building Code of Australia (BCA); - use mathematical ideas and techniques to correctly complete measurements; - communicate ideas and information; interpret basic plans and follow safety procedures, and; - work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity. Students will also be expected to demonstrate the following knowledge: - roles of trades in the kitchen and bathroom industry; - planning processes; - processes used for the construction of cabinets; - features of cabinets and components used in kitchen and bathroom projects; - state or territory WHS legislation, regulations, standards and codes of practice relevant to the full range of processes for assessing a site; - organisational and site standards, requirements, policies and procedures for assessing a site; - the role of Australian Standards and the BCA; - characteristics of materials, products and defects; - procedures for documenting workplace records and information; - appropriate mathematical procedures for estimation and measurement; - environmental protection requirements; - established communication channels and protocols; - relevant problem identification and resolution techniques; - basic building and architectural terminology; - common structural and non-structural components of a residential building; - materials and methods involved in interior refurbishment; - local regulations/councils; - construction techniques/technologies, and; - statutory planning regulations affecting kitchens and bathrooms.

MSFKB3003 Check and measure fit of cabinets

Locations: Industry, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit of competency covers taking measurements on-site and checking cabinetry to ensure accurate fit. It requires assessment of levels and squareness of walls and floors and other structural components to determine adjustments required on cabinets to ensure exact fit. Licensing, legislative or certification requirements may apply to this unit and relevant state/territory and local government agencies should be consulted to determine any necessary certification or licensing for undertaking kitchen and bathroom work. Access to construction sites requires certification of general induction training specified by the National Code of Practice for Induction for Construction Work (ASCC 2007).

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following skills: - interpret work order and locate and apply relevant information; - apply safe handling requirements for equipment, products and materials, including use of personal protective equipment; - identify materials used in the work process; - follow work instructions, operating procedures and inspection processes to: minimise the risk of injury to self or others; prevent damage to goods, equipment and products; maintain required production output and product quality; - identify and accurately measure and record structural aspects that impact on cabinet construction and installation identifying any inconsistencies in measurements; - mark up the installation site according to confirmed measurements to correctly inform installers on cabinet location and fit; - complete detailed documentation on measurements, cabinet location and installation sequence to inform installation; - use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements; - communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures; - avoid backtracking, work flow interruptions or wastage, and; - work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity. Students will also be expected to demonstrate the following knowledge: - processes used for the construction of cabinets; - features of cabinets and components used in kitchen and bathroom projects - state or territory WHS legislation, regulations, standards and codes of practice relevant to on-site work; - the role of Australian standards and the Building Code of Australia (BCA); - characteristics of materials, products and defects; - procedures for documenting workplace records and information; - appropriate mathematical procedures for estimation and measurement; - relevant problem identification and resolution techniques; - basic building and architectural terminology, and; - common structural and non-structural components of a residential building.

MSFKB3004 Conduct on-site adjustments to cabinets and components

Locations:Industry, Sunshine, Learning Links Geelong.

Prerequisites:Nil.

Description:This unit of competency covers determining required cabinet adjustments, selecting appropriate techniques, and making and checking the adjustments to pre-made cabinets in order to achieve accurate fit at site of installation. Licensing, legislative or certification requirements may apply to this unit and relevant state/territory and local government agencies should be consulted to determine any necessary certification or licensing for undertaking kitchen and bathroom work. Access to construction sites requires certification of general induction training specified by the National Code of Practice for Induction for Construction Work (ASCC 2007).

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting

of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following skills: - interpret work order and locate and apply relevant information; - apply safe handling requirements for equipment, products and materials, including use of personal protective equipment; - identify materials used in the work process; - follow work instructions, operating procedures and inspection processes to: minimise the risk of injury to self or others; prevent damage to goods, equipment and products; maintain required production output and product quality; - take and record accurate measurements of installed cabinets and apply appropriate problem-solving techniques to determine the necessary adjustment required for on site cabinetry; - complete operations to adjust cabinets using hand and power tools safely and efficiently using identified techniques that do not damage the cabinetry or site structure; - conduct quality checks on adjusted cabinets to ensure they meet specifications; - use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements; - communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures; - avoid backtracking, work flow interruptions or wastage, and; - work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity. Students will also be expected to demonstrate the following knowledge: - processes used for the construction and modification of cabinets; - features of cabinets and components; - state or territory WHS legislation, regulations, standards and codes of practice relevant to on-site work; - characteristics of materials, products and defects; - procedures for documenting workplace records and information; - appropriate mathematical procedures for estimation and measurement, and; - relevant problem identification and resolution techniques.

MSFKB3005 Fabricate cabinets for the built-in environment

Locations:Industry, Sunshine, Learning Links Geelong.

Prerequisites:Nil.

Description:This unit of competency covers planning production processes, and constructing and assembling components to fabricate cabinets that meet predetermined specifications in a manufacturing workshop environment. It includes operating computer numerically controlled (CNC) and static machines.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following skills: - apply safe handling requirements for equipment, products and materials, including use of personal protective equipment; - follow work instructions, operating procedures and inspection processes to: minimise the risk of injury to self or others; prevent damage to goods, equipment and products; maintain required production output and product quality; - interpret and apply information from plans and drawings to inform the materials required, sequence of operations and assembly techniques for fabrication of cabinets; - identify and source materials and components used in cabinets for kitchens, bathrooms and other residential settings specified in the design plan and specifications; - plan fabrication process for cutting, forming and finishing cabinet components and construct and assemble cabinets using hand and power tools safely and efficiently to meet the design specifications; - determine that fabricated cabinets meet specified

quality outcomes, complete housekeeping and reporting requirements; - use mathematical ideas and techniques to correctly complete measurements; - communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures; - minimise wastage of resources, including materials, time and money, and; - work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and productivity. Students will also be expected to demonstrate the following knowledge: - processes used for the construction of cabinets; - features of cabinets and components used in kitchen and bathroom and other residential projects; - state or territory WHS legislation, regulations, standards and codes of practice relevant to work; - characteristics of materials, products and defects; - procedures for documenting workplace records and information; - appropriate mathematical procedures for measurement, and; - relevant problem identification and resolution techniques.

MSFKB3006 Install fitted cabinets and components

Locations: Industry, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit of competency covers installing cabinets in residential and commercial environments according to specifications and design plans, including the application of selected components to achieve a quality finish. It includes accessing and applying information and instructions for the use of components and cabinet products. Licensing, legislative or certification requirements may apply to this unit and relevant state/territory and local government agencies should be consulted to determine any necessary certification or licensing for undertaking kitchen and bathroom work. Access to construction sites requires certification of general induction training specified by the National Code of Practice for Induction for Construction Work (ASCC 2007).

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following skills: - apply safe handling requirements for equipment, products and materials, including use of personal protective equipment; - follow work instructions, operating procedures and inspection processes to: minimise the risk of injury to self or others; prevent damage to goods, equipment and products; maintain required production output and product quality; - access and apply information on installation requirements of cabinet components including component specifications, materials to be used and site conditions; - determine correct installation techniques to be applied and any issues that would impact on the installation process; - complete all operations to install cabinets using hand and power tools safely and efficiently and install cabinets in at least (1) one kitchen, one (1) bathroom and laundry, including one (1) residential and one (1) commercial environment; - conduct quality checks on all installed components to ensure they meet specifications and complete housekeeping and required records of the work conducted; - use mathematical ideas and techniques to correctly complete measurements; - communicate ideas and information to enable confirmation of work requirements and specifications and the reporting of work outcomes and problems, interpret basic plans and follow safety procedures; - avoid backtracking, work flow interruptions or wastage; - work with others and in a team by recognising dependencies and using cooperative approaches to optimise work flow and

productivity. Students will also be expected to demonstrate the following knowledge: - Processes used for the installation of cabinets; - Features of cabinets and components; - State or territory WHS legislation, regulations, standards and codes of practice relevant to on site work; - Characteristics of materials, products and defects; - Cabinet installation processes; - Procedures for documenting workplace records and information; - Appropriate mathematical procedures for estimation and measurement; - Relevant problem identification and resolution techniques.

MSMENV272 Participate in environmentally sustainable work practices

Locations: Industry, Werribee, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit of competency covers the skills and knowledge required to effectively find out current resource use and carry out improvements, in own work area, including those that reduce the negative environmental impacts of work practices. This unit of competency applies to operators/team members who are required to follow procedures to work in an environmentally sustainable manner. This maximises the environmental performance of the process and the organisation, ensures regulatory compliance, and aims to minimise environmental risks and impacts. This unit of competency applies to all sectors of the manufacturing industry and members of its value chain. It may also be applied to all sections of an organisation, including office and warehouse. This unit will need to be contextualised for the industry sector, organisation and section. This unit of competency applies to an individual working alone or as part of a team/work group and working in liaison with other shift team members and the control room operator, as appropriate.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - find out resources used in own job, including one or more of: - making simple measurements, consistent with the job; - counting the number of items entering/leaving a work area; - reading indicators in the work area; - obtaining relevant information from support personnel; - follow environmental policies and identify potential breaches of environmental regulations, and; - suggest improvements within the limit of own authority. Students will also be expected to demonstrate the following knowledge: - sustainability; - the contribution to climate change and other macro threats that can arise from materials and work processes used; - the environmental hazards/risks, resource use and inefficiencies associated with own workplace and job; - the relevant environmental and resource efficiency policies and procedures for own work area, and; - the impact of laws and regulations at a level relevant to the work context.

MSMSUP102 Communicate in the workplace

Locations: Industry, Werribee, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit of competency covers the skills and knowledge required to receive, relay and record written and oral messages and to provide relevant information in response to requests within timelines. This unit of competency applies to personnel who are required to communicate clearly and accurately to record messages, seek clarification, access needed information, relay information to other people and complete workplace documentation. This unit of competency applies to all work environments.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - listen attentively; - formulate questions to clarify work requirements or instructions; - read and interpret workplace information; - complete workplace forms; - write legibly and/or use electronic keyboard; - record and interpret numbers, codes and symbols, and; - use clear and concise language in verbal and written communication. Students will also be expected to demonstrate the following knowledge: - organisation procedures, including: telephone and communications protocols and/or procedures; documentation and record keeping; safety, emergency and hazard control; - types and meaning of workplace codes, numbers, symbols, signs and colours typically used in the job/work environment; - types, purpose and importance of workplace documentation; - workplace expectations for acceptable language and tone (swearing, level of formality, courteousness, respect for diversity, and so on); - challenges in communicating with people from culturally and linguistically diverse (CALD) backgrounds in the workplace and possible strategies.

MSMSUP106 Work in a team

Locations: Industry, Werribee, Sunshine, Learning Links Geelong.

Prerequisites:Nil.

Description:This unit of competency covers the skills and knowledge required to organise own activities within a team to fit with work schedules and to meet operational guidelines. This unit of competency applies to team members who are required to use interpersonal and communication skills to plan, organise and complete their work activities according to instructions and with limited discretionary powers. This unit of competency applies to all work environments.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify own tasks within team requirements; - identify components of tasks; - plan, prioritise and organise activities in accordance with instructions; - use communication and interpersonal skills with team members, team leaders and supervisors, and; - complete workplace records. Students will also be expected to demonstrate the following knowledge: - organisation procedures, including: relevant procedures; record keeping requirements; - own role in team and meeting team requirements and the role of other team members, team leaders and supervisors; - company work standards and how the team contributes to them, and; - interpersonal/communication techniques that promote effective teamwork.

MSMSUP240 Undertake minor maintenance

Locations: Industry, Sunshine.

Prerequisites:Nil.

Description:This unit of competency covers the skills and knowledge required to

undertake minor maintenance and solve routine problems to procedures. It does not cover activities normally requiring traditional trade training.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - use available data and records to recognise fault and no-fault conditions in standard and non-standard situations; - apply operational guidelines and known solutions to correct variations/irregularities; - apply approved hazard control, work permit and safety procedures in relation to handling materials, equipment operation and clean up; - identify the need for work permits and select the appropriate permit, and; - apply maintenance procedures according to plant data and maintenance schedules. Students will also be expected to demonstrate the following knowledge: - principles of operation of the equipment to be maintained; - function and troubleshooting of major internal components and their problems; - appropriate testing procedures and use of equipment for a range of equipment faults; - typical causes of equipment failures and the service conditions which may increase maintenance; - types and nature of maintenance (preventative, predictive, corrective) uses, benefits and limitations, and; - factors that may affect product quality or production output and appropriate remedies.

MSMSUP273 Handle goods

Locations: Industry, Sunshine.

Prerequisites:Nil.

Description:This unit of competency covers the skills and knowledge required to receive and despatch products and/or materials from either internal or external sources as an adjunct to the job of making product. It applies to operators who are required to receive and process orders, maintain records, identify and select goods to be despatched and ensure they are despatched to the correct location.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify and select goods to be moved in accordance with documentation; - apply known solutions to routine problems; - prepare and organise goods to be moved to fit with schedules; - select and use handling equipment; - read and interpret product specifications, job sheets, procedures, material labels and safety information; - complete documentation and records, and; - apply appropriate safety precautions and procedures. Students will also be expected to demonstrate the following knowledge: - organisation procedures, including: - safety, emergency and hazard control; - inventory and ordering systems; - types and application of handling equipment and any licensing requirements; - manual handling techniques and ergonomics; - safe storage of dangerous goods and hazardous materials; - transport requirements and restrictions for products/materials, and; - production workflow requirements.

MSMSUP390 Use structured problem-solving tools

Locations: Industry, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit of competency covers the skills and knowledge required to use structured process improvement tools to solve process and other problems. This unit of competency applies to experienced operators, team leaders, supervisors or people in similar roles who are required to identify improvements and/or solve problems beyond those associated directly with the process unit/equipment. A 'problem' in this context should be interpreted as 'an opportunity for improvement', not just something causing faulty product, product faults or process irregularities/breakdowns. This unit of competency applies to an individual working alone or as part of a team or group and working in liaison with other shift team members and the control room operator, as appropriate. Problem-solving techniques are often applied as group processes. Where the competency is achieved in a group context the individual being assessed must meet all aspects of the competency. This competency does NOT cover the planning and facilitation of group problem-solving activities. Other units of competency, including MSMOPS units, may include a problem-solving element where problems specific to that competency are to be resolved. However, this unit of competency requires structured problem-solving techniques to be applied more broadly and/or with greater depth and rigour than is implied by the problem-solving element of the other units. This unit of competency applies to all work environments and sectors within the industry.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify at least one (1) problem; - analyse problem using at least one (1) analysis tool drawn from each of two (2) different groups of tools (basic, visual, process, business and organisation specific); - select the preferred solution; - develop and use an implementation plan; - communicate effectively with other personnel. Students will also be expected to demonstrate the following knowledge: - relevant organisation procedures; - risks, risk assessment and controls relevant to problem being analysed; - targets and measures for output and quality; - types and application of problem-solving tools/analytical techniques; - relevant equipment and operational processes.

MSMWS100 Follow WHS procedures

Locations: Sunshine.

Prerequisites: Nil.

Description: This unit of competency covers the skills and knowledge required to recognise hazards commonly occurring at the workplace and follow work health and safety (WHS) instructions and procedures. It covers recognising known hazards, such as those identified in procedures or training, and identifying the underlying causes of these identified hazards. This unit of competency applies to people on-site who are required to follow WHS instructions and procedures relating to the activity being undertaken. They will be aware of the importance of maintaining their own health and safety and the health and safety of others in the workplace and will also be capable of dealing with incidents and emergencies within their own scope of responsibility and under the direction of their supervisor for the site activity. While the instructions and procedures must be derived from the relevant organisation WHS

policies, the person is not required to understand or interpret these policies. This interpretation should be undertaken by their supervisor for the site activity when informing them of the WHS requirements. This unit of competency applies to an individual who will be accompanied or directly supervised while on-site.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - recognise hazards; - use required personal protective equipment (PPE); - take the action specified in the procedures, and; - report the situation as specified in the procedures. Students will also be expected to demonstrate the following knowledge: - the rights and responsibilities of personnel under the WHS legislation; - hazard and emergency signs, labels and alarms; - hazards that may arise in the job/work environment, including: their possible causes; potential consequences; appropriate risk controls; - types and application of PPE; - procedures for reporting WSE problems and taking action, and; - emergency procedures.

MSMWS200 Work safely

Locations: Industry, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit of competency covers the skills and knowledge required to apply workplace policies and procedures to maintain a safe work environment for self and others. The unit of competency covers identifying work health and safety (WHS) hazards, assessing risk and following safety procedures in the workplace with minimal supervision. Compliance with legislative requirements and duty of care are embedded in this unit through workplace instructions and procedures. Workers will be provided with clear directions, information, instruction, training and appropriate supervision regarding the relevant state/territory WHS legislation, codes of practice, relevant industry standards, workplace procedures and work instructions.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify hazards; - assess risks associated with the hazards; - identify and apply standard controls; - check that controls are in place and operational; - select and use personal protective equipment (PPE); - identify and interpret signs and symbols, including emergency alarms; - correctly handle and store items/materials relevant to job, and; - interpret and apply relevant material safety data sheets (MSDS). Students will also be expected to demonstrate the following knowledge: - organisational work health and safety (WHS) procedures, including procedures for reporting WHS problems and taking action; - rights and responsibilities of employees and employers under the relevant WHS legislation; - hazards that may arise in the job/work environment; - types and application of PPE; - hazard and emergency signs, labels and alarms, and; - appropriate responses to non-standard situations.

MSMWHS216 Operate breathing apparatus

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit of competency covers the skills and knowledge required to operate and maintain breathing apparatus and equipment in an irrespirable atmosphere, as defined by the Australian Standard AS/NZS 1715:2009 Selection, use and maintenance of respiratory protective equipment. This unit of competency applies to operators who are required to wear breathing apparatus because they are working: in a confined space; with hazardous gases/vapours; in an oxygen deficient atmosphere, and; in other situations requiring the wearing of breathing apparatus. Operators may also be required to wear breathing apparatus in emergency situations, however, this is not the prime focus of this unit. This unit of competency applies to an individual working alone or as part of a team or group and working in liaison with other shift team members and the control room operator, as appropriate.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - conduct pre-donning tests on breathing apparatus; - correctly don and operate breathing apparatus; - identify hazards and apply control measures according to procedures; - communicate while using breathing apparatus; - determine the available working time from a breathing apparatus set; - correctly close down, remove and clean breathing apparatus, and; - report faults and/or damage to breathing apparatus. Students will also be expected to demonstrate the following knowledge: - the effects of irrespirable atmospheres on the body and the need for protective equipment; - characteristics, component parts, operation of compressed air breathing apparatus; - operational testing, standard operating procedures (SOPs) and safe work practices when wearing breathing apparatus; - use of procedures, personal lines and tallies; - pre-use tests and checks; - breathing apparatus control; - entrapment procedures, and; - communications while wearing breathing apparatus.

MSS402001 Apply competitive manufacturing practices

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency covers the skills and knowledge required to implement basic improvement practices within an organisation using competitive systems and practices. The unit focuses on bringing together the basic concepts and the holistic application of these basic concepts and processes to operations. It would typically be carried out working as part of a team.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify own place in the value chain relevant to their job; - use competitive systems and practices tools and

thinking, and; - recommend improvements in product and/or process. Students will also be expected to demonstrate the following knowledge: - customer requirements and their role in fulfilling them; - the value chain for products they make and their place in it, and; - identification of muda (waste) and its reduction.

MSS402051 Apply quality standards

Locations: Industry, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit of competency covers the skills and knowledge required to apply quality standards to work operations in an organisation. The unit is designed to complement competitive systems and practices units. This unit applies to an individual who is expected to take responsibility for the quality of their own work, and to take actions specified in the procedures and within the scope of their job and authority to ensure that quality standards are met. This unit requires the application of skills associated with interpreting and applying workplace standards and identifying and addressing problems that interfere with quality outcomes. The unit requires initiative, enterprise and self-management to ensure quality standards are achieved.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - check and measure relevant quality parameters; - interpret results of quality checks in terms of specifications, patterns and work standards; - take required action where standards of materials, component parts, final product or work processes are found to be unacceptable, and; - maintain accurate records. Students will also be expected to demonstrate the following knowledge: - relevant quality standards, policies and procedures; - relevant production processes, materials and products; - relevant measurement techniques and quality checking procedures, and; - reporting procedures.

MTMPS5603B Develop, manage and maintain quality systems

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit covers the skills and knowledge required to establish, maintain and control an enterprise quality system. It also covers the skills and knowledge needed to lead people, manage systems and build quality into all enterprise systems and operations. The development and management of quality systems affects the ability of the enterprise to operate in specific markets and influences customer and consumer confidence in enterprise products.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Competency must be demonstrated through sustained performance over time, at an appropriate level of responsibility and authority under typical operating and production conditions for the enterprise.

NUM011 Numeracy Skills Foundation

Locations: Footscray Nicholson, Sunshine, Harvester Technical College..

Prerequisites: Nil.

Description: The purpose of this unit is to enable students to develop the confidence and skills to perform simple and familiar numeracy tasks and to develop the ability to make sense of mathematics in their daily personal lives. The mathematics involved

includes measurement, shape, numbers, and graphs that are part of the students' normal routines to do with shopping, travelling, cooking, interpreting public information, telling the time etc. On successful completion of this unit students will be able to perform everyday mathematical tasks which involve a single mathematical step or process. Their communication about mathematical ideas would mainly be spoken rather than written responses.

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

Assessment: A range of assessment options will be used according to the needs of the student group and the learning situation. A folio of evidence will be collected through a combination of the following: - records of teacher observations of students' activities, discussions and practical tasks - occasional samples of students' written work - pictures, diagrams, models, etc. created by students.

NUM021 Numeracy Skills Intermediate – Unit 1

Locations: Footscray Park, Footscray Nicholson, Werribee, City King St, Sunshine.

Prerequisites: Nil.

Description: The purpose of this unit is to enable students to develop everyday numeracy to make sense of their daily personal and public lives. The mathematics involved includes measurement, shape, numbers, and graphs applied to tasks which are part of the students' normal routine but also extending to applications outside their immediate personal environment such as the workplace and the community, whether first hand or portrayed by the media. At the end of the unit students would be able to attempt a series of operations or tasks with some confidence, be able to select the appropriate method or approach required, and would be able to communicate their ideas both verbally and in written form. They would be at ease with straightforward calculations either manually and/or using a calculator.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

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

NUM022 Numeracy Skills Intermediate – Unit 2

Locations: Footscray Park, Footscray Nicholson, Werribee, City King St, Sunshine.

Prerequisites: Nil.

Description: The purpose of this unit is to enable students to develop, refine, extend and apply numeracy knowledge and skills through an investigation in a familiar industry area linked to the VET units in their VCAL program or employment. The numeracy involved focuses on Number, Measurement, Financial Numeracy, and Probability and Statistics. This unit seeks to extend students' understanding of how numerical knowledge and skills can be transferred to an industry area. The key processes involve identifying mathematics, applying it and communicating the results. Students develop an understanding of the practical components of planning and undertaking an in-depth numeracy-based project, linked to a familiar industry area. Students will also develop key project management skills in a numeracy context, such as stating key aims, setting specific tasks, establishing timelines and milestones, identifying and managing risk, and communicating results. Students will be encouraged to develop and apply their skills of creative and critical thinking in the planning and completion of the numeracy-based project that will be negotiated with their teacher/trainer. At this level, students also share their knowledge and work independently and in teams. On completion of this unit, students should be more

confident in their ability to explore, develop and apply numeracy related to employment in an industry area.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

NUM031 Numeracy Skills Senior – Unit 1

Locations: Footscray Park, Footscray Nicholson, Werribee, City King St, Sunshine.

Prerequisites: Nil.

Description: The purpose of this unit is to enable students to explore mathematics beyond its familiar and everyday use to its application in wider, less personal contexts such as newspapers and other media reports, workplace documents and procedures, and specific projects at home or in the community. At the end of the unit students will have the capacity to interpret and analyse how mathematics is represented and used. They can recognise and use some of the conventions and symbolism of formal mathematics. The mathematics involved would include measurement, graphs and simple statistics, use of maps and directions and an introductory understanding of the use of formulae and problem-solving strategies.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

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

NUM033 Numeracy Skills Senior – Unit 2

Locations: Footscray Park, Footscray Nicholson, Werribee, City King St, Sunshine.

Prerequisites: Nil.

Description: The purpose of this unit is to enable students to develop, refine, extend and apply numeracy knowledge and skills through an investigation in an unfamiliar industry area in which they have an interest and may seek future employment. The numeracy involved focuses on Number, Measurement, Financial Numeracy, and Probability and Statistics. This unit seeks to extend students' understanding of how numerical knowledge and skills can be transferred to an industry area. The key processes involve identifying mathematics, applying it and communicating the results. Students develop an understanding of the practical components of planning and undertaking an in-depth numeracy-based project, linked to an unfamiliar industry area. Students will also develop key project management skills in a numeracy context, such as stating key aims, setting specific tasks, establishing timelines and milestones, identifying and managing risk, and communicating results. Students will be encouraged to develop and apply their skills of creative and critical thinking in the planning and completion of the numeracy-based project that will be negotiated with their teacher/trainer. At this level, students also share their knowledge and work independently and in teams. On completion of this unit, students should be more confident in their ability to explore, develop and apply numeracy related to employment in an industry area.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic

and/or via the Polytechnic e-learning system.

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

PDS011 Personal Development Skills Foundation Unit 1

Locations: Footscray Nicholson, Sunshine, Havester Technical College..

Prerequisites: Nil.

Description: The purpose of this unit is to focus on the development of organisation and planning skills, knowledge, practical skills, problem solving and interpersonal skills through participation in experiences of a practical nature. The focus of the learning program for Foundation Unit 1 includes: subject specific knowledge applicable to a relevant personal, social, educational and/or community goal skills applicable to a relevant personal, social, educational and/or community goal development of an understanding of social issues and civic responsibility introduction to problem-solving skills introduction to skills for planning, organising and working in teams.

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

Assessment: Evidence of successful performance of the learning outcomes may include, but is not restricted to: - a portfolio of accumulated evidence, for example photos, timelines, logbooks, peer evaluations - teacher observation and/or checklists - evidence accumulated through project or program participation - awards from recognised programs - self-assessment inventories - oral or written reports - application of information and communications technology, including Internet usage.

PDS012 Personal Development Skills Foundation Unit 2

Locations: Footscray Nicholson, Sunshine, Havester Technical College..

Prerequisites: Nil.

Description: The purpose of this unit is to focus on the development of organisation and planning skills, knowledge, practical skills, problem solving and interpersonal skills through participation in experiences of a practical nature. The focus of the learning program for Foundation Unit 1 includes: subject specific knowledge applicable to a relevant personal, social, educational and/or community goal skills applicable to a relevant personal, social, educational and/or community goal development of an understanding of social issues and civic responsibility introduction to problem-solving skills introduction to skills for planning, organising and working in teams.

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

Assessment: Evidence of successful performance of the learning outcomes may include, but is not restricted to: - a portfolio of accumulated evidence, for example photos, timelines, logbooks, peer evaluations - teacher observation and/or checklists - evidence accumulated through project or program participation - awards from recognised programs - self-assessment inventories - oral or written reports - evidence of information and communications technology, including Internet usage.

PDS021 Personal Development Skills Intermediate Unit 1

Locations: Footscray Park, Footscray Nicholson, Werribee, City King St, Sunshine.

Prerequisites: Nil.

Description: The purpose of this unit is to focus on the development of organisation and planning skills, knowledge, practical skills, problem solving and interpersonal skills through participation in experiences of a practical nature.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

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

PDS022 Personal Development Skills Intermediate Unit 2

Locations: Footscray Park, Footscray Nicholson, Werribee, City King St, Sunshine.

Prerequisites: Nil.

Description: The purpose of this unit is to focus on the development of organisation and planning skills, knowledge, practical skills, problem solving and interpersonal skills through participation in experiences of a practical nature.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

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

PDS031 Personal Development Skills Senior Unit 1

Locations: Footscray Park, Footscray Nicholson, Werribee, City King St, Sunshine.

Prerequisites: Nil.

Description: The purpose of this unit is to focus on the development of organisation and planning skills, knowledge, practical skills, problem solving and interpersonal skills through participation in experiences of a practical nature.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

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

PDS032 Personal Development Skills Senior Unit 2

Locations: Footscray Park, Footscray Nicholson, Werribee, City King St, Sunshine.

Prerequisites: Nil.

Description: The purpose of this unit is to focus on the development of organisation and planning skills, knowledge, practical skills, problem solving and interpersonal skills through participation in experiences of a practical nature.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

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

PE01 Physical Education 1

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: In this unit students explore how the body systems work together to produce movement and analyse this motion using biomechanical principles. Through practical activities students explore the relationships between the body systems and physical activity. They are introduced to the aerobic and anaerobic pathways utilised to provide the muscles with the energy required for movement and the basic characteristics of each pathway.

Required Reading: Lecturer will provide teaching and learning materials as required in the form of VU produced workbooks.

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. Students will be expected to demonstrate the following required skills: - use correct anatomical terminology to identify bones, individual muscles (for example, rectus abdominus), joints and joint actions used in human movement; - perform, observe and analyse a variety of movements used in physical activity and identify the bones, muscles, joints and joint actions responsible for movement; - accurately describe the process of reciprocal inhibition; - use correct terminology to identify muscle fibre types and muscular contractions required to perform a variety of activities at different intensities; - describe the relationship between motor unit recruitment and muscular contractions; - perform, measure and report on changes to the cardiovascular, respiratory and muscular systems at rest compared to exercise; - identify the dominant energy pathway utilised in a variety of aerobic or anaerobic activities determined by the intensity and duration of the activity, and; - collect, analyse and report on primary data related to responses to exercise and anaerobic and aerobic pathways. Students will also be expected to demonstrate the following knowledge: the musculoskeletal system working together to produce movement in physical activity: bones of the human body, major muscles and muscle structure, classification of joints and joint action; - characteristics and functions of muscle fibres including fibre arrangement and type; - types of muscular contraction (isotonic, isometric and isokinetic); - agonists, antagonists and stabilisers and the concept of reciprocal inhibition; - control of muscles including the recruitment of motor units, voluntary and involuntary muscular contractions; - the cardiovascular and respiratory systems, including the structure and function of the heart and lungs, mechanics of breathing, gaseous exchange, blood vessels, blood flow around the body at rest and during exercise, and; - introduction to the characteristics of aerobic and anaerobic pathways (with or without oxygen) and their contribution to movement and dominant fibre type associated with each pathway. In VCE, the assessment is made up of two components. - Satisfactory Completion - Levels of Achievement Satisfactory Completion Units 1, 2, 3 and 4 The award of satisfactory completion for a unit is based on a decision that the student has demonstrated achievement of the set of outcomes specified for the unit. This decision will be based on the teacher's assessment of the student's performance on assessment tasks designated for the unit. Levels of achievement Units 1 and 2 Procedures for the assessment of levels of achievement in Units 1 and 2 are a matter for school decision/teacher. .

PE02 Physical Education 2

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit explores a range of coaching practices and their contribution to

effective coaching and improved performance of an athlete. The way in which a coach influences an athlete can have a significant effect on performance. The approach a coach uses, the methods applied and the skills used will have an impact on the degree of improvement experienced by an athlete. By studying various approaches and applying this knowledge to a practical session, students gain a practical insight into coaching.

Required Reading: Lecturer will provide teaching and learning materials as required in the form of VU produced workbooks.

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. Students will be expected to demonstrate the following required skills: - create a safe and inclusive learning environment when coaching; - demonstrate a range of coaching practices a coach may use to improve performance; - evaluate coaching methods and justify their appropriateness in a variety of settings; - apply principles of learning to practical situations; - identify factors that influence coaching and learning at different stages of learning, and; - adopt the role of the coach in a variety of practical sessions and reflect, evaluate and report on the personal experience of taking on the role of a coach. Students will also be expected to demonstrate the following knowledge: - roles and responsibilities of the coach; - skills and behaviours of an exemplary coach; - effective and appropriate relationships between coach and the individual or group, understanding group dynamics, leadership skills, conflict resolution, communication and the setting of boundaries; - rationale for the development of codes of conduct; - coaching methods applied in different contexts; - coaching techniques, strategies and practices used by coaches to develop and improve skills; - coaching pathways and accreditation for coaches; - skill learning principles such as stages of learning (cognitive, associative and autonomous), skill learning processes and the role of feedback in skill learning; - open and closed skill and sport continuum; comparing environmental stability and instability, and; - types of practice and transfer of practice. In VCE, the assessment is made up of two components. - Satisfactory Completion - Levels of Achievement Satisfactory Completion Units 1, 2, 3 and 4 The award of satisfactory completion for a unit is based on a decision that the student has demonstrated achievement of the set of outcomes specified for the unit. This decision will be based on the teacher's assessment of the student's performance on assessment tasks designated for the unit. Levels of achievement Units 1 and 2 Procedures for the assessment of levels of achievement in Units 1 and 2 are a matter for school decision/teacher. .

PE03 Physical Education 3

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit introduces students to an understanding of physical activity and sedentary behaviour from a participatory and physiological perspective. Students apply various methods to assess physical activity and sedentary levels, and analyse the data in relation to adherence to Australia's Physical Activity and Sedentary Behaviour Guidelines. Students study and apply the social-ecological model to identify a range of Australian strategies that are effective in promoting participation in some form of regular activity.

Required Reading: Lecturer will provide teaching and learning materials as required in the form of VU produced workbooks.

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. Students will be expected to demonstrate the following required skills: - describe, using correct terminology, the interplay and relative contribution of the energy systems in different sporting activities; - participate in physical activities to collect and analyse data relating to the range of acute effects that physical activity has on the cardiovascular, respiratory and muscular systems of the body; - perform, observe, analyse and report on laboratory exercises designed to explore the relationship between the energy systems during physical activity; - explain the role the energy systems play in enabling activities to occur as well as their contribution to active and passive recovery; - explain the multi-factorial mechanisms associated with fatigue during physical activity and sporting events resulting from the use of the three energy systems under varying conditions, and; - compare and contrast suitable recovery strategies used to counteract fatigue and promote optimal performance levels. Students will also be expected to demonstrate the following knowledge: - the mechanisms responsible for the acute responses to exercise in the cardiovascular, respiratory and muscular systems; - characteristics and interplay of the three energy systems (ATP - CP, anaerobic glycolysis, aerobic system) for physical activity, including rate of ATP production, the capacity of each energy system and the contribution of each energy system; - fuels (both chemical and food) required for resynthesis of ATP during physical activity and the utilisation of food for energy; - relative contribution of the energy systems and fuels used to produce ATP in relation to the exercise intensity, duration and type; - oxygen uptake at rest, during exercise and recovery, including oxygen deficit, steady state, and excess post-exercise oxygen consumption; - the multi-factorial mechanisms (including fuel depletion, metabolic by-products and thermoregulation) associated with muscular fatigue as a result of varied exercise intensities and durations, and; - passive and active recovery methods to assist in returning the body to pre-exercise levels. In VCE, the assessment is made up of two components. - Satisfactory Completion - Levels of Achievement Satisfactory Completion Units 1, 2, 3 and 4 The award of satisfactory completion for a unit is based on a decision that the student has demonstrated achievement of the set of outcomes specified for the unit. This decision will be based on the teacher's assessment of the student's performance on assessment tasks designated for the unit. Levels of achievement Units 1 and 2 Procedures for the assessment of levels of achievement in Units 1 and 2 are a matter for school decision/teacher.

PE034 Physical Education 4

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit explores improvements in performance, in particular fitness, depend on the ability of the individual or coach to gain, apply and evaluate knowledge and understanding of training. Students undertake an activity analysis. Using the results of the analysis, they then investigate the required fitness components and participate in a training program designed to improve or maintain selected components. Athletes and coaches aim to continually improve and use nutritional, physiological and psychological strategies to gain advantage over the competition. Students learn to critically evaluate different techniques and practices that can be used to enhance performance, and look at the rationale for the banning or inclusion of various practices from sporting competition.

Required Reading: Lecturer will provide teaching and learning materials as required in the form of VU produced workbooks.

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. Students will be expected to demonstrate the following required skills: - explain fitness assessment aims, methods, risks, safeguards, informed consent and confidentiality; - use appropriate technology to perform an activity analysis to collect and analyse primary data to determine major fitness components and energy systems used in sporting events and physical activities; - perform, observe, analyse and report on laboratory exercises designed to explore the assessment of fitness pre and post training; - justify the selected fitness tests in relation to the strengths and weaknesses of the testing methodology; - explain how chronic adaptations to the cardiovascular, respiratory and muscular systems lead to an improved performance, and; - design, participate in, and evaluate a six-week training program that demonstrates the correct application of training. Students will also be expected to demonstrate the following knowledge: - fitness components: definitions and factors affecting the health-related fitness components, including aerobic capacity, anaerobic capacity, muscular strength and endurance, flexibility, body composition, and the skill-related components, including muscular power, speed, agility, coordination, balance and reaction time; - data collection activity analysis, including skill analysis, movement patterns and work to rest ratios; - assessment of fitness, including aims, protocols (informed consent and fitness testing), and methods and outcomes of at least two standardised, recognised tests for each fitness component; - fitness training principles, including intensity, duration, frequency, overload, specificity, individuality, diminishing returns, variety, maintenance and detraining; - fitness training methods, including continuous, interval, fartlek, circuit, weight/resistance, flexibility, plyometrics, speed, swiss ball and core strength training to improve aerobic capacity, anaerobic capacity, muscular strength and endurance, speed, flexibility and muscular power, and; - chronic adaptations of the cardiovascular, respiratory and muscular systems to training. In VCE, the assessment is made up of two components. - Satisfactory Completion - Levels of Achievement Satisfactory Completion Units 1, 2, 3 and 4 The award of satisfactory completion for a unit is based on a decision that the student has demonstrated achievement of the set of outcomes specified for the unit. This decision will be based on the teacher's assessment of the student's performance on assessment tasks designated for the unit. Levels of achievement Units 1 and 2 Procedures for the assessment of levels of achievement in Units 1 and 2 are a matter for school decision/teacher.

PH011 Physics 1

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: Ideas in physics are dynamic. As physicists explore concepts, theories evolve. Often this requires the detection, description and explanation of things that cannot be seen. In this unit students explore how physics explains phenomena, at various scales, which are not always visible to the unaided human eye. They examine some of the fundamental ideas and models used by physicists in an attempt to understand and explain the world. Students consider thermal concepts by investigating heat, probe common analogies used to explain electricity and consider the origins and formation of matter. Students use thermodynamic principles to explain phenomena related to changes in thermal energy. They apply thermal laws when investigating energy transfers within and between systems, and assess the impact of human use of energy on the environment. Students examine the motion of electrons and explain how it can be manipulated and utilised. They explore current scientifically accepted theories that explain how matter and energy have changed since the origins of the Universe. This unit is delivered in Year 11.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic

and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge in accordance with each unit's learning outcomes, including the setting of practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following knowledge: Outcome 1 On completion of this unit the student should be able to apply thermodynamic principles to analyse, interpret and explain changes in thermal energy in selected contexts, and describe the environmental impact of human activities with reference to thermal effects and climate science concepts. Outcome 2 On completion of this unit the student should be able to investigate and apply a basic DC circuit model to simple battery-operated devices and household electrical systems, apply mathematical models to analyse circuits, and describe the safe and effective use of electricity by individuals and the community. Outcome 3 On completion of this unit the student should be able explain the origins of atoms, the nature of subatomic particles and how energy can be produced by atoms. Assessment will follow the requirements set out in the VCE Physics Study Guide: The award of satisfactory completion for a unit is based on whether the student has demonstrated the set of outcomes specified for the unit. A variety of learning activities and assessment tasks will provide a range of opportunities for students to demonstrate the key knowledge and key skills in the outcomes. Assessment will be a part of the regular teaching and learning program and will be completed mainly in class and within a limited time-frame. All assessments at Units 1 and 2 are school-based. For this unit students are required to demonstrate achievement of three outcomes. As a set these outcomes encompass all areas of study in the unit. Practical work is a central component of learning and assessment. As a guide, between 3½ and 5 hours of class time should be devoted to student practical work and investigations for each of Areas of Study 1 and 2 and to investigations in Area of Study 3 involving the use of secondary data and/or modelling.

PH022 Physics 2

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: In this unit students explore the power of experiments in developing models and theories. They investigate a variety of phenomena by making their own observations and generating questions, which in turn lead to experiments. Students make direct observations of physics phenomena and examine the ways in which phenomena that may not be directly observable can be explored through indirect observations. In the core component of this unit students investigate the ways in which forces are involved both in moving objects and in keeping objects stationary. Students choose one of twelve options related to astrophysics, bioelectricity, biomechanics, electronics, flight, medical physics, nuclear energy, nuclear physics, optics, sound and sports science. The option enables students to pursue an area of interest by investigating a selected question. This unit is delivered in Year 11.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge in accordance with each unit's learning outcomes, including the setting of practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following knowledge: Outcome 1 The student should be able to investigate, analyse and mathematically model the motion of particles and bodies. Outcome 2 (assessed against one option only) 2.1 The student should be able to apply concepts of light

and nuclear physics to describe and explain the genesis and life cycle of stars, and describe the methods used to gather this information. 2.2 The student should be able to apply concepts of light and atomic physics to describe and analyse the search for life beyond Earth's Solar System. 2.3 The student should be able to analyse the physical properties of organic materials including bone, tendons and muscle, and explain the uses and effects of forces and loads on the human body. 2.4 The student should be able to construct, test and analyse circuits that change AC voltage to a regulated DC power supply, and explain the use of transducers to transfer energy. 2.5 The student should be able to apply concepts of flight to investigate and explain the motion of objects through fluids. 2.6 The student should be able to apply the concepts of nuclear physics to describe and analyse nuclear energy as a power source. 2.7 The student should be able to use nuclear physics concepts to describe and analyse applications of electromagnetic radiation and particle radiation in medical diagnosis and treatment. 2.8 The student should be able to apply the principles related to the behaviour of charged particles in the presence of electric and magnetic fields to describe and analyse the use of accelerator technologies in high energy physics. 2.9 The student should be able to apply a ray model of light and the concepts of reflection and refraction to explain the operation of optical instruments and the human eye, and describe how human vision can be enhanced. 2.10 The student should be able to apply a wave model to describe and analyse the production of sound in musical instruments, and explain why particular combinations of sounds are more pleasing to the human ear than others. 2.11 The student should be able to apply concepts of linear, rotational and fluid mechanics to explain movement in ball sports. 2.12 The student should be able to explain the electrical behaviour of the human body and apply electricity concepts to biological contexts. Outcome 3 The student should be able to design and undertake an investigation of a physics question related to the scientific inquiry processes of data collection and analysis, and draw conclusions based on evidence from collected data. Assessment will follow the requirements set out in the VCE Physics Study Guide: The award of satisfactory completion for a unit is based on whether the student has demonstrated the set of outcomes specified for the unit. A variety of learning activities and assessment tasks will provide a range of opportunities for students to demonstrate the key knowledge and key skills in the outcomes. Assessment will be a part of the regular teaching and learning program and will be completed mainly in class and within a limited time-frame. All assessments at Units 1 and 2 are school-based. For this unit students are required to demonstrate achievement of three outcomes. As a set these outcomes encompass all areas of study in the unit. Practical work is a central component of learning and assessment. As a guide, between 3½-5 hours of class time should be devoted to student practical work and investigations for each of Areas of Study 1 and 2. For Area of Study 3, between 7-10 hours of class time should be devoted.

PH033 Physics 3

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: In this unit students explore the importance of energy in explaining and describing the physical world. They examine the production of electricity and its delivery to homes. Students consider the field model as a construct that has enabled an understanding of why objects move when they are not apparently in contact with other objects. Applications of concepts related to fields include the transmission of electricity over large distances and the design and operation of particle accelerators. They explore the interactions, effects and applications of gravitational, electric and magnetic fields. Students use Newton's laws to investigate motion in one and two dimensions, and are introduced to Einstein's theories to

explain the motion of very fast objects. They consider how developing technologies can challenge existing explanations of the physical world, requiring a review of conceptual models and theories. Students design and undertake investigations involving at least two continuous independent variables. This unit is delivered in Year 12.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge in accordance with each unit's learning outcomes, including the setting of practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following knowledge: Outcome 1 On completion of this unit the student should be able to analyse gravitational, electric and magnetic fields, and use these to explain the operation of motors and particle accelerators and the orbits of satellites. Outcome 2 On completion of this unit the student should be able to analyse and evaluate an electricity generation and distribution system. Outcome 3 On completion of this unit the student should be able to investigate motion and related energy transformations experimentally, analyse motion using Newton's laws of motion in one and two dimensions, and explain the motion of objects moving at very large speeds using Einstein's theory of special relativity. Assessment will follow the requirements set out in the VCE Physics Study Guide: SCHOOL-BASED ASSESSMENT 1. Satisfactory completion The award of satisfactory completion for a unit is based on whether the student has demonstrated the set of outcomes specified for the unit. A variety of assessment tasks will provide a range of opportunities for students to demonstrate the key knowledge and key skills in the outcomes. 2. Assessment of levels of achievement The student's level of achievement in Unit 3 will be determined by School-assessed Coursework (SAC). SAC will be completed mainly in class and within a limited time-frame. SAC for Unit 3 will contribute 21 per cent to the study score. SAC for Unit 4 will contribute 19 per cent to the study score (PH034 Physics 4). Practical work is a central component of learning and assessment. As a guide, between 3½ and 5 hours of class time should be devoted to student practical work and investigations for each of Areas of Study 1, 2 and 3. EXTERNAL ASSESSMENT The level of achievement for Units 3 and 4 is also assessed by an end-of-year examination, which will contribute 60 per cent to the study score.

PH034 Physics 4

Locations:Footscray Nicholson.

Prerequisites:PH033 - Physics 3

Description:A complex interplay exists between theory and experiment in generating models to explain natural phenomena including light. Wave theory has classically been used to explain phenomena related to light; however, continued exploration of light and matter has revealed the particle-like properties of light. On very small scales, light and matter - which initially seem to be quite different - have been observed as having similar properties. In this unit, students explore the use of wave and particle theories to model the properties of light and matter. They examine how the concept of the wave is used to explain the nature of light and explore its limitations in describing light behaviour. Students further investigate light by using a particle model to explain its behaviour. A wave model is also used to explain the behaviour of matter which enables students to consider the relationship between light and matter. Students learn to think beyond the concepts experienced in everyday life to study the physical world from a new perspective. Students design and undertake investigations involving at least two continuous independent variables. This unit is delivered in Year 12.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge in accordance with each unit's learning outcomes, including the setting of practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following knowledge: Outcome 1 On completion of this unit the student should be able to apply wave concepts to analyse, interpret and explain the behaviour of light. Outcome 2 On completion of this unit the student should be able to provide evidence for the nature of light and matter, and analyse the data from experiments that supports this evidence. Outcome 3 On completion of this unit the student should be able to design and undertake a practical investigation related to waves or fields or motion, and present methodologies, findings and conclusions in a scientific poster. Assessment will follow the requirements set out in the VCE Physics Study Guide: SCHOOL-BASED ASSESSMENT 1. Satisfactory completion The award of satisfactory completion for a unit is based on whether the student has demonstrated the set of outcomes specified for the unit. A variety of assessment tasks will provide a range of opportunities for students to demonstrate the key knowledge and key skills in the outcomes. 2. Assessment of levels of achievement The student's level of achievement in Unit 4 will be determined by School-assessed Coursework (SAC). SAC will be completed mainly in class and within a limited time-frame. SAC for Unit 3 will contribute 21 per cent to the study score (PH033 Physics 3). SAC for Unit 4 will contribute 19 per cent to the study score. Practical work is a central component of learning and assessment. As a guide, between 3½ and 5 hours of class time should be devoted to student practical work and investigations for each of Areas of Study 1, 2 and 3. EXTERNAL ASSESSMENT The level of achievement for Units 3 and 4 is also assessed by an end-of-year examination, which will contribute 60 per cent to the study score.

PMAOPS201B Operate fluid flow equipment

Locations:Industry, Sunshine.

Prerequisites:Nil.

Description:This competency covers the operation of the range of pumps and valves typically encountered in the fluid flow system of a processing plant. It includes identifying, operating, monitoring and troubleshooting these items.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - efficient and effective operation of plant/equipment; - hazard analysis; - completing plant records; - communication, and; - problem solving. Students will also be expected to demonstrate the following knowledge: - principles of operation of plant/equipment; - physics and chemistry relevant to the process unit; - process parameters and limits eg temperature, pressure, flow, pH; - duty of care obligations; - hierarchy of control; - communication protocols eg radio, phone, computer, paper, permissions/authorities; - routine problems, faults and their resolution; - relevant alarms and actions; - plant process idiosyncrasies; - all items on a schematic of the fluid flow system and the function of each; - correct methods of starting, stopping, operating and controlling

flow; - causes of head loss in piping systems (including comparison of fittings using Le/d concept, fluid and pipe material properties, flow geometry, etc); - corrective action appropriate to the problem cause; - function and troubleshooting of major internal components and their problems (such as impellers, seals or bearings), and; - types and causes of fluid flow problems within operator's scope of skill level and responsibility.

PSPGEN046 Undertake research and analysis

Locations: Industry.

Prerequisites: Nil.

Description: This unit describes the skills required to undertake research and analysis. It includes identifying and analysing information, applying the results and maintaining and compiling reports from information systems. This unit applies to those working in generalist and specialist roles within the public sector.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - accessing and using information ethically and legally; - using manual and computerised techniques for information management; - applying computer technology to data storage, security, retrieval and presentation; - undertaking statistical analysis; - using critical analysis techniques; - communicating with colleagues and supervisors; - presenting information in different ways, and; - applying problem solving and referring problems as required. Students will also be expected to demonstrate the following knowledge: - public sector legislation including WHS and environment, policies, procedures and guidelines relating to information handling in the public sector, including confidentiality, privacy, security, freedom of information - data collection and management procedures; - organisational information handling and storage procedures; - cultural aspects of information and meaning; - sources of public sector work-related information; - economic, legal and social issues surrounding the use of information; - public sector standards; - standard reporting procedures; - electronic and manual filing systems, and; - databases and data storage systems. .

PUAFIR207B Operate breathing apparatus open circuit

Locations: Industry, Werribee, Sunshine.

Prerequisites: PUAFIR215 - Prevent injury

Description: This unit covers the competency required to select, don, operate and maintain breathing apparatus equipment in an irrespirable atmosphere.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - implement emergency procedures; - inspect, don, operate, remove, clean and maintain breathing apparatus, and; - return breathing apparatus to operational status. Students will also be expected to demonstrate the following knowledge: - characteristics, component

parts, operation of compressed air breathing apparatus; - operating breathing apparatus; - operational testing, standard operating procedures and safe work practices when wearing breathing apparatus; - organisational entrapment procedures; - personal protective equipment; - relevant Australian Standards (AS); - respiratory system, effects of irrespirable atmospheres on the body and how breathing apparatus supports personal protection; - types of irrespirable atmospheres (heated, smoke or other suspended particles); - use of procedures, personal lines and tallies; - use of the Distress Signal Unit, and; - use of the breathing apparatus control equipment.

PUAFIR215 Prevent injury

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit covers the competency required to identify and avoid workplace hazards and risks, to maintain personal safety and to report identified issues to supervisors and team members.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - apply safe work practices in accordance with organisational work health and safety policies and procedures; - identify typical hazards and risks in the workplace, and apply control measures; - select equipment pertinent to incidents, prescribed burning and/or operational aspects of emergency management, and; - select personal protective clothing. Students will also be expected to demonstrate the following knowledge: - basic principles of risk assessment; - methods of hazard and risk control and reporting, and debriefings; - occupational hazards and risks encountered in the workplace; - organisational health and fitness guidelines; - personal protective clothing and equipment requirements; - risk control measure such as eliminate, isolate and substitute; - signs of fatigue, heat related illness, dehydration, fatigue and stress; - situational awareness, and; - welfare management, such as signs of occupational stress, limiting stress, dealing with stress and seeking assistance. .

PUAFIR316 Identify, detect and monitor hazardous materials at an incident

Locations: Industry, Werribee, Sunshine.

Prerequisites: PUAFIR207B - Operate breathing apparatus open circuit

Description: This unit covers the competency required to use specific equipment to detect airborne contaminants, liquids and solids.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - analyse and communicate detection results; - don, operate in, decontaminate and remove personal protective clothing and equipment; - interpret safety and hazard information, and; - use detection equipment. Students will also be expected to demonstrate the following knowledge: - asphyxiants, which may include simple and chemical, flammable gases

and liquids, corrosive gases and liquids; - conditions under which atmospheres become hazardous; - dynamics of toxicity, corrosivity, flammability; - flammable range, upper and lower flammable limits; - legislation relevant to the organisation; - odour threshold, exposure standards (time weighted average, short term exposure limits, peak limitation values), immediately dangerous to life and health (IDLH), and may include acute exposure guideline levels (AEGl); - organisational policies and procedures; - physical chemistry concepts; - roles and responsibilities of agencies involved; - toxic effects on humans exposed to commonly encountered atmospheric contaminants such as reaction products or combustion products or variable oxygen concentrations, and; - units of measurement used to express concentration of atmospheric contaminants (mg/cubic m, ppm, %, v/v).

PUASAR022A Participate in a rescue operation

Locations: Industry, Werribee, Sunshine.

Prerequisites:PUAEME001B Provide emergency care, OR HLTFA211A Provide basic emergency life support.

Description:This unit covers the competency required to participate in rescue operations as a member of a rescue team. This unit underpins specialist rescue operations.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify and monitor hazards; - identify and use rescue equipment, and; - wear PPE in accordance with organisational requirements. Students will also be expected to demonstrate the following knowledge: - capabilities and limitations of rescue equipment; - casualty handling techniques; - environmental hazards; - manual handling techniques; - organisational policies and procedures (such as relevant legislation; operational, corporate and strategic plans; operational performance standards; operational policies and procedures; organisational personnel and occupational health and safety practices and guidelines; organisational quality standards; organisation's approach to environmental management and sustainability); - personal hygiene; - procedures for reporting injuries and accidents; - relevant legislative and regulatory requirements; - ropes and knots, and; - safety precautions.

PUASAR025A Undertake confined space rescue

Locations: Industry, Werribee, Sunshine.

Prerequisites:PUASAR022A - Participate in a rescue operationPUAFIR316 - Identify, detect and monitor hazardous materials at an incident

Description:This unit covers the competency required to undertake rescue in confined spaces, as defined in AS 2865-2009 Confined spaces, as a member of a single agency or multi-disciplinary team.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

expected to demonstrate the following required skills: - operate atmospheric monitoring equipment; - operate isolation systems; - operate lifting equipment; - operate lowering and hauling systems; - operate self contained breathing apparatus and airline equipment, and; - operate ventilation equipment. Students will also be expected to demonstrate the following knowledge: - Australian Standard (AS) 2865-2009 Confined spaces; - lock, tag out and isolation procedures; - organisational procedures for cleaning and discarding equipment in terms of environmental management and sustainability; - potential occupational hazards and control measures; - procedures for atmospheric monitoring; - purging and ventilation in accordance with national standards; - selection, use and maintenance of respiratory devices, and; - use of ropes and knots for accessing confined space.

PUATEA001B Work in a team

Locations: Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine, VU Learning Links - Sunbury Neighbourhood and Altona Meadows Library as part of 22237VIC Certificate II in General Education for Adults..

Prerequisites:Nil.

Description:This unit covers competency in working with others and making a positive contribution to the effectiveness and efficiency of a team in a work environment when predominantly under direct supervision. Limited responsibility towards others is required.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - encouraging others/team members; - following instructions; - interpersonal skills; - listening and using a variety of communication skills; - providing suggestions and information, and; - reporting information. Students will also be expected to demonstrate the following knowledge: - composition of workplace teams and roles and responsibilities of team members; - non-operational and operational communication processes; - techniques for giving and receiving feedback in a constructive manner, and; - techniques for supporting others.

PUAWER004B Respond to workplace emergencies

Locations: Industry, Werribee, Sunshine.

Prerequisites:Nil.

Description:This unit covers the competency required to recognise emergencies in the workplace, to report emergencies and to take appropriate action. For this unit, workplace is defined as the area encompassed by an individual's responsibilities. This unit: applies to all personnel within an organisation; has been developed to cover the broad range of emergencies and workplaces as considered in Australian Standard 37452002; is part of a suite of eleven workplace emergency response units of competency that has three streams, and; is part of the workplace evacuation stream.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communicate effectively in an emergency situation as outlined in the workplace emergency procedures, and; - identify an emergency/potential emergency. Students will also be expected to demonstrate the following knowledge: - circumstances where evacuation may need to be modified; - emergency reporting systems and procedures used on site; - emergency warning system, signals and instructions used on site; - evacuation alarms and workplace emergency procedures used at the workplace; - location of assembly areas and post-evacuation actions; - location of emergency equipment in the workplace; - procedures for reporting emergencies; - roles, responsibilities and authority of emergency personnel, emergency control organisation and emergency response team, and; - types of emergencies, the hazards and the evacuation actions associated with each one.

PUAWER005B Operate as part of an emergency control organisation

Locations: Industry, Werribee, Sunshine.

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. People who undertake this work will be working within the command, control and coordinate structure of the emergency control organisation. This unit has been developed to cover the broad range of emergencies and workplaces as considered in Australian Standard 3745-2010.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - ability to relate to a range of people from a range of cultural, linguistic, social and ethnic backgrounds, and a range of physical and intellectual abilities; - apply methods of accounting for people; - assist people who need assistance; - carry out a search pattern within an area; - communicate clearly by the means specified in the workplace emergency procedures; - contribute to emergency management planning; - exercise leadership within a workplace emergency context, and; - use equipment assigned to assist with implementing the workplace emergency procedures. Students will also be expected to demonstrate the following knowledge: - arrangements for evacuating people who need support; - assessing and anticipating the progress of emergencies that might reasonably be expected in the workplace; - command, control and coordinate function of the emergency control organisation; - context of own role within the workplace emergency procedures; - emergency assessment and reporting procedures; - emergency reporting signals, alarms, warnings and procedures; - emergency response and operating procedures; - members of the emergency control organisation and their roles and responsibilities; - evacuation priorities; - hazard identification; - precautions to be taken during emergencies and during an evacuation; - methods of accounting for people during and after emergencies; - methods of summoning first aid to occupants or visitor injured during an emergency evacuation; - need to keep the relevant person informed of the developing situation; - post initial response emergency activities; - responses to meet the various situations, and; - workplace procedures.

PUAWER008B Confine small workplace emergencies

Locations: Industry, Werribee, Sunshine.

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. All aspects of the unit must be undertaken in line with legislative requirements, workplace policies and procedures, and accepted safe practices. This unit has been developed to cover the broad range of emergencies and workplaces as considered in Australian Standard 3745-2010.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communicate in an effective manner; - give and follow instructions; - implement workplace procedures; - re-stow initial response equipment; - risk management; - use initial response equipment, and; - manage a small workplace emergency. Students will also be expected to demonstrate the following knowledge: - actions to be followed when initial response action is not safe; - appropriate initial response equipment; - facilities that may be used to confine emergencies; - hazards involved with initial response action; - implications of the incorrect use of equipment; - limitations of initial response equipment; - limitations of use of emergency control equipment or facilities; - methods of extinguishment; - safe use of initial response equipment; - situations that must not be responded to because of the risk; - types of emergencies, and; - workplace procedures.

PY011 Psychology 1

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: Human development involves changes in thoughts, feelings and behaviours. In this unit students investigate the structure and functioning of the human brain and the role it plays in the overall functioning of the human nervous system. Students explore brain plasticity and the influence that brain damage may have on a person's psychological functioning. They consider the complex nature of psychological development, including situations where psychological development may not occur as expected. Students examine the contribution that classical and contemporary studies have made to an understanding of the human brain and its functions, and to the development of different psychological models and theories used to predict and explain the development of thoughts, feelings and behaviours. This unit is delivered in Year 11.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge in accordance with each unit's learning outcomes, including the setting of practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the

following knowledge: Outcome 1 On completion of this unit the student should be able to describe how understanding of brain structure and function has changed over time, explain how different areas of the brain coordinate different functions, and explain how brain plasticity and brain damage can change psychological functioning. Outcome 2 On completion of this unit the student should be able to identify the varying influences of nature and nurture on a person's psychological development, and explain different factors that may lead to typical or atypical psychological development. Outcome 3 On completion of this unit the student should be able to investigate and communicate a substantiated response to a question related to brain function and/or development, including reference to at least two contemporary psychological studies and/or research techniques. Assessment will follow the requirements set out in the VCE Psychology Study Guide: The award of satisfactory completion for a unit is based on whether the student has demonstrated the set of outcomes specified for the unit. A variety of learning activities and assessment tasks will provide a range of opportunities for students to demonstrate the key knowledge and key skills in the outcomes. Assessment will be a part of the regular teaching and learning program and will be completed mainly in class and within a limited time-frame. All assessments at Units 1 and 2 are school-based. For this unit students are required to demonstrate achievement of three outcomes. As a set these outcomes encompass all areas of study in the unit. Practical work is a central component of learning and assessment. As a guide, between 3½ and 5 hours of class time should be devoted to student practical work and investigations for each of Areas of Study 1 and 2. For Area of Study 3, between 6 and 8 hours of class time should be devoted to undertaking the investigation and communicating findings.

PY022 Psychology 2

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:A person's thoughts, feelings and behaviours are influenced by a variety of biological, psychological and social factors. In this unit students investigate how perception of stimuli enables a person to interact with the world around them and how their perception of stimuli can be distorted. They evaluate the role social cognition plays in a person's attitudes, perception of themselves and relationships with others. Students explore a variety of factors and contexts that can influence the behaviour of an individual and groups. They examine the contribution that classical and contemporary research has made to the understanding of human perception and why individuals and groups behave in specific ways. This unit is delivered in Year 11.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge in accordance with each unit's learning outcomes, including the setting of practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following knowledge: Outcome 1 On completion of this unit the student should be able to compare the sensations and perceptions of vision and taste, and analyse factors that may lead to the occurrence of perceptual distortions. Outcome 2 On completion of this unit the student should be able to identify factors that influence individuals to behave in specific ways, and analyse ways in which others can influence individuals to behave differently. Outcome 3 On completion of this unit the student should be able to design and undertake a practical investigation related to external influences on behaviour, and draw conclusions based on evidence from collected data. Assessment will follow the requirements set out in the VCE Psychology Study Guide: The award of satisfactory completion for a unit is based on

whether the student has demonstrated the set of outcomes specified for the unit. A variety of learning activities and assessment tasks will provide a range of opportunities for students to demonstrate the key knowledge and key skills in the outcomes. Assessment will be a part of the regular teaching and learning program and will be completed mainly in class and within a limited time-frame. All assessments at Units 1 and 2 are school-based. For this unit students are required to demonstrate achievement of three outcomes. As a set these outcomes encompass all areas of study in the unit. Practical work is a central component of learning and assessment. As a guide, between 3½ and 5 hours of class time should be devoted to student practical work and investigations for each of Areas of Study 1 and 2. For Area of Study 3, between 6 and 8 hours of class time should be devoted to undertaking the investigation and communicating findings.

PY033 Psychology 3

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:The nervous system influences behaviour and the way people experience the world. In this unit students examine both macro-level and micro-level functioning of the nervous system to explain how the human nervous system enables a person to interact with the world around them. They explore how stress may affect a person's psychological functioning and consider the causes and management of stress. Students investigate how mechanisms of memory and learning lead to the acquisition of knowledge, the development of new capacities and changed behaviours. They consider the limitations and fallibility of memory and how memory can be improved. Students examine the contribution that classical and contemporary research has made to the understanding of the structure and function of the nervous system, and to the understanding of biological, psychological and social factors that influence learning and memory. This unit is delivered in Year 12.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge in accordance with each unit's learning outcomes, including the setting of practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following knowledge: Outcome 1 On completion of this unit the student should be able to explain how the structure and function of the human nervous system enables a person to interact with the external world and analyse the different ways in which stress can affect nervous system functioning. Outcome 2 On completion of this unit the student should be able to apply biological and psychological explanations for how new information can be learnt and stored in memory, and provide biological, psychological and social explanations of a person's inability to remember information. Assessment will follow the requirements set out in the VCE Psychology Study Guide: **SCHOOL-BASED ASSESSMENT 1.** Satisfactory completion The award of satisfactory completion for a unit is based on whether the student has demonstrated the set of outcomes specified for the unit. A variety of assessment tasks will provide a range of opportunities for students to demonstrate the key knowledge and key skills in the outcomes. 2. Assessment of levels of achievement The student's level of achievement in Unit 3 will be determined by School-Assessed Coursework (SAC). SAC will be completed mainly in class and within a limited time-frame. SAC for Unit 3 will contribute 16 per cent to the study score. SAC for Unit 4 will contribute 24 per cent to the study score (PY034 Psychology 4). Practical work is a central component of learning and assessment. As a guide, between 3½ and 5 hours of class time should be devoted to student practical work and investigations for each of Areas of

Study 1 and 2. EXTERNAL ASSESSMENT The level of achievement for Units 3 and 4 is also assessed by an end-of-year examination, which will contribute 60 per cent to the study score.

PY034 Psychology 4

Locations:Footscray Nicholson.

Prerequisites:PY033 - Psychology 3

Description:Consciousness and mental health are two of many psychological constructs that can be explored by studying the relationship between the mind, brain and behaviour. In this unit students examine the nature of consciousness and how changes in levels of consciousness can affect mental processes and behaviour. They consider the role of sleep and the impact that sleep disturbances may have on a person's functioning. Students explore the concept of a mental health continuum and apply a biopsychosocial approach, as a scientific model, to analyse mental health and disorder. They use specific phobia to illustrate how the development and management of a mental disorder can be considered as an interaction between biological, psychological and social factors. Students examine the contribution that classical and contemporary research has made to the understanding of consciousness, including sleep, and the development of an individual's mental functioning and wellbeing. This unit is delivered in Year 12.

Required Reading:Lecturer will provide teaching and learning materials as required in the form of VU produced workbooks.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge in accordance with each unit's learning outcomes, including the setting of practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following knowledge: Outcome 1 On completion of this unit the student should be able to explain consciousness as a continuum, compare theories about the purpose and nature of sleep, and elaborate on the effects of sleep disruption on a person's functioning. Outcome 2 On completion of this unit the student should be able to explain the concepts of mental health and mental illness including influences of risk and protective factors, apply a biopsychosocial approach to explain the development and management of specific phobia, and explain the psychological basis of strategies that contribute to mental wellbeing. Outcome 3 On completion of this unit the student should be able to design and undertake a practical investigation related to mental processes and psychological functioning, and present methodologies, findings and conclusions in a scientific poster. Assessment will follow the requirements set out in the VCE Psychology Study Guide: SCHOOL-BASED ASSESSMENT 1. Satisfactory completion The award of satisfactory completion for a unit is based on whether the student has demonstrated the set of outcomes specified for the unit. A variety of assessment tasks will provide a range of opportunities for students to demonstrate the key knowledge and key skills in the outcomes. 2. Assessment of levels of achievement The student's level of achievement in Unit 4 will be determined by School-assessed Coursework (SAC). SAC will be completed mainly in class and within a limited time-frame. SAC for Unit 3 will contribute 16 per cent to the study score (PY033 Psychology 3). SAC for Unit 4 will contribute 24 per cent to the study score. Practical work is a central component of learning and assessment. As a guide, between 2 and 4 hours of class time should be devoted to student practical work and investigations for each of Areas of Study 1 and 2. For Unit 3, between 7 and 10 hours of class time should be devoted to the investigation to be undertaken in either Unit 3 or Unit 4, or across both Units 3 and 4, including the writing of the sections of the scientific poster. EXTERNAL ASSESSMENT The level of achievement for Units 3 and 4 is also assessed by an end-of-year examination, which will contribute 60 per cent to the study score.

RIIBEF201D Plan and organise work

Locations:Industry, Werribee, Sunshine.

Prerequisites:Nil.

Description:This unit describes a participant's skills and knowledge required to plan and organise work in the Resources and Infrastructure Industries. This unit is appropriate for those working in operational roles.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies relevant documentation, policies and procedures; - works effectively with others to undertake and complete the planning and organisation of work that meets all of the required outcomes, and; - demonstrates completion of planning and organising work that safely, effectively and efficiently meets all required outcomes on more than one (1) occasion. Students will also be expected to demonstrate the following knowledge: - basic work planning processes, and; - operational safety requirements, such as: equipment characteristics; technical capabilities and limitations; operational procedures, and; safety data sheet (SDS).

RIICBM301D Maintain concrete bridges

Locations:Industry, Werribee, Sunshine.

Prerequisites:Nil.

Description:This unit describes a participant's skills and knowledge required to apply maintain concrete bridges in Civil Construction. This unit is appropriate for those working in operational roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies applicable legislation, documentation, policies and procedures for maintaining concrete bridges; - works effectively with others to undertake and complete the maintenance of concrete bridges that meets all of the required outcomes, and; - demonstrates completion of maintaining concrete bridges that safely, effectively and efficiently meets all of the required outcomes. Students will also be expected to demonstrate the following knowledge: - applying legislative, organisation and site requirements; - civil construction terminology; - bridge components; - bridge faults and repair methods; - interpreting engineering drawings; - equipment types, characteristics, technical capabilities and limitations; - safety data sheets and materials handling methods, and; - JSA/JSEA/safe work method statements.

RIICBS202D Hand spread asphalt

Locations:Industry, Werribee, Sunshine.

Prerequisites:Nil.

Description: This unit describes a participant's skills and knowledge required to hand spread asphalt in Civil Construction. This unit is appropriate for those working in operational roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies applicable legislation, documentation, policies and procedures; - implements the requirements, procedures and techniques for the safe, effective and efficient hand spreading of asphalt; - works effectively with others to undertake and complete the hand spreading of asphalt that meets all of the required outcomes, and; - demonstrates completion of hand spreading asphalt that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion. Students will also be expected to demonstrate the following knowledge: - applying legislative, organisational and site requirements and procedures; - equipment types, characteristics and limitations; - applying operational and maintenance procedures; - applying site isolation and traffic control responsibilities and authorities; - AAPA code of practice for working with SBS modified binders; - safety data sheets and materials handling methods, and; - implementing JSAs/JSEA/safe work method statements.

RIICBS304D Compact asphalt with rollers

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to compact asphalt with rollers in Civil Construction. This unit is appropriate for those working in operational roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies applicable legislation, documentation, policies and procedures; - implements the requirements, procedures and techniques for the safe, effective and efficient compacting of asphalt with rollers; - works effectively with others to undertake and complete the compacting of asphalt with rollers that meets all of the required outcomes, and; - demonstrates completion of compacting asphalt with rollers that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion. Students will also be expected to demonstrate the following knowledge: - applying legislative, organisational and site requirements and procedures; - equipment types, characteristics, technical capabilities and limitations; - applying and monitoring operational, maintenance and basic diagnostic procedures; - applying site isolation

and traffic control responsibilities and authorities; - applying processes for the calculation of material uniformity and travel speed; - safety data sheets and materials handling methods; - monitoring project quality requirements, and; - preparing and/or implementing JSAs/JSEA/safe work method statements.

RIICBS310D Conduct patching operations

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to conduct patching operations in Civil Construction. This unit is appropriate for those working in operational roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies applicable legislation, documentation, policies and procedures; - implements the requirements, procedures and techniques for the safe, effective and efficient completion of patching operations; - works effectively with others to undertake and conduct patching operations that meet all of the required outcomes, and; - demonstrates completion of conducting patching operations that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion. Students will also be expected to demonstrate the following knowledge: - accessing, interpreting and applying legislative, organisation and site requirements and procedures; - applying project quality requirements; - complying with the site and equipment safety requirements; - using bituminous materials and understanding their characteristics; - understanding aggregate properties and conformance; - understanding equipment types, characteristics, technical capabilities and limitations; - complying with the operational, maintenance and basic diagnostic procedures; - complying with site isolation and traffic control responsibilities and authorities; - understanding the processes for the calculation of material requirements and application rates; - safety data sheets and materials handling methods, and; - preparing and/or implementing JSAs/JSEA/safe work method statements.

RIICCM201D Carry out measurements and calculations

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to carry out measurements and calculations in Civil Construction. This unit is appropriate for those working in operational roles.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies applicable

documentation, policies and procedures; - implements the requirements, procedures and techniques for the safe, effective and efficient carrying out of measurements and calculations; - works effectively with others to undertake and complete measurements and calculations that meet all of the required outcomes, and; - demonstrates completion of measurements and calculations that safely, effectively and efficiently meets all required outcomes on more than one (1) occasion. Students will also be expected to demonstrate the following knowledge: - accessing, interpreting and applying the organisation and site requirements and procedures; - conversion of different metric values e.g. metres to millimetres; - understanding tolerances; - completing measuring, calculating, geometry and determination of quantities; - caring for measuring equipment, and; - working with civil construction terminology.

RIICCM202D Identify, locate and protect underground services

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to identify, locate and protect underground services in Civil Construction. This unit is appropriate for those working in operational roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies applicable documentation, policies and procedures; - implements the requirements, procedures and techniques for the safe, effective and efficient completion of the identification, location and protection of underground services; - works effectively with others to undertake and complete the identification, location and protection of underground services in a way that meets all of the required outcomes: using a range of communications techniques and equipment, and; complying with written and verbal reporting requirements and procedures, and; - demonstrates completion of identifying, locating and protecting underground services that safely, effectively and efficiently meets all required outcomes on more than one (1) occasion. Students will also be expected to demonstrate the following knowledge: - accessing, interpreting and applying the organisation and site requirements and procedures; - planning and organising work activities; - working with civil construction terminology; - identifying types of services/utilities and providers; - using construction principles; - identifying equipment types, characteristics, technical capabilities and limitations; - using safety data sheet and materials handling methods, and; - carrying out operational, maintenance and basic diagnostic procedures.

RIICCM203D Read and interpret plans and specifications

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to read and interpret plans and specifications in Civil Construction. This unit is appropriate for those working in operational roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry

sectors. Relevant information must be sourced prior to application of the unit.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies applicable documentation, policies and procedures; - implements the requirements, procedures and techniques for the safe, effective and efficient completion of the reading and interpreting of plans and specifications; - works effectively with others to undertake and complete the reading and interpreting of plans and specifications that meet all of the required outcomes, and; - demonstrates completion of reading and interpreting plans and specifications that safely, effectively and efficiently meets all required outcomes on more than one (1) occasion. Students will also be expected to demonstrate the following knowledge: - accessing, interpreting and applying the organisation and site requirements and procedures; - planning and organising work activities; - working with civil construction terminology; - identifying types of services/utilities and providers; - using construction principles; - carrying out basic calculations of heights, areas, volumes and grades; - interpreting features of plans and elevations including direction, scale, key, contours, symbols and abbreviations; - interpreting commonly used civil construction symbols and abbreviations; - application of scales in plan preparation and interpretation; - identifying key features of formal job specifications, and; - complying with drawing conventions.

RIICCM205E Carry out manual excavation

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to carry out manual excavation in Civil construction. This unit is appropriate for those working in operational roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and industry sectors. Relevant information must be sourced prior to application of the unit.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies applicable documentation, policies and procedures; - implements the requirements, procedures and techniques for the safe, effective and efficient completion of manual excavation; - works effectively with others to undertake and complete the manual excavation in a way that meets all of the required outcomes, and; - demonstrates completion of manual excavation that safely, effectively and efficiently meets all required outcomes on more than one (1) occasion. Students will also be expected to demonstrate the following knowledge: - organisation and site requirements and procedures for: using job safety analyses/safe work methods; achieving project quality outcomes, and; identifying and reporting on hazards related to the worksite and work activity; - organisation of work activities; - relevant tools and equipment safely; - types, uses,

limitations and maintenance requirements of manual excavation tools; - basic principles of soil technology for civil works; - basic trench collapse prevention techniques including benching and battering; - site isolation and traffic control responsibilities and authorities; - Civil construction terminology, and; - housekeeping activities.

RIICCM206D Support plant operations

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to support plant operations in Civil construction. This unit is appropriate for those working in an assistant role. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies applicable documentation, policies and procedures; - implements the requirements, procedures and techniques for the safe, effective and efficient completion of plant operations support; - works effectively with others to undertake and complete the plant operations support in a way that meets all of the required outcomes including: using a range of communications techniques and equipment to convey information to others, and; complying with written and verbal reporting requirements and procedures, and; - demonstrates completion of support plant operations that safely, effectively and efficiently meets all required outcomes on more than one (1) occasion. Students will also be expected to demonstrate the following knowledge: - accessing, interpreting and applying the organisation and site requirements and procedures; - organising work activities; - using relevant tools and equipment safely; - identifying types, uses, limitations and maintenance requirements of plant/equipment; - applying basic principles of soil technology for civil works; - identifying site isolation and traffic control responsibilities and authorities; - using civil construction terminology, and; - completing housekeeping activities. .

RIICCM207D Spread and compact materials manually

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to spread and compact materials manually in Civil construction. This unit is appropriate for those working in operational roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

expected to demonstrate the following required skills: - locates and applies applicable documentation, policies and procedures; - implements the requirements, procedures and techniques for the safe, effective and efficient completion of the manual spreading and compacting of materials; - works effectively with others to undertake and complete the manual spreading and compacting of materials that meets all of the required outcomes including: using a range of communications techniques and equipment to convey information to others, and; complying with written and verbal reporting requirements and procedures, and; - demonstrates completion of manually spreading and compacting materials that safely, effectively and efficiently meets all required outcomes on more than one (1) occasion. Students will also be expected to demonstrate the following knowledge: - accessing, interpreting and applying the organisation and site requirements and procedure; - organising work activities; - using relevant tools and equipment safely; - identifying hand operated mechanical compaction machine types, characteristics, technical capabilities and limitations; - applying basic principles of soil technology for civil works; - identifying basic soil compaction theory including the effects of moisture and mechanical interlock; - identifying site isolation and traffic control responsibilities and authorities; - using civil construction terminology, and; - completing housekeeping activities. .

RIICCM208D Carry out basic levelling

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to carry out basic levelling in Civil construction. This unit is appropriate for those working in operational roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies applicable documentation, policies and procedures; - implements the requirements, procedures and techniques for the safe, effective and efficient completion of basic levelling; - works effectively with others to undertake and complete the basic levelling in a way that meets all of the required outcomes, and; - demonstrates completion of carrying out basic levelling that safely, effectively and efficiently meets all required outcomes on more than one (1) occasion. Students will also be expected to demonstrate the following knowledge: - accessing, interpreting and applying the organisation and site requirements and procedure; - organising work activities; - using relevant tools and equipment safely; - identifying levelling devices, characteristics, technical capabilities and limitations; - read, interpret and applying civil construction plan, symbols and construction terminology; - identifying site isolation and traffic control responsibilities and authorities, and; - completing housekeeping activities.

RIICCM209D Carry out concrete work

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to carry out concrete work in Civil Construction. This unit is appropriate for those working in operational roles. Licensing, legislative, regulatory and certification requirements that

apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies applicable documentation, policies and procedures;- implements the requirements, procedures and techniques for the safe, effective and efficient completion of concrete work; - works effectively with others to undertake and complete concrete work that meets all required outcomes, and; - demonstrates completion of carrying out concrete work that safely, effectively and efficiently meets all required outcomes on more than one (1) occasion. Students will also be expected to demonstrate the following knowledge: - accessing, interpreting and applying the organisation and site requirements and procedures; - organising work activities; - using relevant tools and equipment safely; - identifying equipment types, characteristics, technical capabilities and limitations; - identifying site isolation and traffic control responsibilities and authorities; - identifying concrete characteristics and properties; - using concreting principles; - using structural technology; - using civil construction terminology, and; - completing housekeeping activities.

RIICCM210A Install trench support

Locations:Werribee, Learning Links Geelong.

Prerequisites:Nil.

Description:This unit covers the installation of trench support in the civil construction industry. It includes planning and preparing, installing trench shoring, removing trench shoring, and cleaning up.

Required Reading:Lecturer will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks.

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. Students will be expected to demonstrate the following required skills: - apply legislative, organisation and site requirements and procedures for installing trench shoring; - organise work activities;- select and use relevant tools and equipment safely; - identify and report on hazards related to the worksite and work activity, and; - communicate effectively to receive and clarify work instructions. Students will also be expected to demonstrate the following knowledge: - site and equipment safety requirements; - excavation techniques; - shoring methods and systems; - working in confined spaces; - construction techniques; - equipment types, characteristics, technical capabilities and limitations; - operational, maintenance and basic diagnostic procedures; - site isolation and traffic control responsibilities and authorities; - materials safety data sheets and materials handling methods; - project quality requirements; - civil construction terminology, and; - JSAs/safe work method statement.

RIICCM210D Install trench support

Locations:Industry, Werribee, Sunshine, Learning Links Geelong.

Prerequisites:Nil.

Description:This unit describes a participant's skills and knowledge required to install trench support in Civil construction. This unit is appropriate for those working in operational roles.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following performance criteria: - locates and applies applicable documentation, policies and procedures; - implements the requirements, procedures and techniques for the safe, effective and efficient completion of trench support installation;- selecting and using relevant tools/equipment; - using shoring methods and systems; - working in confined spaces; - communicating effectively to confirm work requirements; - works effectively with others to undertake and complete the installation of trench support in a way that meets all of the required outcomes; - using a range of communications techniques and equipment to convey information to others; - complying with written and verbal reporting requirements and procedures;- demonstrates completion of installing trench support that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion, and; - installation of trench support in trenches deeper than 1.5 metres requiring the trench support to be installed, moved along or within the trench, and removed from the trench. Students will also be expected to demonstrate the following knowledge: - accessing, interpreting and applying the organisation and site requirements and procedures for: using JSAs/JSEA/safe work methods; achieving project quality outcomes; identifying and reporting on hazards related to the worksite and work activity; applying materials handling methods and using safety data sheets; - organising work activities; - using relevant tools and equipment safely;- equipment types, characteristics, technical capabilities and limitations; - excavation techniques; - construction techniques; - site isolation and traffic control responsibilities and authorities; - using civil construction terminology, and; - completing housekeeping activities.

RIICCM211D Erect and dismantle temporary fencing and gates

Locations:Industry, Werribee, Sunshine.

Prerequisites:Nil.

Description:This unit describes a participant's skills and knowledge required to erect and dismantle temporary fencing and gates in Civil Construction. This unit is appropriate for those working in operational roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies applicable documentation, policies and procedures;- implements the requirements, procedures

and techniques for the safe, effective and efficient completion of the erection and dismantling of temporary fencing and gates; - works effectively with others to undertake and complete the erection and dismantling of temporary fences and gates in a way that meets all of the required outcomes, and; - demonstrates completion of erecting and dismantling temporary fencing and gates that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion. Students will also be expected to demonstrate the following knowledge: - accessing, interpreting and applying the organisation and site requirements and procedures; - organising work activities; - using relevant tools and equipment safely; - equipment types, characteristics, technical capabilities and limitations; - site safety and security isolation techniques; - site isolation and traffic control responsibilities and authorities; - using civil construction terminology; - different fencing and anchoring systems, and; - completing housekeeping activities.

RIICCM301D Construct and dismantle fences and gates

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to construct and dismantle fences and gates in Civil Construction. This unit is appropriate for those working in operational roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies applicable documentation, policies and procedures; - implements the requirements, procedures and techniques for the safe, effective and efficient completion of the construction and dismantling of fences and gates; - works effectively with others to undertake and complete the construction and dismantling of fences and gates in a way that meets all of the required outcomes, and; - demonstrates completion of constructing and dismantling fences and gates that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion. Students will also be expected to demonstrate the following knowledge: - accessing, interpreting and applying the organisation and site requirements and procedures; - organising work activities; - using relevant tools and equipment safely; - equipment types, characteristics, technical capabilities and limitations; - site safety and security isolation techniques; - site isolation and traffic control responsibilities and authorities; - using civil construction terminology; - different fencing and anchoring systems, and; - completing housekeeping activities.

RIICCR401D Develop and maintain positive community relations

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to develop and maintain positive community relations in the resources and infrastructure industries. It is appropriate for those working in supervisory roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to

application of the unit.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies relevant legislation, documentation, policies and procedures; - demonstrates completion of development and maintenance of positive community relations that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion including: - working with others to undertake and complete the development and maintenance of positive community relations; - provision of clear and timely instruction and supervision of those involved in developing and maintaining positive community relations; - liaising effectively with a variety of stakeholders; - producing high quality easy to understand written communications; - delivering clear and concise presentations; - networking and forming relationships with a variety of stakeholders; - planning and managing own work priorities and community relations activities; - selecting appropriate community relationship strategies; - overcoming difficulties arising from community relations; - engaging with people from diverse groups, and; - consistent successful positive community relations. Students will also be expected to demonstrate the following knowledge: - planning, preparing and conducting positive community relations; - verbal and written communication; - building and maintaining relationships and networks; - time management; - analysis, evaluation and problem solving; - using technology; - providing leadership; - applying legislation; - applying the organisation's position on current issues; - identifying community activities that could be used to promote the organisation; - applying the organisation's policies, plans and procedures; - applying presentation techniques; - identifying and managing risk; - complying with documentation, reporting and record keeping requirements, and; - identifying related organisations, agencies and networks.

RIICFW302D Install temporary and permanent rock anchors

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to install temporary and permanent rock anchors in Civil Construction. This unit is appropriate for those working in operational roles.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies applicable legislation, documentation, policies and procedures; - implements the requirements, procedures and techniques for the safe, effective and efficient installation of temporary and permanent rock anchors; - works effectively with others to undertake and complete the installation of temporary and permanent rock anchors tasks that meets all the required outcomes, and; - demonstrates completion of installing

temporary and permanent rock anchors that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion. Students will also be expected to demonstrate the following knowledge: - applying organisation, site requirements and procedures; - using construction principles; - interpreting engineering drawings; - identifying soil, sand, rock, clay, shale, gravel and silt types and characteristics; - identifying equipment types, characteristics, technical capabilities and limitations; - applying and monitoring operational, maintenance and basic diagnostic procedures; - interpreting and complying with safety data sheets and materials handling methods; - monitoring project quality requirements; - using civil construction terminology, and; - preparing and/or implementing JSA/JSEA/safe work method statements.

RIICFW303D Install primary ground support

Locations: Industry, Werribee.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to install primary ground support in Civil Construction. This unit is appropriate for those working in operational roles.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies applicable legislation, documentation, policies and procedures; - implements the requirements, procedures and techniques for the safe, effective and efficient completion of primary ground support installation; - works effectively with others to undertake and complete the installation of primary ground support that meets all of the required outcomes, and; - demonstrates completion of installing primary ground support that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion. Students will also be expected to demonstrate the following knowledge: - applying organisation, site requirements and procedures; - selecting and using relevant tools and equipment safely; - describing primary ground support systems and their installation techniques; - describing scaffolding and work platform installation; - interpreting engineering drawings; - identifying soil, sand, rock, clay, shale, gravel and silt types and characteristics; - identifying equipment types, characteristics, technical capabilities and limitations; - applying and monitoring operational, maintenance and basic diagnostic procedures; - applying site isolation and traffic control responsibilities and authorities; - interpreting and complying with materials safety data sheets and materials handling methods; - project quality requirements; - civil construction terminology, and; - preparing and/or implementing JSA/JSEA/safe work method statements.

RIICOM201D Communicate in the workplace

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to communicate in the workplace within the Resources and Infrastructure Industries. This unit is appropriate for those working in operational roles.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies relevant documentation, policies and procedures, and; - demonstrates completion of communicating in the work place that safely, effectively and efficiently meets required outcomes on more than one (1) occasion. Students will also be expected to demonstrate the following knowledge: - relevant standards and site procedures; - worksite communication system components, applications and limitations; - procedures and safety requirements of communication equipment and systems; - common faults in communication equipment/systems; - emergency communication procedures, and; - record maintenance.

RIICOM301D Communicate information

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

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to communicate in the workplace within the Resources and Infrastructure Industries. This unit is appropriate for those working in operational roles.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies relevant documentation, policies and procedures; - demonstrates completion of communicating information that safely, effectively and efficiently meets all of the required outcomes; - applying technical literacy and communication skills sufficient to interpret and apply common Industry terminology, and interpret work procedures and processes; - identifying barriers to communication and strategies to reduce barriers; - speaking and communicating verbally with supervisors and other employees to provide information and confirm meaning; - questioning and actively listening to others, for example when obtaining information on technical working practices; - conducting/chairing and preparing including setting the agenda for one (1) meeting, reviewing previous minutes, determining action on agenda items, involving and engaging others in the communication throughout the meeting, assigning responsibilities for agenda items, preparing minutes of the meeting, following up on actions; - participating in one (1) meeting including asking questions and providing responses; - making one (1) formal presentation of meaningful information to others, and; - writing one (1) negotiation strategy plan, participating in a negotiation meeting and documenting negotiation outcomes. Students will also be expected to demonstrate the following knowledge: - relevant Industry based communication requirements and systems; - topic or subject area which is the target for the communication; - knowledge of the factors for effective oral communication; - site conventions and requirements for written communications including report writing; - meeting procedures and follow-up requirements; - conducting a presentation, and; - basic negotiating techniques and their application.

RIICPL301D Install water mains pipelines

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to install water mains pipelines in Civil Construction. This unit is appropriate for those working in operational roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies applicable legislation, documentation, policies and procedures; - implements the requirements, procedures and techniques for the safe, effective and efficient installation of water mains pipelines including: applying problem solving and troubleshooting techniques, and applying diagnostic techniques; - works effectively with others to undertake and complete the installation of water mains pipelines that meets all of the required outcomes including: communicating clearly and concisely with others to receive and clarify work instructions, and using a range of communications techniques and equipment to convey information to others; - demonstrates completion of installation of water mains pipelines that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion including: - determining the location, alignment direction, level and grade of mains pipe system; - installing the support mechanism; - installing a minimum of hundred (100) metres of water mains pipeline; - completing pipe joins to specifications; - performing pressurisation, functionality and serviceability test to specifications, and; - maintaining written and verbal reporting requirements and procedures. Students will also be expected to demonstrate the following knowledge: - accessing, interpreting and applying the legislative, organisation and site requirements and procedures for hazard identification, risk assessment and response, using JSA/JSEA/safe work method statements, project quality measures, using tools/equipment, maintaining excavation/trench safety, confined space entry, and site dewatering; - using safety data sheets and materials handling methods; - using civil construction terminology; - using mains pipe systems and installation procedures; - identifying mains pipe and utility services; - using concrete and concrete fabrication; - using sedimentation and erosion controls; - reading and interpreting engineering drawings; - identifying equipment types, characteristics, technical capabilities and limitations; - managing site mains water pressure; - identifying valves and flow control devices; - construction of water reticulation; - calculating pipeline grades and percentages; - identifying site isolation and traffic control responsibilities and authorities.

RIICPL302D Install stormwater systems

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to install stormwater systems in Civil Construction. This unit is appropriate for those working in operational roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies applicable legislation, documentation, policies and procedures; - implements the requirements, procedures and techniques for the safe, effective and efficient completion of installation of stormwater systems including applying problem solving and troubleshooting techniques, and applying diagnostic techniques; - works effectively with others to undertake and complete the installation of stormwater systems that meets all of the required outcomes including communicating to confirm work/plans/specifications, and using a range of communications techniques and equipment to convey information to others; - demonstrates completion of installing stormwater systems that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion including: - determining location, alignment direction level and grade of stormwater system; - installing stormwater system bedding; - installing a minimum of 100 metres of stormwater pipe; - completing pipe joins; - performing test procedures, establishing functionality and serviceability, and; - maintaining written and verbal reporting requirements and procedures. Students will also be expected to demonstrate the following knowledge: - accessing, interpreting and applying the legislative, organisation and site requirements and procedures for hazard identification, risk assessment and response, using JSA/JSEA/safe work method statements, project quality measures, using tools/equipment, maintaining excavation/trench safety, confined space entry, and site dewatering; - using safety data sheets and materials handling methods; - using civil construction terminology; - using pipe systems and installation procedures; - identifying mains pipe and utility services; - using concrete and concrete fabrication; - using sedimentation and erosion controls; - reading and interpreting engineering drawings; - identifying equipment types, characteristics, technical capabilities and limitations; - identifying valves and flow control devices; - construction of water reticulation; - calculating pipeline grades and percentages, and; - identifying site isolation and traffic control responsibilities and authorities.

RIICPL303D Install sewer pipelines

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to install sewer pipelines in Civil construction. This unit is appropriate for those working in operational roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies applicable legislation, documentation, policies and procedures; - implements the requirements, procedures and techniques for the safe, effective and efficient completion of installation of sewer pipelines including applying problem solving and troubleshooting techniques, and applying diagnostic techniques; - works effectively with others to

undertake and complete the installation of sewer pipelines that meets all of the required outcomes including communicating clearly and concisely with others to confirm work/plans/specifications, and using a range of communications techniques and equipment to convey information to others; - demonstrates completion of installing sewer pipelines that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion including: - determining location, alignment direction, level and grade of sewer pipeline; - installing sewer pipeline bedding; - installing a minimum of 100 metres of sewer pipe; - constructing manholes, inspection and valve chambers, minor structures and thrust blocks; - completing pipe joins; - performing test procedures, establishing functionality and serviceability, and; - maintaining written and verbal reporting requirements and procedures. Students will also be expected to demonstrate the following knowledge: - accessing, interpreting and applying the legislative, organisation and site requirements and procedures for hazard identification, risk assessment and response, using JSA/JSEA/safe work method statements, project quality measures, using tools/equipment, maintaining excavation/trench safety, confined space entry, and site dewatering; - using safety data sheets and materials handling methods; - using civil construction terminology; - using sewer pipe systems and installation procedures; - identifying mains pipe and utility services; - using concrete and concrete fabrication; - using sedimentation and erosion controls; - reading and interpreting engineering drawings; - identifying equipment types, characteristics, technical capabilities and limitations; - identifying valves and flow control devices; - construction of water reticulation; - calculating pipeline grades and percentages, and; - identifying site isolation and traffic control responsibilities and authorities.

RIICPL304D Install pre-cast gully pits

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to install pre-cast gully pits in Civil Construction. This unit is appropriate for those working in operational roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies applicable legislation, documentation, policies and procedures; - implements the requirements, procedures and techniques for the safe, effective and efficient completion of installation of pre-cast gully pits including applying problem solving and troubleshooting techniques, and applying diagnostic techniques; - works effectively with others to undertake and complete the installation of pre-cast gully pits that meets all of the required outcomes including communicating clearly and concisely with others to confirm work/plans/specifications, and using a range of communications techniques and equipment to convey information to others; - demonstrates completion of installing pre-cast gully pits that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion including: - determining location and positioning of gully pits; - installing gully pits for stormwater systems, and; - maintaining written and verbal reporting requirements and procedures. Students will also be expected to demonstrate the following

knowledge: - accessing, interpreting and applying the legislative, organisation and site requirements and procedures for hazard identification, risk assessment and response, using JSA/JSEA/safe work method statements, project quality measures, using tools/equipment, maintaining excavation/trench safety, confined space entry, and site dewatering; - using safety data sheets and materials handling methods; - using civil construction terminology; - using gully pit systems and installation procedures; - identifying mains pipe and utility services; - using concrete and concrete fabrication; - using sedimentation and erosion controls; - working with storm-water systems; - reading and interpreting engineering drawings; - identifying equipment types, characteristics, technical capabilities and limitations, and; - identifying site isolation and traffic control responsibilities and authorities.

RIICPL305D Install pre-cast access chambers

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to install pre-cast access chambers in Civil Construction. This unit is appropriate for those working in operational roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies applicable legislation, documentation, policies and procedures; - implements the requirements, procedures and techniques for the safe, effective and efficient completion of installation of pre-cast access chambers including applying problem solving and troubleshooting techniques, and applying diagnostic techniques; - works effectively with others to undertake and complete the installation of pre-cast access chambers that meets all of the required outcomes including communicating clearly and concisely with others to confirm work/plans/specifications, and using a range of communications techniques and equipment to convey information to others; - demonstrates completion of installing pre-cast access chambers that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion including: - determining location and positioning of access chamber, and; - installing access chambers. Students will also be expected to demonstrate the following knowledge: - accessing, interpreting and applying the legislative, organisation and site requirements and procedures for hazard identification, risk assessment and response, using JSA/JSEA/safe work method statements, project quality measures, using tools/equipment, maintaining excavation/trench safety, confined space entry, and site dewatering; - using safety data sheets and materials handling methods; - using civil construction terminology; - using pre-cast access chambers systems and installation procedures; - identifying mains pipe and utility services; - using concrete and concrete fabrication; - using sedimentation and erosion controls; - working with storm-water systems; - working with sewerage systems; - reading and interpreting engineering drawings; - identifying equipment types, characteristics, technical capabilities and limitations, and; - identifying site isolation and traffic control responsibilities and authorities.

RIICPL401D Apply the principles for the installation of underground service using open excavation

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to apply the principles for the installation of underground service using open excavation in Civil construction. This unit is appropriate for those working in supervisory or technical specialist roles. No licensing or certification requirements apply to this unit at the time of publication.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies relevant legislation, documentation, policies and procedures; - implements appropriate procedures and techniques for the safe, effective and efficient supervision of installation of underground service using open excavation tasks including identifying and interpreting relevant information and data; - calculating quantities for the execution of tasks, including: volumes, grades, percentages, areas and resource consumption figures, including required supply rates; - works effectively with others to plan, prepare and conduct for the installation of underground service using open excavation tasks including providing clear and timely instruction and supervision using a range of communication techniques to those involved, preparing for and conducting briefings, toolbox and site meeting and maintaining clear and legible written records and reporting systems, and; - demonstrates completion of the principles for the installation of underground service using open excavation that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion including supervising others in the installation of underground service using open excavation tasks, organising availability of necessary resources, monitoring required outcomes and identifying performance gaps and recommending changes to improve the execution of tasks. Students will also be expected to demonstrate the following knowledge: - applying organisation, site requirements and procedures for: risk assessment and management, statutory compliance, work health and safety, environmental management, shoring and slope management, quality management, work zone traffic management, and contract management; - managing open excavation underground service installation; - plant and equipment capabilities and application; - implementing plant, equipment and tools maintenance requirements and procedures; - assessing operational techniques; - assessing resource requirements and procedures; - scheduling tasks/activities; - scheduling materials delivery requirements and procedures; - implementing workplace relationship requirements and procedures; - managing client and site operational requirements; - identifying relationship between various areas of civil works; - using team leadership techniques; - using works planning techniques; - identifying engineering survey principles; - using estimating principles; - using civil works construction sequencing and terminology, and; - identifying related underground services and utilities.

RIICRC201D Repair potholes

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to repair

potholes in Civil Construction. This unit is appropriate for those working in operational roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies applicable documentation, policies and procedures; - implements the requirements, procedures and techniques for the safe, effective and efficient completion of pothole repairs; - identifying and applying relevant drawings and job specifications to all work activities; - identifying, obtaining, confirming and positioning required signage; - selecting and checking tools and equipment to meet requirements of the job; - works effectively with others to undertake and complete pothole repair tasks that meet all requirements, and; - demonstrates completion of the repair of potholes that safely, effectively and efficiently meets all required outcomes on more than one (1) occasion. Students will also be expected to demonstrate the following knowledge: - accessing, interpreting and applying the organisation and site requirements and procedures; - identifying and managing risks; - selection of appropriate tools and materials; - carrying out work to specifications, and; - applying effective pothole repair techniques.

RIICRC202D Install signs

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to install signs in Civil Construction. This unit is appropriate for those working in operational roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of this unit.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies applicable, documentation, policies and procedures; - implements the requirements, procedures and techniques for the safe, effective and efficient completion of installing signs; - works effectively with others to undertake and complete the installation of signs in a way that meets all required outcomes, and; - demonstrates completion of installing signs that safely, effectively and efficiently meets all required outcomes on more than one (1) occasion. Students will also be expected to demonstrate the following knowledge: - accessing, interpreting and applying, organisation and site requirements and procedures; - selecting and checking for faults, tools and equipment to carry out tasks carrying out work to specifications, and; - applying effective sign installation techniques.

RIICRC203D Install sub-soil drainage

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to install sub-soil drainage in Civil Construction. This unit is appropriate for those working in operational roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of this unit.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies applicable documentation, policies and procedures; - implements the requirements, procedures and techniques for the safe, effective and efficient completion of sub-soil drainage installation; - works effectively with others to undertake and complete the installation of sub-soil drainage in a way that meets all of the required outcomes, and; - demonstrates completion of installing sub-soil drainage that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion. Students will also be expected to demonstrate the following knowledge: - accessing, interpreting and applying, organisation and site requirements and procedures.

RIICRC204D Install and maintain roadside fixtures

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to install and maintain roadside fixtures in Civil Construction. This unit is appropriate for those working in operational roles.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies applicable documentation, policies and procedures; - implements the requirements, procedures and techniques for the safe, effective and efficient installation and maintenance of roadside fixtures; - works effectively with others to undertake and complete the installation and maintenance of roadside fixtures in a way that meets all of the required outcomes, and; - demonstrates completion of installing and maintaining roadside fixtures that safely, effectively and efficiently meets all required outcomes on more than one (1) occasion. Students will also be expected to demonstrate the following knowledge: - accessing, interpreting and applying the organisation and site requirements and procedures; - selecting and checking for faults, tools and equipment to carry out tasks; - carrying out work to specifications, and; - applying effective installation and maintenance techniques.

RIICRC208D Lay pipes

Locations: Industry, Werribee, Sunshine.

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Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to lay pipes in Civil Construction. This unit is appropriate for those working in operational roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies applicable documentation, policies and procedures; - implements the requirements, procedures and techniques for the safe, effective and efficient completion of pipe laying; - works effectively with others to undertake and complete the laying of pipes to the required outcomes, and; - demonstrates completion of laying pipes that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion. Students will also be expected to demonstrate the following knowledge: - accessing, interpreting and applying the organisation and site requirements and procedures for laying pipes; - selecting and checking for faults, tools and equipment to carry out tasks; - carrying out work to drawings and specifications, and; - applying effective pipe laying techniques.

RIICRC301D Maintain drainage systems

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to maintain drainage systems in Civil Construction. This unit is appropriate for those working in operational roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies applicable documentation, policies and procedures; - implements the requirements, procedures and techniques for safe, effective and efficient drainage system maintenance; - works effectively with others to undertake and complete the maintenance of drainage systems that meets all of the required outcomes, and; - demonstrates completion of maintaining drainage systems that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion. Students will also be expected to demonstrate the following knowledge: - accessing, interpreting and applying organisation and site requirements and procedures.

RIICRC302D Place and form concrete kerb, channel and fixtures

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to place and form concrete kerb, channel and fixtures in Civil Construction. This unit is appropriate for those working in operational roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies applicable documentation, policies and procedures; - implements the requirements, procedures and techniques for the safe, effective and efficient completion of placing and forming concrete kerbs, channels and fixtures; - works effectively with others to undertake and complete the placing and forming of concrete kerbs, channels and fixtures that meets all of the required outcomes, and; - demonstrates completion of place and form concrete kerb, channel and fixtures that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion. Students will also be expected to demonstrate the following knowledge: - applying organisation and site requirements and procedures.

RIICRC304D Maintain sealed roads

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to maintain sealed roads in Civil Construction. This unit is appropriate for those working in operational roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies applicable documentation, policies and procedures; - implements the requirements, procedures and techniques for the safe, effective and efficient completion of sealed road maintenance; - works effectively with others to undertake and complete the maintenance of sealed roads that meets all requirements, and; - demonstrates completion of maintaining sealed roads that safely, effectively and efficiently meets all required outcomes on more than one (1) occasion. Students will also be expected to demonstrate the following knowledge: - accessing, interpreting and applying organisation and site requirements and procedures in maintaining sealed roads.

RIICRC306D Conduct earthworks

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to

conduct earthworks in Civil Construction. This unit is appropriate for those working in operational roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies applicable documentation, policies and procedures; - implements the requirements, procedures and techniques for the safe, effective and efficient completion of earthworks; - works effectively with others to undertake and complete the conduct of earthworks that meets all requirements including: - preparing for and organising work activities to meet all task requirements; - communicating clearly and concisely with others to receive and clarify work instructions; - using a range of communication techniques and aids to advise others of work activity and exclusion zones, and; - monitoring movements and hazards and identifying and communicating changes to the work environment during the work process; - demonstrates completion of conducting earthworks that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion including: - setting out sub-grade to plan; - forming earthworks by informing plant operators of job requirements; - assessing earthworks in progress; - monitoring thickness and moisture content; - monitoring stabilisation of existing material; - removing surface area protrusions and placing geo-synthetic material; - placing and compacting sub-grade replacement materials correctly; - clearing work area and disposing of, recycling or storing materials; - cleaning, checking, maintaining and storing plant, tools and equipment, and; - carry out specified earthworks to required procedures and standards. Students will also be expected to demonstrate the following knowledge: - accessing, interpreting and applying organisation and site requirements and procedures for: - identifying and managing risks; - identifying, addressing and reporting environmental issues; - setting up work activity; - site isolation, signage, erecting barriers and traffic control; - work health and safety; - managing waste; - selecting and checking for faults, tools and equipment to carry out tasks; - compaction standards and testing requirements; - general plant operations and capabilities; - carrying out work to specifications, and; - applying effective techniques for conducting earthworks.

RIICRC307D Conduct road pavement construction

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to conduct road pavement construction in Civil Construction. This unit is appropriate for those working in operational roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies applicable documentation, policies and procedures; - implements the requirements, procedures and techniques for the safe, effective and efficient completion of road pavement construction; - identifying, addressing and reporting environmental issues and ground conditions works effectively with others to undertake and complete the road pavement construction that meets all of the required outcomes; - demonstrates completion of conducting road pavement construction that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion including: - construction of a road pavement to drawing and specifications; - setting out sub-base/base to requirements; - placing and spreading materials by determining layer depth for spreading materials; - informing plant operators accordingly; - providing directions to trucks specifying method of dispatching for load placement; - checking moisture content of materials and adjusting uniformly; - assessing road pavement laying to ensure specified heights and the overall dimensions are achieved compacting materials correctly; - clearing work area and disposing of, recycling or storing materials, and; - cleaning, checking, maintaining and storing plant, tools and equipment. Students will also be expected to demonstrate the following knowledge: - accessing, interpreting and applying organisation and site requirements and procedures for: - identifying and managing risks; - identifying, addressing and reporting environmental issues; - setting up work activity; - site isolation, signage, erecting barriers and traffic control; - work health and safety; - managing waste; - selecting and checking for faults, tools and equipment to carry out tasks; - compaction standards and testing requirements; - general plant operations and capabilities; - carrying out work to specifications, and; - applying effective techniques for road pavement construction.

RIICRC315D Use concreting materials and equipment

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to use concreting materials and equipment in Civil Construction. This unit is appropriate for those working in operational roles.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies applicable documentation, policies and procedures; - implements the requirements, procedures and techniques for the safe, effective and efficient use of concrete materials and equipment; - works effectively with others to undertake and complete the use of concrete materials and equipment in a way that meets all required outcomes; - demonstrates completion of the use of concrete materials and equipment that safely, effectively and efficiently meets all required outcomes on more than one (1) occasion; - using relevant tools appropriate to the task and materials; - identifying, selecting and using and maintaining plant and equipment, and; - clearing work area and disposing of, recycling or storing materials cleaning, checking, maintaining and storing plant, tools and equipment. Students will also be expected to demonstrate the following knowledge: - accessing, interpreting and applying the organisation and site requirements and procedures.

RIICRM201D Escort mobile road marking operations

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to escort mobile road marking operations in Civil Construction. This unit is appropriate for those working in operational roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies applicable documentation, policies and procedures; - implements requirements, procedures and techniques for the safe, effective and efficient escorting of mobile road marking operations; - works effectively with others to undertake and complete the escorting of mobile road marking operations that meets all required outcomes, and; - demonstrates completion of escorting mobile road making operations that safely, effectively and efficiently meets all required outcomes on more than one (1) occasion. Students will also be expected to demonstrate the following knowledge: - applying organization and site requirements and procedures; - identifying equipment types, characteristics, technical capabilities and limitations; - conducting calculation of travel speed; - complying with project quality requirements; - identifying and using civil construction terminology; - site isolation and traffic control responsibilities and authorities, and; - project traffic management plans.

RIICRM201E Escort mobile works

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to escort mobile works in Civil construction. This unit is appropriate for those working in operational roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and industry sectors. Relevant information must be sourced prior to application of the unit.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies applicable documentation, policies and procedures; - implements requirements, procedures and techniques for the safe, effective and efficient escorting of mobile works; - works effectively with others to undertake and complete the escorting of mobile works that meets all of the required outcomes, and; - demonstrates completion of escorting mobile works that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion. Students will also be expected to demonstrate the following knowledge: - organisation and site requirements and

procedures; - equipment types, characteristics, technical capabilities and limitations; - calculation of travel speed; - project quality requirements; - Civil construction terminology; - site isolation and traffic control responsibilities and authorities, and; - project traffic management plans.

RIICRM204D Prepare surface for road marking

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to prepare surface for road marking in Civil construction. This unit is appropriate for those working in operational roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies applicable documentation, policies and procedures; - works effectively with others to undertake and complete the preparation of surface for road marking that meets all of the required outcomes, and; - demonstrates completion of preparation of surface for road marking that safely, effectively and efficiently meets all required outcomes on more than one (1) occasion. Students will also be expected to demonstrate the following knowledge: - applying legislative, organisation and site requirements and procedures; - equipment types, characteristics, technical capabilities and limitations; - complying with project quality requirements; - identifying and using civil construction terminology; - site isolation and traffic control responsibilities and authorities; - interpreting road markings; - identifying and using road marking materials; - applying processes for the calculation of material requirements, application rates and curing times; - applying substrate preparation techniques and processes; - using redundant marking removal materials and primers; - complying with safety data sheets and materials handling methods, and; - being prepared for fire/accident/emergency;.

RIICSG405D Carry out inspections of civil structures

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to carry out inspections of civil structures in Civil Construction. It is appropriate for those working in supervisory or technical roles. No licensing, legislation or certification requirements apply to this unit at the time of publication.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies relevant legislation, documentation, policies and procedures; - implements appropriate procedures and techniques for the safe, effective and efficient inspections of civil

structures; - works effectively with others to plan, prepare and conduct inspections of civil structures, and; - demonstrates completion of inspections of civil structures that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion. Students will also be expected to demonstrate the following knowledge: - organisational, client and site operational requirements; - relationship between various areas of civil works; - team leadership techniques; - works planning techniques; - civil structures inspection monitoring methods; - engineering survey principles; - materials quality and delivery requirements and procedures; - mentoring techniques; - estimating principles; - civil works construction sequencing; - civil structures inspection and related activities' terminology; - set out requirements and procedures; - works planning techniques, and; - monitoring methods.

RIICSG406D Apply principles of maintenance of civil structures

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to apply principles of maintenance of Civil construction. It is appropriate for those working in supervisory or technical specialists roles. No licensing, legislation or certification requirements apply to this unit at the time of publication.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies relevant legislation, documentation, policies and procedures; - implements appropriate procedures and techniques for the safe, effective and efficient supervision of civil structures maintenance tasks including: - calculate quantities for the execution of tasks, and; - interpret civil concrete structures construction materials properties and test results; - works effectively with others to plan, prepare and conduct civil structure maintenance tasks; - provides clear and timely instruction and supervision using a range of communication techniques to those involved in maintenance tasks civil structures; - prepares for and conducts briefings, toolbox and site meeting; - maintains clear and legible written records and the reporting systems including: - preparing and presenting job reports; - preparing and maintaining of log books and diaries; - demonstrates completion of principles of maintenance of civil structures that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion including: - provide recommendations for the improvement of the safe, effective and efficient execution of civil structures maintenance tasks including: - interpreting project contract specification requirements; - applying procedures to problem solve; - making decisions for activity, and; - carrying out continuous improvement in meeting task outcomes. Students will also be expected to demonstrate the following knowledge: - organisational, client and site operational requirements; - relationship between various areas of civil works; - team leadership techniques; - works planning techniques; - carrying out civil structures maintenance monitoring methods; - engineering survey principles; - materials quality and delivery requirements and procedures; - mentoring techniques; - estimating principles; - civil works construction sequencing; - civil structures maintenance and related activities terminology; - set out requirements and procedures; - pavement drainage requirements; - works planning techniques, and; - monitoring methods.

RIICTC301D Install tunnelling constructions services

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to line tunnels in Civil Construction. This unit is appropriate for those working in operational roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies relevant, legislation documentation, policies and procedures; - implements the requirements, procedures and techniques for the safe, effective and efficient completion of installation of tunnelling constructions services; - works effectively with others to undertake and complete the installation of tunnelling constructions services that meets all of the required outcomes, and; - demonstrates completion of installing tunnelling constructions services that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion. Students will also be expected to demonstrate the following knowledge: - applying construction principles; - identifying equipment types, characteristics, technical capabilities and limitations; - complying with project quality requirements; - identifying and using civil construction terminology; - complying with site isolation and traffic control responsibilities and authorities; - complying with safety data sheets and materials handling methods, and; - being prepared for fire/accident/emergency.

RIICTC302D Line tunnel

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to line tunnels in Civil Construction. This unit is appropriate for those working in operational roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies relevant documentation, policies and procedures - implements the requirements, procedures and techniques for the safe, effective and efficient completion of lining tunnels - works effectively with others to undertake and complete the lining of tunnels that meets all of the required outcomes, and; - demonstrates completion of line tunnelling that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion. Students will also be expected to demonstrate the following

knowledge: - identifying materials used in tunnel lining; - applying construction principles; - identifying equipment types, characteristics, technical capabilities and limitations; - complying with project quality requirements; - identifying and using civil construction terminology; - complying with site isolation and traffic control responsibilities and authorities; - complying with safety data sheets and materials handling methods, and; - being prepared for fire/accident/emergency.

RIICTC303D Excavate tunnel by machine

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to excavate tunnel by machine in Civil Construction. This unit is appropriate for those working in operational roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies relevant documentation, policies and procedures; - implements the requirements, procedures and techniques for the safe, effective and efficient completion of excavate tunnel by machine; - works effectively with others to undertake and complete the tunnel excavation by machine that meets all of the required outcomes, and; - demonstrates completion of excavating tunnels by machines that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion. Students will also be expected to demonstrate the following knowledge: - applying construction principles; - identifying equipment types, characteristics, technical capabilities and limitations; - complying with project quality requirements; - identifying and using civil construction terminology; - complying with site isolation and traffic control responsibilities and authorities; - complying with safety data sheets and materials handling methods, and; - being prepared for fire/accident/emergency.

RIICTC304D Muck out tunnel earthworks

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to muck out tunnel earthworks in Civil Construction. This unit is appropriate for those working in operational roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies relevant legislation, documentation, policies and procedures; - implements the requirements,

procedures and techniques for the safe, effective and efficient completion of mucking out of tunnel earthworks; - works effectively with others to undertake and complete the mucking out of tunnel earthworks that meets all of the required outcomes, and; - demonstrates completion of mucking out tunnel earthworks that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion. Students will also be expected to demonstrate the following knowledge: - soil and rock type characteristics; - construction principles; - equipment types, characteristics, technical capabilities and limitations; - project quality requirements; - civil construction terminology; - site isolation and traffic control responsibilities and authorities; - safety data sheets and materials handling methods, and; - prepared for fire/accident/emergency.

RIITC305D Construct portals

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to construct portals in Civil Construction. This unit is appropriate for those working in operational roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies relevant legislation documentation, policies and procedures; - implements the requirements, procedures and techniques for the safe, effective and efficient completion of constructing portals; - works effectively with others to undertake and complete the constructing of portals that meets all of the required outcomes, and; - demonstrates completion of constructing portals that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion. Students will also be expected to demonstrate the following knowledge: - basic principles of soil technology for civil works; - types and purposes of portals; - principles of ground support; - types, functions, characteristics and limitations of excavation ground support systems; - types, functions, characteristics and limitations of finishing ground support systems; - ground support systems installation techniques; - construction principles; - equipment types, characteristics, technical capabilities and limitations; - project quality requirements; - civil construction terminology; - site isolation and traffic control responsibilities and authorities; - safety data sheets and materials handling methods, and; - prepared for fire/accident/emergency.

RIICWM401D Supervise civil works

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to supervise civil works in Civil construction. This unit is appropriate for those working in supervisory or technical specialist roles.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge

and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies applicable legislation, documentation, policies and procedures; - working effectively with others to plan, prepare and conduct civil works tasks that meets all required outcomes, and; - demonstrates completion of supervising civil works that safely, effectively and efficiently meets all required outcomes on more than one (1) occasion. Students will also be expected to demonstrate the following knowledge: - relevant legislative, organisation and site requirements and procedures; - relationship between various areas of civil works; - civil works plant and equipment capabilities and limitations; - team leadership techniques; - works planning techniques; - civil works monitoring methods; - engineering survey principles; - estimating principles; - civil works construction sequencing; - set out requirements and procedures; - road geometry, and; - drainage requirements.

RIICWM402D Supervise civil works contractors

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to supervise civil works contractors in Civil construction. This unit is appropriate for those working in supervisory roles, or in technical specialist roles.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies relevant legislation, documentation, policies and procedures; - implements appropriate procedures and techniques for the safe, effective and efficient supervision of civil works contractors; - works effectively with others to supervise civil works contractors that meets all the required outcomes, and; - demonstrates completion of supervising civil works construction that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion. Students will also be expected to demonstrate the following knowledge: - accessing, interpreting and applying legislative, organisation and site requirements and procedures; - the relationship between various areas of civil works; - civil works plant and equipment capabilities and limitations; - using team leadership techniques; - works planning techniques; - civil works monitoring methods; - engineering survey principles; - mentoring techniques; - civil works construction sequencing; - set out requirements and procedures; - road geometry, and; - drainage requirements.

RIIENV402D Implement and monitor environmental policies

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to implement and monitor environmental policies in the Resources and Infrastructure Industries. This unit is appropriate for those working in supervisory and technical specialist roles.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic

and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies relevant legislation, documentation, policies and procedures; - works effectively with others to undertake and complete effective implementation and monitoring of environmental policies to meet all required outcomes, and; - demonstrates completion of implementing and monitoring environmental policies that safely, effectively and efficiently meets all required outcomes on more than one (1) occasion. Students will also be expected to demonstrate the following knowledge: - application of legislation from all levels of government that affects business operation, especially in regard to work health and safety, environmental and energy efficiency issues, equal opportunity, industrial relations and anti-discrimination; - knowledge of environmental and energy efficiency issues, especially in regard to recycling and wastewater treatment, catchments, air, noise, ecosystems, habitat, and waste minimization; - application of environmental and energy efficiency management systems, policies and procedures; - implementing best practice approaches; - carrying out quality assurance systems; - engaging in the supply chain procedures, and; - employing strategies to maximise opportunities and minimize impacts.

RIIGOV401D Apply, monitor and report on compliance systems

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to apply, monitor and report on compliance systems in the Resources and Infrastructure Industries. This unit is appropriate for those working in a supervisory role where compliance needs to be managed.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies relevant legislation, documentation, policies and procedures, and; - demonstrates completion of applying, monitoring and reporting on compliance systems that safely, effectively and efficiently meets all required outcomes on more than one (1) occasion. Students will also be expected to demonstrate the following knowledge: - relevant taxation and related legislative requirements and legal rights and responsibilities related to the business; - bookkeeping and record keeping procedures to meet minimum financial and legal requirements; - industrial law relevant to performance management, recruitment and dismissal of employees; - creation and termination of relevant legal contracts; - duty of care imposed by the Law of Torts, and; - work procedure/instruction writing in compliance with legal requirements and company policy.

RIIHAN301D Operate elevating work platform

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to

operate an elevating work platform in the Resources and Infrastructure Industries.

This unit is appropriate for those working in operational roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories and industry sectors. Relevant information must be sourced prior to application of the unit.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies relevant documentation, policies and procedures; - implements the requirements, procedures and techniques for the safe, effective and efficient completion of operating elevating work platforms; - works effectively with others to undertake and complete the operation of elevating work platforms that meet all required outcomes, and; - demonstrates completion of operating elevating work platforms that safely, effectively and efficiently meets all required outcomes on more than one (1) occasion. Students will also be expected to demonstrate the following knowledge: - the appropriate National Certification Standards; - site and equipment safety requirements; - equipment characteristics, technical capabilities and limitations; - elevating work platform operational procedures; - basic geological and survey data related to elevating work platforms, and; - site environmental requirements and constraints related to elevating work platforms.

RIIHAN301E Operate elevating work platform

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to operate an elevating work platform at any height. This unit applies to those working in operational roles. The work required in this unit relates to the National Standard for High Risk Work but this unit does not provide the licence. Licensing, legislative, regulatory or certification requirements that may apply to this unit can vary between states, territories and industry sectors, and must be sourced prior to applying this unit. This unit alone does not provide sufficient skill to independently load and unload equipment. To perform this activity safely, personnel must either complete or be assisted by someone who has completed RIIHAN308F Load and Unload Plant or equivalent.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - planning and preparing for operating elevating work platforms; - selecting and using the required plant, tools and equipment to perform work activity; - identifying site requirements for emergencies at heights; - stabilising or positioning elevating work platform; - using manufacturer approved safety devices fitted to the machine; - moving the elevating work platform to and from work site; - inspecting work platform and identifying

faults; - reviewing machine maintenance logbook records, and; - checking, cleaning, maintaining and storing elevating work platform, tools and equipment. Students will also be expected to demonstrate the following knowledge: - National Standard for high risk work; - safe work practices; - operating manuals for elevating work platform; - site personnel and operational safety requirements; - elevating work platform operational procedures; - hazard, incident and emergency identification and implementation of control measures, including the risk of overhead crushes, and distance from power lines, and; - disposal of hazardous materials.

RIIHAN308E Load and unload plant

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to load and unload plant in the Resources and Infrastructure Industries. This unit is appropriate for those working in operational roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories and industry sectors. Relevant information must be sourced prior to application of the unit.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies relevant documentation, policies and procedures; - implements the requirements, procedures and techniques for the safe, effective and efficient completion of loading and unloading plant; - works effectively with others to undertake and complete the loading and unloading plant that meets all of the required outcomes, and; - demonstrates completion of loading and unloading plant that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion. Students will also be expected to demonstrate the following knowledge: - National Standard for high risk work; - site and equipment safety requirements; - understanding of required hand signals; - techniques and processes for preparing plant for transportation; - basic motion and restraint theory related to heavy plant on floats or trailers; - basic centre of gravity and balance theory related to heavy plant on floats or trailers; - types, operation, uses and imitations of load securing equipment; - site isolation and traffic control responsibilities and authorities; - materials safety data sheet; - levelling techniques, and; - job safety analyses/safe work method statement.

RIIHAN308F Load and unload plant

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to load and unload plant. This unit applies to those working in site-based roles. Prior to performing this activity, skills and knowledge should be developed for the individual plant. This can be achieved through completing the equivalent operator unit or being assisted by someone who has this knowledge. Refer to the Implementation Guide for further details. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories and industry sectors, and must be sourced from state jurisdictions prior to applying this unit.

Required Reading: The qualified trainer and assessor will provide teaching and

learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - displaying signage and erecting barriers to isolate work site; - calculating volume and weight of loads; - placing and securing loading and unloading aids; - moving plant onto and off trailer or float, halting at designated position; - securing plant to trailer or float; - slackening securing devices and removing in a safe sequence, and; - stowing loading aids. Students will also be expected to demonstrate the following knowledge: - National Standard for high risk work; - site and equipment safety; - techniques and processes for preparing plant for transportation; - environmental requirements; - work health safety, and; - chain of responsibility for loading and unloading of equipment.

RIIMG301D Maintain site records

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to maintain site records in the Resources and Infrastructure Industries. This unit is appropriate for those working in supervisory roles where risk needs to be managed.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies relevant legislation, documentation, policies and procedures; - works effectively with others to undertake and complete the maintaining of site records that meets all of the required outcomes, and; - demonstrates completion of maintaining site records that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion. Students will also be expected to demonstrate the following knowledge: - basic records management systems and processes (both manual and computer aided); - following records filing and retrieval systems and processes; - using registered document control systems; - complying with quality control administration; - project quality requirements; - using resources and infrastructure Industry terminology, and; - preparing and carrying out JSEA/JSA/Safe work method statement.

RIIMPO315D Conduct tractor operations

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to conduct tractor operations in Civil construction. This unit is appropriate for those working in operational roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies relevant documentation, policies and procedures; - implements the requirements, procedures and techniques for the safe, effective and efficient completion of tractor operations; - works effectively with others to undertake and complete tractor operations that meet all of the required outcomes; - demonstrates completion of conducting tractor operations that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion, and; - fitting and removing at least three (3) attachments selected from the following: a front blade; forklift; slasher; mower; auger; drag broom; power broom; loading platform; rotary hoe; concrete mixer; spraying equipment; disc plough. Students will also be expected to demonstrate the following knowledge: - identifying, interpreting ground conditions; - communicating and performing isolation procedures; - identifying equipment processes, technical capability and limitations; - being prepared for fire/accident/emergency; - identifying signs of operator fatigue and how it should be managed; - interpreting drawings and sketches; - identifying site isolation and traffic control responsibilities and authorities; - using civil construction terminology; - complying with project quality requirements; - applying operational, maintenance and basic diagnostics, and; - completing housekeeping activities.

RIIMPO315E Conduct tractor operations

Locations: Industry, Werribee.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to operate tractors and use attachments. This unit applies to those working in site-based roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and industry sectors, and must be sourced from state jurisdictions prior to applying this unit.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - conducting pre-start checks prior to commencing operations and shutdown procedures on completion of operations; - driving and operating the equipment, and adjusting techniques to site conditions; - completing a variety of tractor operations during the two occasions; - fitting, using and removing at least two different attachments (i.e. minimum of one attachment per occasion), which must be certified and approved in line with workplace procedures, and; - parking and securing equipment. Students will also be expected to demonstrate the following knowledge: - isolation requirements; - fires, accidents and emergencies; - work health and safety, including signs of operator fatigue and how it should be managed; - civil construction terminology; - traffic control responsibilities and authorities; - project quality requirements; - apply operational, maintenance and basic diagnostics; - personal protective equipment; - recyclable materials, and; - housekeeping activities.

RIIMPO317E Conduct roller operations

Locations: Industry, Werribee.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to conduct roller operations in Civil construction. This unit is appropriate for those working in operational roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and industry sectors.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies relevant documentation, policies and procedures; - implements the requirements, procedures and techniques for the safe, effective and efficient completion of roller operations in the civil construction industry; - works effectively with others to undertake and complete roller operations in the civil construction industry that meet all of the required outcomes, and; - demonstrates completion of conducting roller operations that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion. Students will also be expected to demonstrate the following knowledge: - ground conditions; - isolation procedures; - equipment processes, technical capability and limitations; - preparation for fire/accident/emergency; - signs of operator fatigue and how it should be managed; - drawings and sketches; - site isolation and traffic control responsibilities and authorities; - civil construction terminology; - project quality requirements; - basic principles of soil technology and soil compaction for civil works; - basic earthworks calculations; - civil construction activity sequences of road construction, earthworks and drainage; - operational, maintenance and basic diagnostics, and; - housekeeping activities.

RIIMPO317F Conduct roller operations

Locations: Industry, Werribee.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to operate a roller to compact material. This unit applies to those working in site based roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and industry sectors, and must be sourced from state jurisdictions prior to applying this unit. This unit alone does not provide sufficient skill to independently load and unload equipment. To perform this activity safely, personnel must either complete or be assisted by someone who has completed RIHAN308F Load and Unload Plant or equivalent.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate completion of roller operations that safely, effectively and efficiently follow workplace procedures to carry out work activity on at least 2

occasions, and include: - conducting prestart checks prior to commencing/shutdown procedures; - driving & operating the equipment, and adjusting techniques to suit site conditions; - completion of operations using at least two different material types and include the mandatory tasks of compacting materials to pattern & density, sealing & finishing and adjusting at least two of the following: interchangeable drums, spray bars, scraper bars, wheel/drum brooms, drag brooms and blades; - assisting with loading/unloading skid steer loader from float/trailer, and; - parking & securing of equipment. Students must also: - locate & apply relevant documentation, policies and procedures; - select & wear personal protective equipment required; - carry out refuelling requirements and procedures; - apply safe work practices, identifying & reporting all potential hazards, risks and environmental issues; - apply problem solving & troubleshooting techniques when operating equipment; - monitor & manage equipment performance using indicators and alarms; - identify common equipment faults; - apply operating techniques for levelling and compacting; - select & use the required tools and equipment; - use a range of communication techniques & equipment; - meet written & verbal reporting requirements & procedures associated with equipment operations, and; - organise work activities. Students will also be expected to demonstrate the following knowledge: Key policies and procedures, legislation and established requirements for roller operations, including those relating to: - isolation requirements; - fires, accidents and emergencies; - work health and safety, including signs of operator fatigue and how it should be managed; - site isolation and traffic control responsibilities and authorities; - operational, maintenance and basic diagnostics; - project quality requirements; - chain of responsibility for loading and unloading of equipment; - personal protective equipment; - recyclable materials; - housekeeping activities, and; - machine guidance systems. Key factors affecting work activities described in performance evidence above, including: - equipment processes, technical capability and limitations; - drawings and sketches; - ground conditions, and; - materials characteristics, including density and viscosity. Key features associated with civil construction works, including: - civil construction terminology; - basic principles of material technology and material compaction for civil works; - basic earthworks calculations, and; - civil construction activity sequences of road construction, earthworks and drainage.

RIIMPO318E Conduct civil construction skid steer loader operations

Locations: Industry, Werribee.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to conduct civil construction skid steer loader operations in civil construction. This unit is appropriate for those working in operational roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and industry sectors.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies relevant documentation, policies and procedures; - implements the requirements, procedures and techniques for the safe, effective and efficient completion of civil construction skid steer loader operations; - works effectively with others to undertake and complete civil construction skid steer loader operations that meet all of the required

outcomes; - demonstrates completion of conducting civil construction skid steer loader operations that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion, and; - selecting, fitting, testing, using and removing a minimum of one (1) of the following attachments: multipurpose bucket; forks; dozer blade; backhoe; auger; chain digger; power broom; profiler; tiller/mixer; rotary hoe; hammer; asphalt cutter/saw; concrete cutter/saw; rake. Students will also be expected to demonstrate the following knowledge: - ground conditions; - isolation procedures; - equipment processes, technical capability and limitations; - preparation for fire/accident/emergency; - signs of operator fatigue and how it should be managed; - interpretation of drawings and sketches; - site isolation and traffic control responsibilities and authorities; - civil construction terminology; - project quality requirements; - basic principles of soil technology and soil compaction for civil works; - basic earthworks calculations; - civil construction activity sequences of road construction, earthworks and drainage; - methods for calculating safe working loads; - operational, maintenance and basic diagnostics; - housekeeping activities, and; - vehicle refuelling requirements and procedures.

RIIMPO318F Conduct civil construction skid steer loader operations

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required operate a skid steer loader to load, haul and distribute materials. This unit applies to those working in site based roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and industry sectors, and must be sourced from state jurisdictions prior to applying this unit. This unit alone does not provide sufficient skill to independently load and unload equipment. To perform this activity safely, personnel must either complete or be assisted by someone who has completed RIHAN308F Load and Unload Plant or equivalent.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - conducting pre-start checks prior to commencing operations and shutdown procedures on completion of operations; - driving and operating the equipment to site conditions; - completion of operations to specification using at least two different material types (i.e. one different material per occasion); - selecting, fitting, testing, using and removing attachments on at least two occasions (i.e. one attachment per occasion), the attachment must be certified and approved in line with workplace procedures; - assisting with loading and unloading skid steer loader from float/trailer, and; - safely parking and securing equipment. Students will also be expected to demonstrate the following knowledge: - isolation requirements for skid steer loader; - fires, accidents and emergencies; - work health and safety, including signs of operator fatigue and how it should be managed; - traffic control responsibilities and authorities; - project quality requirements; - chain of responsibility for loading and unloading of equipment; - operational, maintenance and basic diagnostics; - personal protective equipment; - recyclable materials, and; - housekeeping activities. .

RIIMPO319D Conduct backhoe/loader operations

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to conduct backhoe/loader operations in Civil construction. This unit is appropriate for those working in operational roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and industry sectors. Relevant information must be sourced prior to application of the unit.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies relevant documentation, policies and procedures; - implements the requirements, procedures and techniques for the safe, effective and efficient completion of backhoe/loader operations; - works effectively with others to undertake and complete backhoe/loader operations that meet all of the required outcomes, and; - demonstrates completion of conducting backhoe/loader operations that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion. Students will also be expected to demonstrate the following knowledge: - identifying, interpreting ground conditions; - communicating and performing isolation procedures; - identifying equipment processes, technical capability and limitations; - being prepared for fire/accident/emergency; - identifying signs of operator fatigue and how it should be managed; - interpreting drawings and sketches; - identifying site isolation and traffic control responsibilities and authorities; - using civil construction terminology; - complying with project quality requirements; - applying basic principles of soil technology and soil compaction for civil works; - using basic earthworks calculations; - using civil construction activity sequences of road construction, earthworks and drainage; - applying levelling techniques; - using methods for calculating safe working loads; - applying operational, maintenance and basic diagnostics, and; - completing housekeeping activities.

RIIMPO319E Conduct backhoe/loader operations

Locations: Industry, Werribee.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to operate a backhoe/loader to load, distribute and place materials. This unit applies to those working in site based roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and industry sectors, and must be sourced from state jurisdictions prior to applying this unit.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - conducting prestart checks prior to commencing operations and shutdown procedures on completion of operations; - driving and operating the equipment, and adjusting techniques to suit site conditions; - completion of operations to specification using at least two different material types (i.e. one different material type per occasion); - selecting, fitting,

testing, using and removing at least two attachments (i.e. one attachment per occasion), which must be certified and approved in line with workplace procedures, and; - parking and securing of equipment. Students will also be expected to demonstrate the following knowledge: - isolation requirements; - fires, accidents and emergencies; - work health and safety, including signs of operator fatigue and how it should be managed; - site isolation and traffic control responsibilities and authorities; - project quality requirements; - operational, maintenance and basic diagnostics; - personal protective equipment; - recyclable materials, and; - housekeeping activities.

RIIMPO320E Conduct civil construction excavator operations

Locations: Industry, Werribee.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to conduct civil construction excavator operations in Civil construction. This unit is appropriate for those working in operational roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and industry sectors. Relevant information must be sourced prior to application of the unit.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies relevant documentation, policies and procedures; - implements the requirements, procedures and techniques for the safe, effective and efficient completion of excavator operations; - works effectively with others to undertake and complete excavator operations that meet all of the required outcomes; - using a range of communications techniques and equipment to convey information to others; - maintaining written and verbal reporting requirements and procedures; - organising work activities to meet all task requirements; - communicating clearly and concisely with others to receive and clarify work instructions; - demonstrates completion of conducting civil construction excavator operations that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion; - completing operations to specification using a variety of material types and activities, and; - fitting and removal of a variety of attachments: tilt bucket; buckets; lifting device; vibrating compaction wheel; ripper/tyne; compaction plate; compaction wheel; rock breaker, and; auger. Students will also be expected to demonstrate the following knowledge: - ground conditions; - isolation procedures; - equipment processes, technical capability and limitations; - preparation for fire/accident/emergency; - signs of operator fatigue and how it should be managed; - drawings and sketches; - site isolation and traffic control responsibilities and authorities; - civil construction terminology; - project quality requirements; - basic principles of soil technology and soil compaction for civil works; - basic earthworks calculations; - Civil construction activity sequences of road construction, earthworks and drainage; - vehicle refuelling requirements and procedures; - using methods for calculating safe working loads; - operational, maintenance and basic diagnostics, and; - housekeeping activities.

RIIMPO320F Conduct civil construction excavator operations

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to operate excavator

operations to lift carry and place materials. This unit applies to those working in site based roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and industry sectors, and must be sourced from state jurisdictions prior to applying this unit. This unit alone does not provide sufficient skill to independently load and unload equipment. To perform this activity safely, personnel must either complete or be assisted by someone who has completed RIHAN308F Load and Unload Plant or equivalent.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - conducting pre-start checks prior to commencing operations and shutdown procedures on completion of operations; - driving and operating the equipment, and adjusting techniques to site conditions; - completing operations to specification using at least two different material types and activities; - selecting, fitting, testing, using and removing at least two attachments, the attachment must be certified and approved in line with workplace procedures; - assisting with loading and unloading skid steer loader from float/trailer, and; - parking and securing equipment. Students will also be expected to demonstrate the following knowledge: - isolation requirements; - fires, accidents and emergencies; - work health and safety, including signs of operator fatigue and how it should be managed; - site isolation and traffic control responsibilities and authorities; - project quality requirements; - chain of responsibility for loading and unloading of equipment; - operational, maintenance and basic diagnostics; - personal protective equipment; - recyclable materials, and; - housekeeping activities.

RIIMPO321E Conduct civil construction wheeled front end loader operations

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description:This unit describes the skills and knowledge required to conduct civil construction wheeled front end loader operations. This unit is appropriate for those working in operational roles. Where equipment being assessed requires the fitting and removal of attachments to be demonstrated an integrated tool carrier unit should be used. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and industry sectors. Relevant information must be sourced prior to application of the unit.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies relevant documentation, policies and procedures; - implements the requirements, procedures and techniques for the safe, effective and efficient completion of civil construction wheeled front end loader operations; - works effectively with others to undertake and complete civil construction wheeled front end loader operations that meet all of the required outcomes, and; - demonstrates completion of civil construction wheeled

front end loader operations that safely, effectively and efficiently meets all of the required outcomes on at least one (1) occasion. Students will also be expected to demonstrate the following knowledge: - ground conditions; - isolation procedures; - equipment processes, technical capability and limitations; - preparation for fire/accident/emergency; - signs of operator fatigue and how it should be managed; - drawings and sketches; - site isolation and traffic control responsibilities and authorities; - civil construction terminology; - project quality requirements; - basic principles of soil technology and soil compaction for civil works; - basic earthworks calculations; - civil construction activity sequences of road construction, earthworks and drainage; - vehicle refuelling requirements and procedures; - methods for calculating safe working loads; - operational, maintenance and basic diagnostics, and; - housekeeping activities.

RIIMPO321F Conduct civil construction wheeled front end loader operations

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description:This unit describes the skills and knowledge required to conduct wheeled front end loader operations. This unit applies to those working in site-based roles. Where equipment being assessed requires the fitting and removal of attachments to be demonstrated an integrated tool carrier unit should be used. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and industry sectors, and must be sourced from state jurisdictions prior to applying this unit. This unit alone does not provide sufficient skill to independently load and unload equipment. To perform this activity safely, personnel must either complete or be assisted by someone who has completed RIHAN308F Load and Unload Plant or equivalent.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - conducting prestart checks prior to commencing operations and shutdown procedures on completion of operations; - driving and operating the equipment, and adjusting techniques to suit site conditions; - completion of operations to specification using at least two different material types; - lifting and carrying materials; - site clean-up on; - assisting with loading and unloading skid steer loader from float/trailer, and; - parking and securing equipment. Students will also be expected to demonstrate the following knowledge: - isolation requirements; - fires, accidents and emergencies; - work health and safety, including signs of operator fatigue and how it should be managed; - site isolation and traffic control responsibilities and authorities; - project quality requirements; - chain of responsibility for loading and unloading of equipment; - operational, maintenance and basic diagnostics; - personal protective equipment; - recyclable materials, and; - housekeeping activities.

RIIMPO323D Conduct civil construction dozer operations

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description:This unit describes a participant's skills and knowledge required to conduct civil construction dozer operations in Civil construction. This unit is appropriate for those working in operational roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states,

territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies relevant documentation, policies and procedures;- implements the requirements, procedures and techniques for the safe, effective and efficient completion of conduct dozer operations;- works effectively with others to undertake and complete the conduct dozer operations that meet all of the required outcomes, and;- demonstrates completion of civil construction dozer operations that safely, effectively and efficiently meets all of the required outcomes. Students will also be expected to demonstrate the following knowledge: - identifying, interpreting ground conditions;- communicating and performing isolation procedures;- identifying equipment processes, technical capability and limitations;- being prepared for fire/accident/emergency;- identifying signs of operator fatigue and how it should be managed;- interpreting drawings and sketches;- identifying site isolation and traffic control responsibilities and authorities;- using civil construction terminology;- complying with project quality requirements;- applying basic principles of soil technology and soil compaction for civil works;- using basic earthworks calculations;- using civil construction activity sequences of road construction, earthworks and drainage;- using methods for calculating safe working loads;- applying operational, maintenance and basic diagnostics, and;- completing housekeeping activities.

RIIMPO323E Conduct civil construction dozer operations

Locations:Industry, Werribee.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to conduct dozer operations. This unit applies to those working in site based roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and industry sectors, and must be sourced from state jurisdictions prior to applying this unit. This unit alone does not provide sufficient skill to independently load and unload equipment. To perform this activity safely, personnel must either complete or be assisted by someone who has completed RIIHAN308F Load and Unload Plant or equivalent.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - conducting prestart checks prior to commencing operations and shutdown procedures on completion of operations;- driving and operating the equipment, and adjusting techniques to suit site conditions;- completion of operations to specification in at least two different material types on at least three occasions;- selecting, fitting, testing, using and removing a minimum of three attachments, which must be certified and approved in

line with workplace procedures;- assisting with loading and unloading skid steer loader from float/trailer, and;- parking and securing of equipment. Students will also be expected to demonstrate the following knowledge: - isolation requirements;- fires, accidents and emergencies;- work health and safety, including signs of operator fatigue and how it should be managed;- site isolation and traffic control responsibilities and authorities;- project quality requirements;- chain of responsibility for loading and unloading of equipment;- operational, maintenance and basic diagnostics;- personal protective equipment;- recyclable materials;- housekeeping activities, and;- machine guidance systems.

RIIMPO324E Conduct civil construction grader operations

Locations:Industry, Werribee, Sunshine.

Prerequisites:Nil.

Description:This unit describes a participant's skills and knowledge required to conduct civil construction grader operations in civil construction. This unit is appropriate for those working in operational roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and industry sectors. Relevant information must be sourced prior to application of the unit.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies relevant documentation, policies and procedures;- implements the requirements, procedures and techniques for the safe, effective and efficient completion of grader operations;- works effectively with others to undertake and complete grader operations that meet all of the required outcomes, and;- demonstrates completion of civil construction grader operations that safely, effectively and efficiently meet all of the required outcomes on more than one (1) occasion. Students will also be expected to demonstrate the following knowledge: - identifying, interpreting ground conditions;- communicating and performing isolation procedures;- identifying equipment processes, technical capability and limitations;- being prepared for fire/accident/emergency;- identifying signs of operator fatigue and how it should be managed;- interpreting drawings and sketches;- identifying site isolation and traffic control responsibilities and authorities;- using civil construction terminology;- complying with project quality requirements;- applying basic principles of soil technology and soil compaction for civil works;- using basic earthworks calculations;- using civil construction activity sequences of road construction, earthworks and drainage;- using methods for calculating safe working loads;- applying operational, maintenance and basic diagnostics;- completing housekeeping activities, and;- use machine guidance system and laser levelling equipment.

RIIMPO324F Conduct civil construction grader operations

Locations:Industry, Werribee.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to conduct grader operations. This unit applies to those working in site based roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and industry sectors, and must be sourced from state jurisdictions prior to applying this unit. This unit alone does not provide sufficient skill

to independently load and unload equipment. To perform this activity safely, personnel must either complete or be assisted by someone who has completed RIHAN308F Load and Unload Plant or equivalent.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - conducting pre-start checks prior to commencing operations and shutdown procedures on completion of operations; - driving and operating the equipment to site conditions; - completion of operations to specification using at least two different material types; - selecting, fitting, testing, using and removing at least two attachments, the attachment must be certified and approved in line with workplace procedures; - assisting with loading and unloading skid steer loader from float/trailer, and; - parking and securing of equipment. Students will also be expected to demonstrate the following knowledge: - isolation requirements; - fires, accidents and emergencies; - work health and safety, including signs of operator fatigue and how it should be managed; - site isolation and traffic control responsibilities and authorities; - project quality requirements; - chain of responsibility for loading and unloading of equipment; - operational, maintenance and basic diagnostics; - personal protective equipment; - recyclable materials; - housekeeping activities, and; - machine guidance systems and laser levelling equipment.

RIIMPO402D Apply the principles of earthworks construction

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description:This unit develops a participant's skills and knowledge required to apply the principles of earthworks construction in Civil construction. This unit is appropriate for those working in supervisory or technical specialist roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and industry sectors. Relevant information must be sourced prior to application of the unit.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates & applies relevant legislation/documentation/policies/procedures; - implements appropriate procedures/techniques for the safe, effective/efficient application of principles of civil earthworks construction including: - developing & implementing the job plan; - interpreting project site soil/rock & geological data; - identifying & addressing drainage issues; - implementing performance monitoring skills; - applying set out requirements/procedure; - identifying training requirements; - application of required tools/devices; - contributing to the continual improvement of systems, and; - providing team leadership; - works effectively with others to plan/prepare/apply the principles of civil earthworks construction including: - using a range of communications techniques & equipment to convey information to others; -

maintaining clear & legible written records & the reporting systems; - managing workplace & relationships; - managing client relationships, and; - preparing for & conducting briefings, toolbox & site meetings; - demonstrates completion of applying the principles of earthwork construction that safely, effectively and efficiently meets all of the required outcomes on more than one occasion including successful completion of earthworks construction project/tasks: - issuing & clarifying job plan; - setting out & allocating tasks; - monitoring task performance & implementing adjustments, and; - identifying & recommending changes to improve safety, efficiency/effectiveness. Students will also be expected to demonstrate the following knowledge: - managing civil construction plant and equipment capabilities and application; - monitoring of plant, equipment and tools maintenance; - execution of civil construction tasks; - identifying and allocating task resource requirements; - ensuring work plans are understood and implemented effectively; - implementing work monitoring and continual improvement methods; - using engineering survey principles; - applying estimating principles; - implementing civil works construction sequencing; - using earthworks and related activities terminology; - managing set out requirements and procedures; - identifying ground surface treatment requirements and procedures e.g. proof rolling; - interpreting project site hydrological data; - interpreting project engineering survey information; - interpret project plans and drawings; - interpreting project specifications; - establishing construction offsets; - implementing inspection system; - calculating quantities for the execution of tasks, including: volumes, grades, percentages, areas and resource consumption and supply rates, and; - interpreting earthworks construction materials properties and test results, including: compaction test results, soil density/moisture relationship, plasticity index and particle size distribution.

RIQUA401D Apply a quality management system on site

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description:This unit describes a participant's skills and knowledge required to apply a quality management system on site in the Resources and Infrastructure Industry. This unit is appropriate for those working in supervisory and technical specialist roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and industry sectors. Relevant information must be sourced prior to application of the unit.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies relevant legislation, documentation, policies and procedures; - works effectively with others to undertake and complete effective application of a quality management system to meet all required outcomes, and; - demonstrates completion of the application of a quality management systems that safely, effectively and efficiently meets all required outcomes on more than one (1) occasion. Students will also be expected to demonstrate the following knowledge: - accessing, interpreting and applying the organisation and site requirements and procedures; - key aspects of the organisation's quality system; - quality management plan procedures and requirements; - human resource management principles; - continuous quality

improvement processes, and; - quality management plan monitoring and review procedures and processes.

RIIRA1402D Apply and monitor site plant and resource management plan

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to apply and monitor site plant and resource management plan in Coal and Metalliferous mining and Extractive. It is appropriate for those working in supervisory or technical specialist roles. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies relevant legislation, documentation, policies and procedures; - implements appropriate procedures and techniques for the safe, effective and efficient applying and monitoring of site plant and resource management plans including: - providing team leadership; - identify training needs and implementing training plans; - selection of operational techniques; - selection and assignment of plant and equipment; - work planning, development and administration; - works effectively with others to plan, prepare, apply and monitor site plant and resource management plans including: - providing clear and timely instruction and supervision using a range of communication techniques to those involved; - preparing for and conducting briefings, toolbox and site meetings; - maintaining clear and legible written records and the reporting systems; - consulting with stakeholders; - demonstrates completion of applying and monitoring of site plant and resource management plans that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion including: - identifying and recommending improvements to the plans; - implementing adjustments to work programs to achieve planned outcomes; - implementation and successful development of action plans, and; - contributing to audit and review process. Students will also be expected to demonstrate the following knowledge: - team leadership techniques; - operational techniques required for execution of the plan; - plant and equipment capabilities and limitations, and; - work monitoring methods.

RIIRIS201D Conduct local risk control

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to conduct local risk control in the Resources and Infrastructure Industries. This unit is appropriate for those working in operational roles.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

expected to demonstrate the following required skills: - locate and apply relevant documentation, policies and procedures; - works effectively with others to undertake and complete conducting of local risk control, and; - demonstrates completion of conducting local risk control that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion. Students will also be expected to demonstrate the following knowledge: - accessing, interpreting and applying the organisation and site requirements and procedures; - identifying and assessing hazards, risks, acceptability of risks and controls, and; - reading, preparing and using worksite safety systems information.

RIIRIS202D Respond to site based spills

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to respond to minor site based spills for both land and water based environments in the Resources and Infrastructure Industries. This unit is appropriate for those working in operational roles.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - obtains and applies relevant documentation, policies and procedures; - works effectively with others to undertake and complete responding to site based spills that meets all of the required outcomes, and; - demonstrates completion of the application of the site risk management system that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion. Students will also be expected to demonstrate the following knowledge: - relevant site procedures for minor, medium and major spills; - worksite communication, reporting and recording procedures identifying the characteristics of a spill; - spill types; - spill kit usage; - safety data sheet information, and; - potential risk of site based storage.

RIIRIS301D Apply risk management processes

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to apply risk management processes in the Resources and Infrastructure Industries. This unit is appropriate for those working in operational or supervisory roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and industry sectors. Relevant information must be sourced prior to application of the unit.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - obtains and applies relevant documentation, policies and procedures; - implements the requirements, procedures

and techniques for the safe, effective and efficient completion of risk management processes; - works effectively with others to undertake and complete the application of risk management processes that meets all required outcomes, and; - demonstrates completion of the application of risk management processes that safely, effectively and efficiently meets all required outcomes on more than one (1) occasion. Students will also be expected to demonstrate the following knowledge: - WHS legislation and regulations; - appropriate resources and infrastructure context and language; - topics or subject areas which are target for assessment and treatment; - site risk management systems and their application; - conventions and requirements for written communications including report writing, and; - problem solving techniques.

RIIRS401D Apply site risk management system

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to apply the site risk management system in the Resources and Infrastructure Industries. This unit is appropriate for those working in supervisory roles.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - obtain and applies relevant legislation, documentation, policies and procedures, and; - demonstrates completion of the application of the site risk management system that safely, effectively and efficiently meets all required outcomes on more than one (1) occasion. Students will also be expected to demonstrate the following knowledge: - key component of the sites risk management system; - responsibilities for applying site risk management system; - work instructions and processes; - using communication skills, including questioning and active listening skills with supervisors and other employees, and; - writing reports to communicate procedural activity, breach or inadequacies to procedure and review process.

RIIRM203D Work as a safety observer/spotter

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to work safely as a safety observer/spotter in the Civil construction industry. This unit is appropriate for those working in operational roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and industry sectors. Relevant information must be sourced prior to application of the unit.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies relevant legislation, documentation, policies and procedures; - implements the requirements,

procedures and techniques for the safe, effective and efficient completion of working as a safety observer/spotter; - works effectively with others to undertake and complete the operation of working as a safety observer/spotter that meets all of the required outcomes, and; - demonstrates completion of work as a safety observer/spotter that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion. Students will also be expected to demonstrate the following knowledge: - legislative, organisation and site requirements and procedures; - verbal and written communication requirements; - Australian and other relevant standards; - site and equipment safety requirements; - mobile traffic control requirements; - risk assessment and management; - vehicle movements; - plant shadows/blind spots; - underground service and overhead services; - statutory compliance; - traffic management plans/diagrams; - operational and maintenance procedures; - emergency procedures; - environmental protection; - communication device operations; - equipment types, characteristics, technical capabilities and limitations, and; - basic diagnostic procedures.

RIISAM201D Handle resources and infrastructure materials and safely dispose of nontoxic materials

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to handle resources and infrastructure materials and safely dispose of nontoxic materials in the Resources and Infrastructure Industry. This unit is appropriate for those working in operational roles.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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. Students will be expected to demonstrate the following required skills: - locates and applies relevant documentation, policies and procedures; - implements the requirements, procedures and techniques for the safe, effective and efficient completion of handling resources and infrastructure materials and safely disposing of nontoxic material, and; - demonstrates completion of handling resources and infrastructure materials and safely disposing of nontoxic materials that safely, effectively and efficiently meets all required outcomes on more than one (1) occasion. Students will also be expected to demonstrate the following knowledge: - identifying the most commonly encountered waste materials on worksites; - applying systems for packing and securing materials for movement; - applying systems and equipment or materials for the short term protection of stacked/stored materials; - applying methods of dust suppression; - identify site isolation and traffic control responsibilities and authorities, and; - identify and apply Industry and worksite terminology.

RIISAM203D Use hand and power tools

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to use hand and power tools in the Resources and Infrastructure Industry. This unit is appropriate for those working in operational roles.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic

and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies relevant legislation documentation, policies and procedures, and; - demonstrates completion of using hand and power tools that safely, effectively and efficiently meets all required outcomes on more than one (1) occasion. Students will also be expected to demonstrate the following knowledge: - identifying hand tools and their application; - identifying portable power tools and their application; - identifying energy/power sources; - identifying and applying materials associated with use; - identifying equipment types, characteristics, technical capabilities and limitations; - interpreting safety data sheets (SDS) and materials handling methods, and; - interpreting and applying Industry and worksite terminology.

RIISAM204D Operate small plant and equipment

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to operate small plant and equipment in the Resources and Infrastructure Industry. This unit is appropriate for those working in operational roles.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies relevant documentation, policies and procedures, and; - demonstrates completion of the operation of small plant and equipment that safely, effectively and efficiently meets all required outcomes on more than one (1) occasion. Students will also be expected to demonstrate the following knowledge: - identifying small plant and equipment types, characteristics, technical capabilities and limitations; - identifying basic soil types and characteristics; - applying small plant and equipment operating techniques related to essential tasks; - interpreting and applying safety data sheets (SDS) and materials handling methods, and; - interpreting and applying industry and site specific terminology.

RIIUND310D Apply shotcrete underground

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to apply shotcrete underground in Civil Construction and Metalliferous Mining. This unit is appropriate for those working in operational roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each

unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies relevant documentation, policies and procedures, and; - demonstrates completion of the application of shotcrete underground that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion. Students will also be expected to demonstrate the following knowledge: - dewatering procedures and characteristics; - environmental procedures; - equipment safety requirements; - ground control characteristics and applications; - explosive identification, and; - shot-creting techniques.

RIIWS201D Work safely and follow WHS policies and procedures

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to work safely and follow WHS policies and procedures in the Resources and Infrastructure Industries. This unit is appropriate for those working in operational roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies relevant documentation, policies and procedures, and; - demonstrates completion of working safely and following WHS policies and procedures that safely, effectively and efficiently meets all required outcomes on more than one (1) occasion. Students will also be expected to demonstrate the following knowledge: - determining equipment safety requirements; - identifying personal protective equipment; - follows hazardous substances procedures and handling techniques; - location of safety data sheets (SDS) information and their application; - adhering to isolation procedures; - identifying lifting techniques, including for both manual and automated lifting; - locating and complying with WHS procedures; - application of site safety requirements and procedures; - participating in procedures for workplace management of others (e.g. consultation, safety representatives, committees, dispute resolution); - determining potential of biological effects (e.g. circadian rhythms, sleep, alertness, fatigue, stress, effects of heat stress and hypothermia); - details of site drug and alcohol policy, and; - locating and using emergency equipment.

RIIWS202D Enter and work in confined spaces

Locations: Industry, Werribee, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit describes a participant's skills and knowledge required to enter and work in confined spaces in the Resources and Infrastructure Industries. This unit is appropriate for those working in operational roles undertaking work in confined spaces. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit. Note: The terms

Occupational Health and Safety (OHS) and Work Health and Safety (WHS) are equivalent and generally either can be used in the workplace. In jurisdictions where the National Model WHS Legislation has not been implemented RTOs are advised to contextualise the unit of competency by referring to the existing State/Territory OHS legislative requirements.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies relevant documentation, policies and procedures; - demonstrates completion of entering and working in confined spaces that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion; - obtain appropriate entry permit and instructions for performing work in confined space; - interpreting and applying safe work method statements; - apply tagging and lock out; - selecting, wearing and caring for personal protective equipment applicable to all tasks and environment identified; - entering the confined space; - using atmospheric monitoring devices prior to entering the confined space; - working in the confined space; - using atmospheric monitoring devices during confined space activity; - applying safe materials handling methods; - exiting the confined space, and; - remove tagging and lock out. Students will also be expected to demonstrate the following knowledge: - identifying areas that constitute confined spaces; - complying with site and equipment safety requirements; - complying with the entry and exit procedures, risks and regulations; - types of air contaminants and toxic gases; - identifying the limitations of breathing apparatus; - identifying equipment types, characteristics, technical capabilities and limitations; - complying with site isolation and site control responsibilities and authorities; - locations of safety data sheets (SDS) information and application, and; - using confined space and Industry terminology.

RIIWS204D Work safely at heights

Locations:Industry, Werribee, Sunshine.

Prerequisites:Nil.

Description:This unit describes a participant's skills and knowledge required to work safely at heights in the Resources and Infrastructure Industries. This unit is appropriate for those working in operational roles where they are required to perform work at heights. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies relevant documentation, policies and procedures, and; - demonstrates completion of working safely at heights that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion. Students will also be expected to

demonstrate the following knowledge: - names and functions of equipment, components and materials; - complying with equipment manufacturer's instructions and specifications; - safe shifting and handling of tools and materials; - adhering to statutory and regulatory authority requirements; - the nature of work undertaken at heights; - complying with heights safety systems; - the processes of providing for safe working practices; - using safety equipment/systems and considerations to facilitate working safely at heights, and; - complying with safe work methods.

RIIWS205D Control traffic with stop-slow bat

Locations:Industry, Werribee, Sunshine.

Prerequisites:Nil.

Description:This unit describes a participant's skills and knowledge required to control traffic with stop-slow bat in the Resources and Infrastructure Industries. This unit is appropriate for those working in operational roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies relevant documentation, policies and procedures, and; - demonstrates completion of controlling traffic with a stop-slow bat that safely, effectively and efficiently meets all required outcomes on more than one (1) occasion. Students will also be expected to demonstrate the following knowledge: - site and equipment safety requirements; - traffic controlling requirements and procedures; - complying with traffic management plans; - erecting traffic control signage and barricades; - communication device operations; - determine equipment types, characteristics, technical capabilities and limitations; - operational and maintenance procedures for equipment; - detailing site isolation and traffic control responsibilities and authorities; - describing the effects of travel speed and vehicle mass on stopping distances, and; - interpreting and implementing safe work method statement.

RIIWS302D Implement traffic management plan

Locations:Industry, Werribee, Sunshine.

Prerequisites:Nil.

Description:This unit develops a participant's skills and knowledge required to implement a traffic management plan in Civil construction. This unit is appropriate for those working in supervisory roles. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

expected to demonstrate the following required skills: - locates and applies relevant documentation, policies and procedures; - works effectively with others to undertake and complete the traffic management plans that meet all required outcomes, and; - demonstrates completion of implementing traffic management plans that safely, effectively and efficiently meets all required outcomes on more than one (1) occasion. Students will also be expected to demonstrate the following knowledge: - accessing, interpreting and applying legislative, organization and site requirements and procedures; - identifying equipment types, characteristics, technical capabilities and limitations; - identifying site isolation and traffic control responsibilities and authorities; - identifying quality requirements, and; - applying civil construction terminology.

RIIWMG203D Drain and dewater civil construction site

Locations: Industry, Werribee, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit develops a participant's skills and knowledge required to drain and dewater civil construction sites in Civil construction. This unit is appropriate for those working in operational roles. No licensing, legislation or certification requirements apply to this unit at the time of publication.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locates and applies relevant documentation, policies and procedures; - implements the requirements, procedures and techniques for the safe, effective and efficient completion of the draining and dewatering of a civil construction site: - selecting and using the required tools and equipment; - interpreting and applying work instructions; - draining surface water; - constructing sumps and wells and removing water; - works effectively with others to undertake and complete the draining and dewatering of civil construction sites that meets all of the required outcomes; - using a range of communication techniques to convey information to others; - maintaining written and verbal reporting requirements and procedures; - demonstrates completion of draining and dewatering civil construction sites that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion including: - dewatering a trench or pit using at least one type of pump; - establishing sedimentation controls; - constructing a sump; - installing surface or submersible pumps; - pumping and dispersing water, and; - draining surface water from a site using surface drains. Students will also be expected to demonstrate the following knowledge: - identifying and applying operational, maintenance and basic diagnostic procedures; - identifying and complying with construction principles; - interpreting engineering drawings; - identifying equipment types, characteristics, technical capabilities and limitations; - identifying and complying with site isolation and traffic control responsibilities, and; - using and interpreting civil construction terminology.

SFS301 Skills for further study (senior)

Locations: Footscray Park, Footscray Nicholson, Werribee, City King St, Sunshine.

Prerequisites: Nil.

Description: The purpose of this unit is to enable students to develop knowledge and skills for further study that will prepare and assist them to pursue diverse and higher level education and training pathways in a range of settings.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

SHBBBOS001 Apply cosmetic tanning products

Locations: Footscray Nicholson, City King St.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to select and apply cosmetic tanning products. It requires the ability to consult with clients about tanning products and colour choice, select products and equipment to prepare the skin and apply tanning products using a spray tanning gun. The application of cosmetic tanning products can be an individual service, or form part of a series of services. It applies to beauticians and beauty therapists who work in beauty salons and spas. In this environment they make routine service decisions within known procedures but work under limited supervision and guidance from others.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communicate, follow and adjust service plan to provide safe and appropriate spray tanning services for at least five clients of differing height, weight, age and cosmetic tanning preference; - maintain client records for the above clients detailing: aftercare advice; adverse reactions; contraindications; follow up advice; service outcomes; procedure followed; products used, and; spray gun setting; - provide spray tanning services for each client; - clean, maintain, and reassemble spray tanning equipment; - recognise skin reactions to patch test; - present self, according to organisational policy, and; - comply with health and hygiene regulations and requirements. Students will also be expected to demonstrate the following knowledge: - state or territory and local health and hygiene regulations and requirements relevant to applying cosmetic tanning products; - organisational policies and procedures relevant to applying cosmetic tanning products; - legal and insurance liabilities and responsibilities regarding tanning services; - scope of practice in regard to: when to refer clients to other practitioners, and; role of complementary therapist and medical practitioner; - ingredients of tanning products, exfoliators and moisturisers and their effects on skin; - advantages and disadvantages of types of tanning products available; - product selection for different skin colours and type; - use and effect of tanning enhancers; - how and when to use tanning correctors; - cleaning, maintenance and reassembling of cosmetic tanning equipment and accessories; - typical problems that occur with equipment and how to fix according to manufacturer instructions; - risks associated with the use of pressurised cosmetic tanning equipment; - importance of using equipment with a pressure gauge; - age at which a person is classed as a minor and why minors can only be treated with informed parent or guardian consent; - contraindications that prevent or restrict service or may require referral to a medical

professional and their relationship to cosmetic tanning treatment; - adverse reaction appearance and management in relation to cosmetic tanning services; - pigmentation disorders that affect cosmetic tanning application; - importance of pre and post-service advice; - aftercare advice, products and services in maintaining tanning service; - sustainable operating procedures for the conservation of product, water and power, and; - environmentally sound disposal methods for cosmetic tanning service waste.

SHBBBOS002 Provide body massages

Locations:City King St.

Prerequisites:Nil.

Description:This unit describes the performance outcomes, skills and knowledge required to provide full body relaxation massages. It requires the ability to establish priorities with clients, synthesise knowledge of anatomy and physiology and lifestyle factors to design body massage routines, and provide advice on body products and protection from environmental damage. Body massage can be a single treatment or form part of a series of treatments.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - provide six appropriate and safe body massages to clients of differing height, weight and age suitable for the established client treatment plan; - explain to client effects and benefits of body massage on anatomy and physiology of the following body systems: articular and skeletal; circulatory and lymphatic; endocrine; integumentary; muscular and nervous; respiratory; - provide massage to treat each of the following areas as appropriate to the above clients: abdomen; arms; back; décolletage; feet; hands; legs; neck; - design and provide treatment routines that demonstrate appropriate selection, application and combination of the following massage movements: effleurage; friction; petrissage; tapotement; vibration; - gentle, passive movement and appropriate massage techniques; - design, record and update treatment plans using correct anatomy and physiology terminology; - design a series of four progressive treatments for three of the clients to address ongoing needs of each client; - identify major bones and superficial muscles by light palpation; - recognise contraindications, skin diseases and disorders relevant to body massage; - present self, according to organisational policy; - comply with health and hygiene regulations and requirements, and; - clean, prepare and maintain treatment area according to organisational policy. Students will also be expected to demonstrate the following knowledge: - state, territory, and local health and hygiene regulations and requirements relevant to providing body massages; - organisational policies and procedures relevant to providing body massages; - legal and insurance liabilities and responsibilities regarding treatments; - scope of practice; - effects, benefits and application of each type of massage movement and technique; - effects and benefits of massage on body systems; - anatomical position terminology in relation to body massage; - interdependence of body systems and their relationship to massage; - classification of joints and types and ranges of motion; - position of major bones; - position and action of superficial muscles in relation to body massage; - common disorders of the following body systems and their relationship to body massage; - gross skin anatomy and physiology and differences in skin depending on body

location; - skin as a sense organ; - contraindications that prevent treatment or require clearance from a medical professional to proceed and relationship to body massage; - contraindications that restrict treatment and appropriate modifications to massage; - appearance and limitations of body massage in skin disorders and diseases; - physiology of adverse reactions to body massage and appropriate remedial action; - lifestyle factors and benefits of lifestyle changes; - sustainable operating procedures for the conservation of product, water and power, and; - effects and benefits of aftercare advice, products and treatments relevant to body massages.

SHBBBOS003 Provide body treatments

Locations:City King St.

Prerequisites:Nil.

Description:This unit describes the performance outcomes, skills and knowledge required to provide body treatments incorporating body massage techniques, electrical currents, body scrubs and wraps. It requires the ability to establish priorities with clients, synthesise knowledge of anatomy, physiology and skin, and operate specialised equipment with allied cosmetic products to design and provide body treatments addressing relaxation requirements. Body treatments can be a single treatment or form part of a series of treatments.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communicate, follow and adjust treatment plan to provide six safe and appropriate body treatments to clients of differing age and weight; - recognise contraindications, skin diseases and disorders relevant to each device listed in Assessment Conditions and to allied body products; - provide treatments to each of the following areas as appropriate to the above clients: abdomen; arms; back; décolletage; legs; neck; - design a sequence of four treatments and product recommendations for three of the above clients to address priorities of each client; - demonstrate safe and appropriate application of each of the following: direct current (galvanic) machine to infuse products into the epidermis; high frequency machine; steamer or infra-red or hydrotherapy or G5 mechanical massager to stimulate circulation; - design, record and update treatment plans and records for each of the above clients; - treat clients effectively and minimise skin reactions; - identify risk situations that cause short or overboded circuits and take remedial action; - present self, according to organisational policy; - comply with health and hygiene regulations and requirements, and; - clean, prepare and maintain treatment area according to organisational policy. Students will also be expected to demonstrate the following knowledge: - state or territory and local health, hygiene and skin penetration regulations and requirements relevant to providing body treatments; - organisational policies and procedures relevant to providing body treatments; - manufacturer instructions for the use of electrical equipment in body treatments; - legal and insurance liabilities and responsibilities regarding treatments; - scope of practice; - factors likely to affect suitability of body treatments for client; - effects and benefits of professional body ranges and their relationship to each device or treatment step; - effects and benefits on the physical structure of the skin and on body systems; - anatomical position terminology in relation to body treatments; - structural layers of the human body; - anatomy and physiology of cells, tissues, organs; - interdependence of body systems and their relationship to a healthy body

and skin; - position of major bones; - position and action of superficial muscles; - postural and skeletal abnormalities; - common disorders of body systems and their relationship to body treatments; - normal and abnormal function of skin glands and skin gland secretions; - Fitzpatrick skin types; - skin as a sense organ and relationship to each device used; - the role of endocrine glands and hormones as they relate to the sebaceous and sweat glands; - function, formation and behaviour of major skin chemicals; - normal skin responses to irritation and trauma; - ingredients in treatment products, effects and benefits to skin, potential adverse effects and those contraindicated for specific clients; - chemical formulations of body treatment products; - contraindications to specific formulations and ingredients identified in product information, and; - principles and properties of electrical currents and the technology used in body treatments.

SHBBBOS004 Provide aromatherapy massages

Locations:City King St.

Prerequisites:Nil.

Description:This unit describes the performance outcomes, skills and knowledge required to provide aromatherapy massages using blended aromatic plant oils. It requires the ability to establish priorities with clients, and synthesise knowledge of anatomy and physiology, skin science and lifestyle factors to select aromatic oils and massage techniques to meet client needs. Aromatherapy massage can be a single treatment, or form part of a series of treatments. This unit applies to beauty and spa therapists who work in beauty salons, massage clinics and spas. In this environment they work as part of a team but make independent treatment decisions. They have knowledge across a range of aromatherapy massage techniques and blended oils.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - provide six safe and appropriate aromatherapy massages to different clients that meet one or more of the following established client objectives; - explain to clients effects and benefits of blended oils listed in knowledge evidence and recommended aromatherapy treatment on body systems; - design, record and update treatment plans and records for each of the above clients using correct anatomical terminology; - design and provide treatment routines that demonstrate appropriate selection, application and combination of the following aromatherapy massage movements: effleurage; friction; petrissage; - provide aromatherapy massage treatments that demonstrate appropriate variation in rhythm and repetition of movements; - design a series of four treatments for three of the above clients to address ongoing needs of each client; - present self, according to organisational policy; - comply with health and hygiene regulations and requirements, and; - clean, prepare and maintain treatment areas according to organisational policy. Students will also be expected to demonstrate the following knowledge: - state or territory and local health and hygiene regulations and requirements relevant to aromatherapy massages; - organisational policies and procedures relevant to aromatherapy massage; - legal and insurance liabilities and responsibilities regarding treatments; - scope of practice; - factors likely to affect suitability of treatments for client needs; - effects and benefits of: each type of massage movement and technique; blended oils, and; massage on body systems; - effects of aromatherapy treatments on body systems; - anatomical position

terminology in relation to aromatherapy massage; - common disorders of body systems and their relationship to aromatherapy treatments; - anatomy and physiology of skin structures as it relates to aromatherapy massage; - care, handling and storage of oils; - ingredients in mixed oils and their effect on skin and possible contraindications in combining oils with other products; - contraindications that prevent treatment or require clearance from a medical professional to proceed; - contraindications that restrict treatment and appropriate modifications to treatment and use of oils; - appearance and limitations of aromatherapy treatments in skin disorders and diseases, and; - reactions to aromatherapy massage and appropriate remedial action.

SHBBCCS001 Advise on beauty products and services

Locations:City King St.

Prerequisites:Nil.

Description:This unit describes the performance outcomes, skills and knowledge required to advise clients on a range of professional beauty products and services. It requires the ability to investigate products and services, interpret information, identify client beauty needs and explain available beauty products and services. This unit applies to workers in nail, make-up, and beauty salons. In these environments, they work in a team but have responsibility for maintaining their own product and treatment knowledge.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - present information on a new product or service demonstrating knowledge of: features and benefits; availability; typical clients that will benefit, and; - advise and sell six products and services to clients with differing product and service requirements demonstrating: ability to identify client needs and constraints; selection of suitable products or treatments; presentation of features and benefits; demonstration of products; responses to client questions. Students will also be expected to demonstrate the following knowledge: - legal requirements relevant to advice and sale of beauty products and services; - organisational policies and procedures relevant to the sale of products and services; - effects and benefits of professional product ranges for: nail care; make-up; skin care; - effects, benefits and contraindications to the following treatments: manicure and pedicure; facial services; body services; hair reduction services; - factors that affect suitability of organisational services and products to client needs, and; - specialised product knowledge.

SHBBCCS002 Prepare personalised aromatic plant oil blends for beauty treatments

Locations:City King St.

Prerequisites:Nil.

Description:This unit describes the performance outcomes, skills and knowledge required to select and blend aromatic plant oils for use in face and body treatments to meet specific client needs. It requires the ability to establish priorities with the client, synthesise knowledge of aromatic plant oil chemistry and the therapeutic profiles of aromatic oils, and to select and blend aromatic plant oils. The unit applies to beauty and spa therapists who work in beauty salons, massage clinics and spas. In this environment they work as part of a team but make independent treatment

decisions.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communicate, follow and adjust four treatment plans to provide safe, appropriate and personalised treatments to different clients using aromatic plant oil blends; - design a second treatment aromatic oil blend for three of these clients to address ongoing client needs; - design, record and update treatment plans and records; - explain the effects and benefits of aromatic plant oils; - prepare profiles and plant information for selected aromatic plant oils; - prepare and apply two aromatic plant oil preparations chosen for two treatments; - comply with health and hygiene regulations and requirements, and; - clean, prepare and maintain treatment area according to organisational policy. Students will also be expected to demonstrate the following knowledge: - state or territory and local health and hygiene regulations and requirements relevant to preparing personalised aromatic plant oil blends for beauty treatments; - federal regulations of cosmetics and preparations; - organisational policies and procedures; - legal and insurance liabilities and responsibilities regarding aromatic oils and preparation of blends; - scope of practice; - factors likely to affect suitability of treatments for client needs; - effects and benefits of aromatic plant oil application methods; - properties, profiles, plant family, botanical and common names, effects and benefits, toxic effects and contraindications of aromatic plant oils; - anatomy and physiology of skin and skin structures; - olfactory sense in regard to aromatic plant oils; - organic chemistry of aromatic plant oils; - organic chemistry of carrier oils and additives and interactions with aromatic plant oil chemistry; - contraindications that prevent treatment or require clearance from a medical professional to proceed; - contraindications that restrict treatment and appropriate modifications to treatment and choice of oils; - adverse and beneficial interactions of aromatic plant oils when blended; - client reactions to application of blended aromatic plant oils and required remedial action; - olfactory sense in regard to aromatic plant oil; - care, handling and storage of blended aromatic plant oils; - sustainable operating procedures for the conservation of product, water and power, and; - aftercare advice, products and future treatments to maintain client treatment objectives.

SHBBFAS001 Provide lash and brow services

Locations:Footscray Nicholson, City King St.

Prerequisites:Nil.

Description:This unit describes the performance outcomes, skills and knowledge required to provide lash and brow services that include shaping and colouring. It requires the ability to consult with clients, and select suitable products and equipment required to perform lash and brow services. Lash and brow services can be an individual treatment or form part of a series of treatments. This unit applies to beauticians and beauty therapists who work in beauty salons and spas. In this environment they make routine decisions within a defined range guided by manufacturer information and organisational policies and procedures.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge

and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communicate, follow and adjust treatment plan to provide eight lash and brow treatments to clients suitable for the established client treatment objectives including two or more of the following services: eyebrow shape, eyebrow tint, eyelash tint; - design, record and maintain treatment plan and records for each of these clients specifying the details of: adverse effects, contraindications, eyebrow shape; - skin sensitivity; - service outcomes; - safe and suitable use of the following products: wax, eyelash and brow tints; - present self, according to organisational policy; - comply with health and hygiene regulations and requirements, and; - clean, prepare and maintain treatment area according to organisational policy. Students will also be expected to demonstrate the following knowledge: - state or territory and local health and hygiene regulations and requirements relevant to lash and brow services; - organisational policies and procedures relevant to lash and brow services; - difference between cleaning, disinfection and sterilisation; - benefits of chemical and physical disinfection; - methods of cleaning, disinfection and sterilisation; - infection control procedures relevant to lash and brow services; - difference between cleaning, disinfection and sterilisation; - benefits of chemical and physical disinfection; - methods of cleaning, disinfection and sterilisation; - when to sterilise tweezers; - infection control procedures and application of standard precautions as they apply to providing lash and brow services; - scope of practice of when to refer client to other practitioners; - organisational policies and procedures; - client record management; - equipment use and maintenance; - incident reporting; - linen use and laundry procedures; - personal hygiene and presentation; - presentation of treatment area; - waste disposal, work health and safety; - simplified cross section of skin; - hair structure and growth; - hair growth cycle and relationship to hair removal; - hair types; - factors effecting hair growth; - features and safe use of lash and brow products; - appearance, causes and required action steps for the following skin reactions to: lash and brow services, eye inflammation, infections of eye or surrounding area, spotting on skin, hive like reactions, ingrown hair, infection of hair follicle; - sustainable operating procedures for the conservation of product, water and power, and; - aftercare advice, products and future treatments to maintain client treatment objectives.

SHBBFAS002 Provide facial treatments and skin care recommendations

Locations:City King St.

Prerequisites:Nil.

Description:This unit describes the performance outcomes, skills and knowledge required to provide facial treatments to meet client needs. It requires the ability to establish priorities with clients, synthesise knowledge of anatomy and physiology, skin science, cosmetic chemistry and nutrition, and to design and provide facial routines and advice on products and protection of facial skin. Facials can be a single treatment or form part of a series of treatments. The unit applies to beauty therapists who work in beauty salons and spas. In this environment they are part of a team but make independent treatment decisions.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communicate, follow and adjust treatment plans to provide six safe and appropriate facial treatments to clients with certain skin types and conditions; - design a series of four treatments and product recommendations for three of these clients to address client priorities; - recognise contraindications, skin diseases and disorders relevant to facials and products; - explain to each client as appropriate the development of skin conditions and the benefits and limitations of facial treatments; - provide facial treatments; - design and provide facial treatments; - vary repetition, rhythm and variation of massage movements to adapt to client needs; - design, record and maintain treatment plans and records for each client; - present self, according to organisational policy; - comply with health and hygiene regulations and requirements, and; - clean, prepare and maintain treatment area according to organisational policy. Students will also be expected to demonstrate the following knowledge: - federal, state or territory and local health, hygiene and skin penetration regulations and requirements relevant to facial treatments; - organisational policies and procedures relevant to facial treatments; - legal and insurance liabilities and responsibilities regarding treatments; - scope of practice; - factors likely to affect suitability of treatment for client; - effects and benefits of two comprehensive and professional skin care ranges; - effects and benefits of each stage of facial on the physical structure of the skin; - position and action of superficial muscles in the face, throat and chest; - interdependence of body systems and their relationship to a healthy body and skin; - basic nutrition guidelines and relationship between nutrition and healthy skin; - foods which may have an effect on the skin or are contraindicated when using specific products; - skin anatomy; - function and role of skin; - structure and distribution of skin glands; - production, composition, functions and control of skin gland secretions; - appearance and characteristics of skin types; - normal body flora; - electromagnetic spectrum and effect of light on skin; - physiological basis of skin colour; - relationship between skin type, minimal erythema dose, skin protection factor and sunscreen use; - Fitzpatrick skin types; - skin as a sense organ; - function, formation and behaviour of major skin chemicals; - growth, development, ageing and healing of human skin; - normal skin responses to irritation and trauma; - skin conditions; - trans-epidermal water loss; - differences between therapeutic, cosmetic and 'cosmeceutical' products; - concepts of cosmetic chemistry, and; - contraindications to specific cosmetic formulations and ingredients identified in product information.

SHBBFAS003 Provide specialised facial treatments

Locations: City King St.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to provide specialised facial treatments incorporating the use of ultrasonic, direct current, high frequency and micro current devices. It requires the ability to establish priorities with clients and synthesise knowledge of skin, performance of electrical machines and allied cosmetic products, and to design and provide treatments to address specific skin types and conditions. Not all equipment is used in each specialised facial treatment. Specialised facials can be a single treatment or form part of a series of treatments. This unit applies to beauty therapists who work in beauty therapy salons. In this environment they work in a team but make independent treatment decisions.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each

unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communicate, follow and adjust treatment plans to provide six safe and appropriate specialised facial treatments to clients; - design a sequence of four treatments and product recommendations for three of these clients to address client priorities; - recognise contraindications, skin diseases and disorders relevant to each device listed in the Assessment conditions and to allied cosmetic products; - demonstrate correct and safe application techniques; - design, record and maintain treatment plans and records for each client; - treat clients effectively and minimise skin reactions; - identify risk situations that cause short or overloaded circuits and take remedial action; - present self, according to organisational policy; - comply with health and hygiene regulations and requirements, and; - clean, prepare and maintain treatment area according to organisational policy. Students will also be expected to demonstrate the following knowledge: - federal, state or territory and local health, hygiene and skin penetration regulations and requirements relevant to specialised facial treatments; - organisational policies and procedures relevant to specialised facial treatments; - manufacturer instructions for use of electrical equipment; - legal and insurance liabilities and responsibilities in regard to treatments and use of electrical equipment; - scope of practice; - factors likely to affect suitability of treatment for client; - effects and benefits of two comprehensive and professional skin care ranges and their relationship to each device used; - effects and benefits on the physical structure of skin; - interdependence of body systems and their relationship to a healthy body and skin; - nutritional composition of food; - nutrition guidelines and relationship between nutrition and healthy skin; - foods which may have an effect on the skin or are contraindicated when using specific products; - skin anatomy and physiology; - structure, function and distribution of skin glands; - production, composition, functions and control of skin gland secretions; - appearance and characteristics of skin types; - electromagnetic spectrum and effect of light on skin; - physiological basis of skin colour; - relationship between skin type, minimal erythema dose, skin protection factor and sunscreen use; - Fitzpatrick skin types; - skin as a sense organ and relationship to each device used; - function, formation and behaviour of major skin chemicals; - growth, development, ageing and healing of human skin; - normal skin responses to irritation and trauma; - genetics of skin disorders; - trans-epidermal water loss, and; - absorption and relationship to skin treatments and products.

SHBBHRS001 Provide waxing services

Locations: Footscray Nicholson, City King St.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to provide waxing services to remove unwanted facial and body hair. It requires the ability to consult with clients to select suitable wax products to provide waxing services. The waxing service can be a single service or form part of a series of services. This unit applies to beauticians and beauty therapists who work in beauty or hair removal salons. In this environment they work as part of a team and make independent decisions within a defined range.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting

of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communicate, follow and adjust treatment plans to provide six waxing services to clients for face and body; - design, record and maintain treatment plans and records for each of these clients; - provide hot and strip waxing treatments that demonstrate appropriate techniques; - present self, according to organisational policy; - comply with health and hygiene regulations and requirements, and; - clean, prepare and maintain service area according to organisational policy. Students will also be expected to demonstrate the following knowledge: - state or territory and local health, hygiene and skin penetration regulations and requirements relevant to the provision of waxing services; - infectious disease transmission routes and prevention of infection transmission as it relates to waxing services; - infection control procedures and application of standard precautions as they apply to the provision of waxing services; - organisational policies and procedures relevant to waxing services; - scope of practice; - structural and cellular features of hair and hair follicles; - hair growth cycle stages and relationship to hair removal; - hair types; - factors effecting hair growth; - alternative progressive hair removal methods; - infra-red and hair-retarding products used in conjunction with waxing procedures; - progressive permanent hair removal methods; - function and action of wax ingredients; - effects and application of wax types; - effects and application of hair removal procedures; - contraindications that prevent treatment or require clearance from a medical professional to proceed; - adverse effects from waxing treatments and appropriate actions; - function and action of after wax products; - sustainable operating procedures for the conservation of product, water and power, and; - aftercare advice, products and future treatments to maintain client treatment objectives.

SHBBHRS004 Provide hair reduction treatments using electrical currents

Locations:City King St.

Prerequisites:SHBBINFO01 - Maintain infection control standards

Description:This unit describes the performance outcomes, skills and knowledge required to use electrolysis to remove unwanted hair from the face and body. It requires the ability to establish priorities with clients, synthesise knowledge of skin and hair biology and electric currents, and to design and provide effective hair removal treatments. Treatment outcomes are usually achieved over a program that involves multiple individual treatments. This unit applies to beauty therapists who work in beauty and hair removal salons. In this environment they exercise judgement in planning and providing an appropriate treatment; demonstrate maturity and confidentiality in their client interactions; and apply knowledge of a range of hair removal methods.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communicate, follow and adjust treatment plans to provide four hair reduction treatments with electrical current causing minimal skin reactions for clients; - provide consecutive electrical epilation treatments for two of the clients as required to achieve treatment objectives; - treat the following hair types: terminal; vellus; blonde, gray and dark hair colours; - design, record and maintain treatment plans and records for each of these clients; -

demonstrate correct use of the following equipment in hair reduction treatments; - demonstrate the following probe insertion techniques for different follicle types; - present self, according to organisational policy; - apply health, hygiene and skin penetration regulations and requirements, and; - clean, prepare and maintain service area according to organisational policy. Students will also be expected to demonstrate the following knowledge: - state or territory and local health, hygiene and skin penetration regulations and requirements relevant to providing hair reduction treatments using electrical currents; - infectious disease transmission routes and prevention of infection transmission; - infection control procedures and application of standard precautions; - definitions and methods of cleaning, disinfection and sterilisation; - organisational policies and procedures relevant to the provision of hair reduction treatments using electrical currents; - legal and insurance liabilities and responsibilities regarding treatments; - scope of practice; - factors that affect treatment planning and client suitability for treatment; - effects, benefits, risks and indications for thermolysis, galvanic and blend methods; - pilosebaceous unit; - hair structure and growth and its relationship to hair removal treatments; - interdependence of body systems and their relationship to a healthy body and skin; - cross section of skin; - structure, function and distribution of skin glands; - production, composition, functions and control of skin gland secretions; - appearance and characteristics of skin types; - normal skin responses to irritation and trauma; - phases of skin growth, cell renewal, wound healing and factors affecting epidermal mitosis; - origin and evolution of hypertrophic, keloid scars and abnormal scar tissue; - genetics of skin disorders; - physical appearance of the following and their relationship to hair removal using electrical equipment; - typical medical treatments, medications and side effects relevant to hair reduction treatments using electrical current; - principles and properties of electrical currents and the technology used in hair reduction; - principles and processes of direct and alternating currents, and; - safe practices and management when using electrical currents.

SHBBINFO01 Maintain infection control standards

Locations:City King St.

Prerequisites:Nil.

Description:This unit describes the performance outcomes, skills and knowledge required to maintain infection control during skin penetration treatments and to review clinic compliance with the applicable state or territory and local council requirements. It requires the ability to identify, manage and control infection risks to clients, self and work colleagues. This unit applies to beauty therapists who work in beauty therapy salons, clinics or in cosmetic medical clinics. These therapists work autonomously and make independent treatment decisions.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - integrate the maintenance of infection control with skin penetration technical skills that individually or in combination demonstrate: identification of potential cross contamination risks, protecting self and client from infection risks; choosing and using appropriate cleaning, disinfection and sterilising procedures for instruments, equipment and equipment attachments and work surfaces correct steriliser operation procedures, and; - provide a written review of workplace compliance with relevant state or

territory and local council laws, regulations and requirements relating to beauty treatments and skin penetration. Students will also be expected to demonstrate the following knowledge: - Australian standards AS/NZS4815 and 4187 relating to infection control in office based health care facilities; - relevant state or territory legislation and guidelines relating to infection control procedures for skin penetration treatments; - local council requirements for beauty salons offering skin penetration treatments; - organisational policy and procedures relating to infection control; - legal responsibilities in relation to infection control, sterilising, registration or business licensing, conduct of occupation, and maintenance of premises relevant to role; - standard and additional precautions as defined by the National Health and Medical Research Council (NHMRC); - industry codes of practice; - aetiology of infection; - sources of infection and means of transmission; - risk management in relation to infection control; - procedures and practices that support infection control measures and prevent infection transmission; - cleaning, disinfection and sterilising procedures; - procedures for responding to spills; - needle stick or sharps injury procedures for notification and response; - impact of premises layout and workflow on infection control risks; - manufacturer instructions in relation to cleaning, disinfecting and sterilising equipment and products; - risk management process for identifying treatment infection control risks, and; - workplace infection control risks.

SHBBMU001 Apply eyelash extensions

Locations: Footscray Nicholson, City King St.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to apply eyelash extensions for added length and thickness of natural lashes to meet client needs. It requires the ability to consult with clients, select suitable products and equipment to apply, in-fill, and remove damaged eyelash extensions. Applying eyelash extensions can be an individual service or form part of a series of services. This unit applies to beauty therapists, retail assistants, and make-up freelancers who work in beauty salons, retail cosmetic outlets, and settings that provide make-up services. In this environment they make routine service decisions within a defined range.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communicate, develop and adjust treatment plan to apply safe and appropriate eyelash extensions suitable for the following client treatment objectives: two full-set applications, each set consisting of a minimum of forty eyelash extensions per eye; two in-fill services, and; two removal services; - design and provide treatment routines that demonstrate correct: patch testing; selection and application of eyelash extensions type, and; eyelash extension application to suit client eye shape and facial features; - design, record and maintain treatment plans and records for each eyelash extension treatment for each client; - present self, according to organisational policy, and; - comply with health and hygiene regulations and requirements. Students will also be expected to demonstrate the following knowledge: - state or territory and local health and hygiene regulations and requirements relevant to eyelash extension services; - organisational policies and procedures relevant to eyelash extension services; - legal and insurance liabilities and responsibilities regarding eyelash extension services; - scope of practice; - the impact

of eye shapes on eyelash extensions; - effects and benefits of eyelash extensions; - natural eyelash growth rate and stages of hair growth cycle; - advantages and disadvantages of a range of eyelash extensions; - differences between different types of eyelash extension; - advantages of using different tweezers; - selection criteria and application of eyelash extension type; - benefits and effects of different types of adhesives; - contraindications that prevent or restrict eyelash services, and their relationship to the service; - sustainable operating procedures for the conservation of product, water and power, and; - aftercare advice, products and future treatments to maintain eyelash extensions.

SHBBMU002 Design and apply make-up

Locations: City King St.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to apply facial make-up products for day, evening or special occasions. It requires the ability to consult with clients, analyse face and skin, and to demonstrate and apply make-up products to suit client needs or make-up brief. This unit applies to beauty therapists, retail assistants, and make-up freelancers who work in beauty salons, retail cosmetic outlets, and settings that provide make-up services. In this environment they make routine service decisions within a defined range and have knowledge and skills of a variety of make-up products and application techniques.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communicate, develop and adjust make-up plan to apply safe and appropriate make-up for the following client requirements: two different day events; two different evening events, and; three different skin colours or ethnic backgrounds of varying ages; - design and record make-up plan for each client specifying details of: areas requiring corrective make-up; client image and occasion; colour analysis and design; contraindications to make-up services; facial shape; highlighting and shading; products and application techniques, and; skin types and conditions; - demonstrate safe and correct use of the following make-up products: blushes; cleansers; concealers; eye shadows; eyeliners; false lashes; liquid and solid foundations; lip gloss; highlighters; lip liners; lipsticks; mascaras; pencils; powders; pre-make-up stabilisers or primers, and; skin care; - present self, according to organisational policy; - manage product quantities to avoid waste of consumables, and; - comply with health and hygiene regulations and requirements. Students will also be expected to demonstrate the following knowledge: - state or territory and local health and hygiene regulatory requirements relevant to make-up services; - organisational policies and procedures relevant to make-up services; - operator's legal and insurance liabilities and responsibilities regarding application of make-up; - scope of practice; - factors which influence the application of make-up; - appearance of the following common skin types and conditions and their relationship to make-up services: oily/lipid; dry/alipid/lipid dry, and; diffused red; - contraindications that prevent or restrict make-up services and their relationship to make-up services; - common ingredients in make-up products and their effects on skin and appearance; - chemical formulations of: eyeliners; eyeshadows; facial powder; foundations; lipsticks, and; mascara; - colours in cosmetics; - effects created by application of specific make-up products and colour

application techniques; - selection, care and infection control for make-up tools and equipment; - sustainable operating procedures for the conservation of product, water and power, and; - aftercare advice and products to maintain and remove make-up application.

SHBBMU003 Design and apply make-up for photography

Locations:City Flinders, City King St.

Prerequisites:Nil.

Description:This unit describes the performance outcomes, skills and knowledge required to design and apply make-up for photographic shoots in natural and artificial light. It requires the ability to select products and tools to apply photographic make-up in response to a brief from a client or stylist engaged in a photo shoot. This unit applies to beauty therapists and make-up artists who work in beauty salons, make-up studios and photography shoot settings requiring make-up services. In this environment they work as part of the creative team, make informed creative decisions and have knowledge and skills across a range of specialised make-up products and application techniques.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communicate, follow and adjust make-up plan to apply safe and appropriate make-up in three of following photography contexts: business; wedding; fashion; commercial, and; catwalk; - demonstrate make-up applications suitable for: artificial light; natural light, and; studio conditions; - provide make-up services for print outcomes; - design and record make-up plans for each client; - present self, according to organisational policy; - manage product quantities to avoid waste of consumables, and; - comply with health and hygiene regulations and requirements. Students will also be expected to demonstrate the following knowledge: - state or territory and local health and hygiene regulation and requirements relevant to make-up services; - organisational policies and procedures relevant to make-up services; - legal and insurance liabilities and responsibilities regarding make-up services; - scope of practice; - contraindications and their relationship to photographic make-up services; - photographic make-up principles; - operation of production environments and settings and how to effectively and professionally work within these environments; - appearance of common skin types and conditions and their relationship to photographic make-up services; - selection, care and infection control for photographic make-up equipment, products and tools; - effect of changes created by: specific make-up products and colour application techniques, and; lighting and how make-up colours appear on screen, and; - sustainable operating procedures for the conservation of product, water and power.

SHBBMU004 Design and apply remedial camouflage make-up

Locations:City King St.

Prerequisites:Nil.

Description:This unit describes the performance outcomes, skills and knowledge required to apply specialised make-up products to disguise skin imperfections on the face and body. It requires the ability to consult with clients, select products and equipment, and apply camouflage make-up to disguise the appearance of blemishes, birthmarks and scars. This unit applies to beauty therapists and make-up artists who

work in beauty salons and make-up studios and as freelancers. In this environment they work as part of a team but make independent treatment decisions and have knowledge across a range of specialised make-up products and application techniques.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communicate, develop and adjust camouflage make-up plans and apply safe and appropriate remedial camouflage make-ups for three clients with differing face and body remedial camouflage objectives design and record camouflage make-up plans for each client above specifying details of: areas and condition requiring camouflage make-up techniques; client requirements and concerns; colour analysis and design; contraindications to make-up services; products and application techniques, and; skin types and conditions; - present self, according to organisational policy; - manage product quantities to avoid waste of consumables, and; - comply with health and hygiene regulations and requirements. Students will also be expected to demonstrate the following knowledge: - state or territory and local health and hygiene regulations and requirements relevant to make-up services; - organisational policies and procedures relevant to make-up services; - legal and insurance liabilities and responsibilities regarding make-up services; - scope of practice; - factors which influence the application of remedial camouflage make-up; - appearance of the following that may require remedial camouflage make-up; - contraindications, that prevent or restrict make-up services, and their relationship to make-up services; - appearance of the following common skin types and conditions and their relationship to make-up services; - chemical ingredients and pigments in make-up products and their effects on skin; - effects created by application of specific make-up products and colour application techniques; - range of camouflage make-up products used to achieve remedial make-up; - sustainable operating procedures for the conservation of product, water and power, and; - aftercare advice and products to maintain and remove make-up applications.

SHBBMU005 Apply airbrushed make-up

Locations:City King St.

Prerequisites:Nil.

Description:This unit describes the performance outcomes, skills and knowledge required to apply airbrushed make-up for face or body. It requires the ability to prepare the work area, consult with clients, select make-up products and equipment, and apply airbrushed make-up. This unit applies to beauticians and make-up artists who work in beauty salons and make-up studios and as freelancers. In this environment they may work as part of a team or autonomously. They have knowledge and skills across a range of airbrush make-up products, application techniques, and airbrush equipment.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting

of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communicate, follow and adjust make-up plan to provide safe and appropriate airbrush make-up for at least five different clients suitable for the following established client make-up objectives: day; evening; mature skin; tattoo, or bruise coverage, and; fantasy make-up for face or body; - design and record make-up plan for each client specifying details of: areas requiring corrective make-up; client image and occasion; colour analysis and design; contraindications to make-up services; facial shape; highlighting and shading; products and application techniques, and; skin types and conditions; - operate airbrush gun and compressor to demonstrate the following airbrushing techniques and precautions: free-hand and stencils; circular movements; long brush stroke; avoid splatter; avoid excess product application; increase and decrease compressor pressure for optimal and safe make-up application, and; adjust spray patterns based on distance to client's skin; - maintain airbrush gun through cleaning and maintenance according to manufacturer instructions; - manage product quantities to avoid waste of consumables; - present self, according to organisational policy, and; - comply with health and hygiene regulations and requirements. Students will also be expected to demonstrate the following knowledge: - state or territory and local health and hygiene regulations and requirements relevant to make-up services; - organisational policies and procedures relevant to make-up services; - legal and insurance liabilities and responsibilities regarding make-up services; - scope of practice; - benefits and uses of airbrush make-up application; - contraindications, that prevent or restrict make-up services, and their relationship to make-up services; - appearance of the following common skin types and conditions and their relationship to make-up services; - factors which influence the application of make-up; - common ingredients in airbrush make-up products and their effects on skin; - effects created by application of specific make-up products and colour application techniques; - types of airbrushing equipment; - sustainable operating procedures for the conservation of product, water and power, and; - aftercare advice and products to maintain and remove make-up applications.

SHBBMU006 Design and apply creative make-up

Locations: Footscray Nicholson, City King St.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to respond to a client brief to design and apply make-up for specialised looks that use creative design and application of make-up. It requires the ability to refine a brief with a client and then research, design, trial and apply a creative make-up. This unit applies to make-up artists who work in make-up studios and as freelancers. In this environment they may work as part of a team or autonomously but they make independent creative decisions. They have knowledge and skills of a range of make-up products and specialised make-up application techniques.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - develop a portfolio of visual images that provide creative ideas for each of the following make-up designs: fashion or catwalk, period, fantasy and entertainment; - follow client briefs to design and trial three creative make-up plans and then apply finalised make-up for three of the

following themes: avant-garde, fashion, period or decade, fantasy and entertainment; - design and record make-up plan for each client above specifying details of: make-up theme or occasion; areas requiring corrective make-up; contraindications; desired client image; colour analysis and design; contraindications to make-up services; facial shape; highlighting and shading; products and application techniques, and; skin types and conditions; - manage product quantities to avoid waste of consumables, and; - comply with health and hygiene regulations and requirements. Students will also be expected to demonstrate the following knowledge: - state or territory and local health and hygiene regulations and requirements relevant to make-up services; - organisational policies and procedures relevant to make-up services; - legal and insurance liabilities and responsibilities regarding make-up services; - scope of practice; - contemporary creative make-up products, equipment and application techniques; - sources of visual images to inform creative design; - the role of make-up in completing image and looks; - colour wheel theory; - colour value and tone; - skin tones and undertones; - products used for creative make-up; - light and its effects on make-up; - skin types; - facial shapes and their relationship to the make-up design; - body shapes and their relationship to make-up design; - effects created with make-up products; - contraindications to make-up services; - symptoms of allergies to products; - sustainable operating procedures for the conservation of product, water and power, and; - aftercare advice and products to maintain and remove make-up applications.

SHBBNLS001 Provide manicure and pedicure services

Locations: Footscray Nicholson, City King St.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to provide services and advice to clients requiring hand, foot and nail care. It requires the ability to recognise relevant contraindications and conditions, to understand the structure and function of hands, feet and nails and the effects of treatments and products, and to select and provide services and advice to meet the objectives of the client. The services and advice can be on an individual basis or form part of a series of services. This unit applies to workers in beauty and nail salons, and spas. In this environment they make routine service decisions within a defined range but are responsible for the selection and provision of services to clients.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communicate, follow and adjust treatment plans to provide six safe and appropriate manicure and pedicure treatments to clients suitable for the established client treatment objective; - design, record and maintain treatment plans and records for each client; - provide manicure and pedicure treatments for each client that demonstrate appropriate selection and application of: buffing; callous removal; coloured nail varnish application; cuticle care; exfoliation; French polish application; mask; massage hands and feet using different massage movements; - recognise contraindications listed in Knowledge Evidence and list relevant practitioners for client referral; - recognise skin and nail conditions and recommend treating products and home care routines; - present self, according to organisational policy, and; - comply with health and hygiene regulations and requirements. Students will also be expected to demonstrate the following

knowledge: - state or territory and local council health and hygiene regulations and requirements relevant to providing manicure and pedicure services; - organisational policies and procedures relevant to the provision of manicure and pedicure services; - scope of practice as it applies to manicure and pedicure services; - appearance and gross anatomy of skin surrounding natural nail; - anatomy and physiology of nails; - anatomy and physiology of lower arms and hands; - anatomy and physiology of lower legs and feet; - skin and nail conditions which modify treatment and their relationship to nail services; - contraindications which prevent treatment or require referral to health practitioners and relationship to manicure and pedicure services; - specialised nail products properties, chemical components, and their effects on nails and skin; - adverse reactions to nail products; - pH range of human skin, nails and manicure and pedicure treatment products; - sustainable operating procedures for the conservation of product, water and power, and; - aftercare advice, products and future services to maintain hand, foot and nail care.

SHBBNLS004 Apply nail art

Locations:Footscray Nicholson, City King St.

Prerequisites:Nil.

Description:This unit describes the performance outcomes, skills and knowledge required to apply a range of nail art designs. It requires the ability to consult with clients, select suitable products and techniques, and apply hand painted designs, decals, or jewellery for finger or toe nails. The nail art service can be an individual service or form part of a series of services. This unit applies to nail technicians and beauticians in beauty and nail salons. In this environment they make routine service decisions within a defined range and have knowledge and skills of a variety of nail art products and application techniques.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communicate, follow and adjust service plans and provide six safe and appropriate quality nail services for clients that demonstrate: decals, hand painted designs, nail coverings, jewellery (diamantes, studs and charms), and marble nail art; - provide nail art maintenance service for three of these clients that includes: nail art top coat or sealant, retouching, and repair; - design and record nail art plans for each client specifying details of adverse reactions, after-care advice, areas requiring special treatment, client feedback, colours and jewellery used, contraindications, design, nails analysis, range and variety of nail art, and tools and equipment; - present self, according to organisational policy, and; - comply with health and hygiene regulations and requirements. Students will also be expected to demonstrate the following knowledge: - state or territory and local health and hygiene regulations and requirements relevant to nail art services; - organisational policies and procedures relevant to nail art services; - scope of practice as it applies to nail art services; - appearance and gross anatomy of skin and nails; - growth, shape, and functions of nails; - contraindications which prevent treatment or require referral to health practitioners and relationship to nail art services; - appearance of skin and nail disorders and relationship to nail art services; - effect of changes created by complementary nail shapes and nail art designs; - effects and benefits of organisation range of nail art products; - ingredients and effects of products used for nail art; - care

and cleaning requirements for nail art equipment, implements and service area; - adverse effects of nail art products; - data safety sheet requirements, location and use in salon; - sustainable operating procedures for the conservation of product, water and power, and; - aftercare advice, products and future services to maintain nail art.

SHBBRES001 Research and apply beauty industry information

Locations:Footscray Nicholson, City King St.

Prerequisites:Nil.

Description:This unit describes the performance outcomes, skills and knowledge required to access information and update knowledge of the beauty industry and relevant industry legislation. It requires the ability to research beauty industry trends, and its relationship to other industries, and how beauty therapists can use this information to enhance own work performance. This unit applies to beauticians, nail technicians, make-up artists and retail cosmetic assistants who work in beauty and nail salons and in beauty retail outlets. In this environment they make routine decisions within a defined range but are expected to be up-to-date with industry trends.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - access and interpret information to update knowledge of the beauty industry from the following sources: industry associations, and; trade magazines; - source and interpret information on the following from the above sources, and share with colleagues to improve knowledge of the beauty industry, current trends and workplace requirements: career opportunities within the industry; environmental issues and requirements; industrial relations issues; industry expectations of employees; industry working conditions; relationship between other related industries; new products, technology, techniques and services, and; work ethic required to work in the industry, and; - source plain English information on federal, state or territory, or local council legislation, regulations and requirements, and ethical issues as they relate to working in the beauty industry for each of the following: consumer protection and trade practices; duty of care; hygiene, and; work health and safety. Students will also be expected to demonstrate the following knowledge: - sources of information on the beauty industry relevant to own work activities; - career pathways within the beauty industry; - relationships between the beauty industry and other related industries; - industry expected work ethic and expectations of employees in the beauty industry; - role, services and support provided by trade unions, employer groups and professional associations relevant to own work in the beauty industry; - environmental responsibilities of businesses and employees in the beauty industry in relation to own practice; - legal and ethical issues applicable to own day-to-day work activities in the beauty industry as detailed in organisational procedures and processes, and; - purpose and impact on self, colleagues, and day-to-day work activities in the beauty industry of key applicable requirements of federal, and state or territory legislation and regulations. .

SHBBSPA001 Work in a spa therapies framework

Locations:City King St.

Prerequisites:Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to promote spa treatments and create and maintain a spa services environment. It requires the ability to prepare spa work areas, recommend suitable spa therapies to clients, monitor the spa environment, complete shutdown of treatment rooms and equipment, and promote environmentally sound spa practices. This unit applies to beauty and spa therapists who work in day, destination and resort spas. In this environment they work in a team but are responsible for individual client recommendations and for maintenance of the spa area.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - integrate spa technical skills and work in a spa services environment for a minimum of six, three hour work periods that individually or in combination, demonstrate: preparing, cleaning and shut down of: steam equipment; hydro tub; Vichy shower, or wet table, or spa capsule; hot towel cabinets; wet areas; testing water and chemical levels; maintaining lighting, temperature, spa environment and spa etiquette to ensure spa ambience; monitoring environmental impacts of a spa environment and identifying opportunities for reducing environmental impacts; - select, sequence, and promote to four different clients: wet treatments; steam room; hydro tub; Vichy shower, or wet table, or spa capsule; dry treatments; body exfoliation; body wraps; massage, and; - present self according to organisational policy. Students will also be expected to demonstrate the following knowledge: - state or territory and local health and hygiene regulations and requirements relevant to providing spa treatments; - organisational policies and procedures relevant to providing spa therapies; - legal and insurance liabilities and responsibilities regarding spas and spa therapies; - definition of spa; - spa history and development; - detailed knowledge of the features and benefits of wet and dry room therapies; - properties of water; - characteristics of water; - chemical properties of water; - Spa behaviour of water under different conditions; - benefits of water in spa treatments; - chemicals appropriate to spa environment to maintain water hygiene; - water hygiene; - efficient and sustainable procedures for water supply; - definition of signature treatments; - management of adverse reactions to spa treatments, and; - factors that contribute to spa ambience.

SHBBSPA002 Provide spa therapies

Locations: City King St.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to provide wet and dry spa therapies to meet client needs. It requires the ability to consult with clients, and select, provide and review hydrotherapy, wraps, herbal packs, sauna and other signature spa treatments. Spa therapies can be an individual treatment or form part of a sequenced series of treatments. This unit applies to beauty and spa therapists who work in day, destination and resort spas. In this environment they work in a team but make independent treatment decisions and have knowledge across a range of spa products and treatments.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge

and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communicate, follow and adjust treatment plan to provide six safe and appropriate spa treatments for different clients selecting treatments suitable for the established client treatment objectives; - design, record and maintain treatment plans for each client specifying details of: contraindications; spa treatments; routine and sequence; outcomes of previous and current treatment; post treatment information and advice; products used, relevant medical history and medication; treatment duration and future treatment recommendations; treatment objectives; client feedback; - maintain the spa environment before, during and after each treatment; - recognise and manage contraindications and adverse effects to treatment as listed in knowledge evidence; - present self, according to organisational policy, and; - provide aftercare advice and suggest complementary products and treatments to maintain client spa treatment objectives. Students will also be expected to demonstrate the following knowledge: - state or territory and local health and hygiene regulations and requirements relevant to providing spa therapies; - organisation policies and procedures relevant to providing spa therapies; - legal and insurance liabilities and responsibilities regarding spa treatments; - scope of practice; - anatomy and physiology of the skin and body as they relate to spa therapies; - features, benefits and application of each type of wet and dry room spa therapies; - ingredients of organisation spa treatment products and their effect on skin; - contraindications that prevent or restrict treatment or require clearance from a medical professional to proceed and relationship to spa treatments; - adverse effects to spa treatments and products and appropriate remedial action; - basic nutrition and relationship to healthy skin and body; - mode of administration; - sustainable operating procedures for the conservation of product, water and power, and; - aftercare advice, products and future treatments relevant to spa therapies.

SHBBSPA003 Provide stone therapy massages

Locations: City King St.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to provide full body massages with hot and cold stones. It requires the ability to establish priorities with clients, and synthesise knowledge of anatomy and physiology, skin science and lifestyle factors to select pre-heated stones, design massage and provide the treatment. Stone massage therapy can be an individual treatment or form part of a series of treatments. This unit applies to beauty and spa therapists who work in day, destination and resort spas and beauty salons. In this environment they work in a team but are responsible for individual client recommendations and treatment.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communicate, follow and adjust treatment plans to provide six safe and appropriate stone therapy massages for clients of differing height, weight and age; - design, record and update treatment

plans and records for each client using correct anatomical terminology; - maintain temperature of stones to suit each client's temperature tolerance; - sequence stone therapy routine to maximise benefits for each client; - adapt massage routine to stone therapy and each client needs; - present self, according to organisational policy, and; - comply with health and hygiene regulations and requirements. Students will also be expected to demonstrate the following knowledge: - state or territory and local health and hygiene regulations and requirements relevant to providing stone therapy massages; - organisational policies and procedures relevant to providing stone therapy massages; - legal and insurance liabilities and responsibilities regarding stone therapy massages; - scope of practice; - factors likely to affect suitability of treatments for client needs; - effects and benefits of: each type of massage movement and technique; each type of stone; variations in stone temperature; stone placement and sequencing; - effects of stone therapy on body systems; - common disorders of body systems and their relationship to stone therapy massage; - interdependence of body systems and their relationship to a healthy body and skin; - position of major bones; - position and action of superficial muscles; - postural and skeletal abnormalities; - gross skin anatomy and physiology and differences in skin depending on body location; - role of skin; - skin as a sense organ; - history of stone therapy massage; - properties of different materials for stones; - contraindications that prevent or restrict treatment or require clearance from a medical professional to proceed and relationship to stone therapy massage; - lifestyle factors and benefits of lifestyle changes; - sustainable operating procedures for the conservation of product, water and power, and; - effects and benefits of aftercare advice, products and future treatments to maintain client stone therapy massage objectives.

SHBBSPA004 Provide Indian head massages for relaxation

Locations: Footscray Park, Footscray Nicholson, City King St.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to provide Indian head massage as part of a spa program. It requires the ability to consult with clients, plan massage routine and massage arms, neck, shoulders, scalp and face. Indian head massage can be an individual treatment or form part of a series of treatments. This unit applies to beauty and spa therapists who work in day, destination and resort spas and beauty salons. In this environment they operate with some level of autonomy or under limited supervision.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communicate, follow and adjust treatment plans to provide six safe and appropriate Indian head massages for different clients; - provide Indian head massage to treat each of the following areas as appropriate to the above clients: arms, face, neck, primary chakra areas, scalp and shoulders; - design, record and update treatment plans and records for each client using correct anatomical terminology and specifying details of: client feedback, contraindications and conditions; massage routines, outcomes of previous and current treatment; post treatment lifestyle and product advice; products used; recommended future treatments; relevant medical history and medication; treatment duration, areas treated and areas not treated; treatment objectives; - design and provide treatment routines that demonstrate appropriate selection, application and modification of the

following massage movements: effleurage; petrissage; Marma point; tapotement; vibration; - present self, according to organisational policy, and; - comply with health and hygiene regulations and requirements. Students will also be expected to demonstrate the following knowledge: - state or territory and local health and hygiene regulations and requirements relevant to providing massage treatments; - organisational policies and procedures relevant to providing massage treatments; - legal and insurance liabilities and responsibilities regarding treatments; - scope of practice; - factors likely to affect suitability of treatments for client needs; - history, origins, and traditions of Indian head massage; - features, benefits and effects of Indian head massage; - principles of body, mind and spiritual wellness; - basic aspects of Ayurveda and Ayurvedic bodywork; - Marma points application/major chakra areas as they relate to Indian head massage; - benefits of continuous treatments; - effects and benefits of Indian head massage on body systems; - common disorders of body systems and their relationship to Indian head massage; - contraindications that prevent or restrict treatment or require clearance from a Medical professional to proceed and relationship to Indian head treatments; - adverse effects to Indian Head massage and appropriate remedial action; - lifestyle factors and benefits of lifestyle changes; - sustainable operating procedures for the conservation of product, water and power, and; aftercare advice, products and future treatments to maintain client objectives.

SHHBAS001 Provide shampoo and basin services

Locations: Industry, City King St.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to complete a range of hair services provided at the basin area including pre-service shampoos and treatments, and post treatment removal of residual colour and lightening products.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - integrate health, safety and hygiene practices and procedures into day-to-day basin services work functions across four, three hour work periods; - pre-service shampoo and conditioning; - colour product removal; - bleach product removal; - foils and colour product removal; - application of post colour treatment conditioners, and; - across the work periods, cumulatively use these head massage techniques when shampooing and conditioning: effleurage; petrissage; tapotement. Students will also be expected to demonstrate the following knowledge: - visual characteristics of normal and abnormal hair and scalp conditions; - organisation's basin service products and treatments range; - product purpose; - action on the hair; - application instructions; - processing times; - role and basic content of Safety Data Sheets (SDS) or plain English workplace documents or diagrams that interpret SDS content; - basic aspects of local government, state or territory health regulations for hygiene and infection control at the basin services area; - using gown and towels to protect client clothes; - avoiding product contact with eyes; - monitoring client comfort; - preventing cross-transmission of infection between customers; - work health, safety and hygiene for providing basin services; - using correct posture to avoid fatigue and injury; - avoiding product contact with operator eyes; - preventing cross-transmission of infection during customer contact; - minimising product wastage; - water efficiency, and; - waste

disposal with particular emphasis on environmentally sound disposal methods for hazardous and other waste.

SHHBAS002 Provide head, neck and shoulder massages for relaxation

Locations: Industry, City King St.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to provide relaxing head, neck and shoulder massages prior to other hair services. It requires the ability to use a basic range of massage techniques.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - follow health, safety and hygiene procedures to provide head, neck and shoulder massages to four different clients ensuring services consistently meet client expectations; - choose the following massage techniques as appropriate to the head, neck or shoulder area and cumulatively use these techniques across the suite of services: effleurage; petrissage; tapotement, and; - use these products cumulatively across the suite of services: scalp treatment products; hair treatment products; massage oil. Students will also be expected to demonstrate the following knowledge: - organisation's product range of massage oils, scalp and hair treatments; - product purpose; - action on the scalp and hair; - application instructions; - key features and use of these massage techniques on the head, neck and shoulders: effleurage; friction; petrissage; tapotement; - basic aspects of local government, state or territory health regulations applicable to providing massage services; - using gown and towels to protect client clothes; - monitoring client comfort; - preventing cross-transmission of infection between customers; - work health, safety and hygiene for providing massages; - using correct posture to avoid fatigue and injury; - preventing cross-transmission of infection during customer contact; - minimising wastage of massage mediums, and; - waste disposal with particular emphasis on sound disposal methods for contaminated waste.

SHBHCLS001 Apply hair colour products

Locations: City King St.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to apply a limited range of hair colour products including semi, demi and permanent products for full and re-growth services. This unit applies to salon assistants who work in hairdressing or barber salons under close supervision and with guidance from more experienced or senior hairdressers or barbers. They use little judgement and follow instructions specified by the hairdresser or barber who has completed the client consultation and manages the client service.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

follow instructions correctly from a supervisor to mix and evenly apply these types of hair colour products, and; - provide the following hair colour services cumulatively across the above suite of clients: whole head and re-growth. Students will also be expected to demonstrate the following knowledge: - physical effects, at an overview level, of semi, demi and permanent colour products on hair; - for the products being used: mixing and application instructions; role and basic content of Safety Data Sheets (SDS) or plain English workplace documents or diagrams that interpret SDS content; - basic aspects of local government, state or territory health regulations applicable to providing hair colouring services; - industry practices and organisational procedures for client comfort and safety; - work health and safety for applying hair colour products; - minimising wastage of hair colouring products, and; - waste disposal with particular emphasis on environmentally sound disposal methods for hazardous and other hairdressing waste.

SHBHCLS002 Colour and lighten hair

Locations: Industry, City King St.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge to consult with clients, analyse existing hair colour and condition and provide a range of hair colour and lightening treatments.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - consult with at least nine (9) clients, each with different hair colour and lightening treatment needs, and complete the following treatments consistently to achieve outcomes to client satisfaction: demi-permanent colour for two different clients; semi-permanent colour for two different clients; permanent colour for two different clients; high lift tints for three different clients; - provide the following hair colour services cumulatively across the above suite of clients: whole head; re-growth; - for each client, complete a pre-treatment hair analysis covering the following characteristics to recommend appropriate colouring treatments: natural hair type, texture, porosity, density and elasticity; natural base colour; artificial base colour; hair colour tone; percentage of white hair; presence of lightening agents or artificial hair colour treatments on hair; existing chemical services; skin tone; length of hair; scalp condition, and; - record the following details of the colour service in the history for each client serviced: pre-service hair analysis; contraindications; reaction to skin tests or products; colour or lightening treatment products selected; brand and colour selection; application techniques, processing methods and times; colour and hair condition outcome; recommended home care products. Students will also be expected to demonstrate the following knowledge: - colour wheel and its use in colour selection to achieve warm and cool tones; - key characteristics and interrelationships of the elements and principles of hair design and use in achieving hair colouring and lightening effects; - hair biology, at an elementary level of understanding; - physical effects of chemical products and treatments on the skin; - main structure, functions and role of the skin and glands; - relationship between hair porosity, texture, condition and the success of colour and lightening treatments; - basic concepts of cosmetic chemistry applicable to effective and safe use of colour and lightening products; - elementary level of understanding of the chemical and physical effects on hair structure, texture and colour; - contraindications to using hair colour and lightening products; -

organisation's hair colour and lightening products range; - reasons for selecting different product application methods; - basic aspects of local government, state or territory health regulations applicable to providing hair colouring services, and; - industry practices and organisational procedures.

SHBHCLS003 Provide full and partial head highlighting treatments

Locations: Industry, City King St.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to consult with clients, analyse existing hair colour and condition and provide full and partial head highlighting treatments using foil techniques. It requires the ability to use single or combined colour, high lift tint or bleach products to create highlights, lightened sections of the head or multiple colours in the hair.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - consult with at least eight clients, each with different hair highlighting treatment needs, and complete the treatments detailed below which consistently achieve desired outcome to client satisfaction; - for each client, complete a pre-treatment hair analysis covering the following characteristics to recommend appropriate colouring treatments: natural hair type, texture, porosity, density and elasticity; natural base colour; artificial base colour; hair colour tone; percentage of white hair; presence of lightening agents or artificial hair colour treatments on hair; existing chemical services; skin tone; length of hair; scalp condition; - use at least four of the these types foiling techniques cumulatively across the suite of treatments: coarse, medium or fine woven meshes; spliced meshes; alternated coloured and lightened woven meshes and unwoven natural hair meshes; single or multiple colours and tones; bleached meshes; whole or partial head effects; - use these types of highlighting techniques cumulatively across the suite of treatments: combing and brushing colour or bleach products onto predetermined areas of the hair; colouring and bleaching single strands or meshes; - use these colour treatment products cumulatively across the suite of treatments: bleach products; permanent colour; high lift tints, and; - record the details of the colour service in the history for each client serviced. Students will also be expected to demonstrate the following knowledge: - colour wheel and its use in colour selection to achieve warm and cool tones; - key characteristics and interrelationships of the elements and principles of hair design and their use in achieving hair colouring and lightening effects; - elements of hair design; - principles of hair design; - hair biology, at an elementary level of understanding; - relationship between hair porosity, texture, condition and the success of hair highlighting treatments; - basic concepts of cosmetic chemistry, as they apply to effective and safe use of permanent colour, high lift tints and, and bleach products; - at an elementary level of understanding, the chemical and physical effects on hair structure, texture and colour; - contraindications to using permanent colour, high lift tints and, and bleach products; - organisation's permanent colour, high lift tint and bleach products range; - levels of bleaching; - basic aspects of local government, state or territory health regulations applicable to providing hair colouring services; - industry practices and organisational procedures; - minimising wastage of permanent colour, high lift tints and, and bleach products, and; - waste disposal with particular emphasis on environmentally sound disposal methods for hazardous and other hairdressing waste.

SHBHCLS004 Neutralise unwanted colours and tones

Locations: Industry, City King St.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge to consult with clients, analyse unwanted natural or artificial hair colour and tone, and to select and apply colour correction products to neutralise or change existing base colour and tone.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - consult with at least six (6) clients, each with different colour correction needs, and complete colour correction treatments which consistently achieve target colour and tone results to client satisfaction using these colour correction products cumulatively across the six services provided: colour fillers; permanent colour; porosity equalisers; semi-permanent colour; temporary colour; - for each client, complete a pre-treatment hair analysis covering the following characteristics to recommend appropriate colouring treatments: natural hair type, texture, porosity, density and elasticity; natural base colour; artificial base colour; hair colour tone; percentage of white hair; presence of lightening agents or artificial hair colour treatments on hair; existing chemical services, including metallic based products; skin tone; length of hair; scalp condition, and; - record the following details of the colour service in the history for each client serviced: pre-service hair analysis and colour problem; contraindications; reaction to skin tests or products; colour correction products selected; brand and colour selection; application techniques, processing methods and times; colour and hair condition outcome, and; recommended home care products. Students will also be expected to demonstrate the following knowledge: - colour wheel and its use in colour selection to achieve warm and cool tones; - key characteristics and interrelationships of the elements and principles of hair design and their use in achieving hair colouring effects; - hair biology, at an elementary level of understanding; - relationship between hair porosity, texture, condition and the success of colour treatments; - basic concepts of cosmetic chemistry, as they apply to effective and safe use of colour correction products; - at an elementary level of understanding, the chemical and physical effects on hair structure, texture and colour; - contraindications to using colour correction products; - organisation's colour correction products range; - reasons for selecting different application methods; - basic aspects of local government, state or territory health regulations applicable to providing hair colouring services, and; - industry practices and organisational procedures.

SHBHCLS005 Provide on scalp full head and retouch bleach treatments

Locations: Industry, City King St.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge to consult with clients, analyse existing hair colour and condition and provide on-scalp full head and retouch bleach treatments. It covers bleach treatments to untreated hair and retouch services to maintain already bleached hair.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - consult with at least six (6) clients, each with different bleach treatment needs, and complete these treatments which consistently achieve desired outcomes to client satisfaction: on-scalp full head untreated hair for three different clients, using percentage of peroxide according to manufacturer's instructions; retouch for three different clients, using percentage of peroxide according to manufacturer's instructions; - for each client, complete a pre-treatment hair analysis covering the following characteristics to recommend appropriate bleach treatments: natural hair type, texture, porosity, density and elasticity; natural base colour; artificial base colour; hair colour tone; percentage of white hair; presence of lightening agents or artificial hair colour treatments on hair; existing chemical services; skin tone; length of hair; scalp condition, and; - record the following details of the bleach service in the history for each client serviced: pre-service hair analysis; contraindications; reaction to skin tests or products; bleach treatment products selected; application techniques, processing methods and times; lift, tone and hair condition outcome; recommended home care products. Students will also be expected to demonstrate the following knowledge: - colour wheel and its use in toner selection; - key characteristics and interrelationships of the elements and principles of hair design and their use in achieving hair lightening effects; - hair biology, at an elementary level of understanding; - physical effects of chemical products and treatments on the skin; - main structure, functions and role of the skin and glands; - relationship between hair porosity, texture, condition and the success of bleach treatments; - basic concepts of cosmetic chemistry, as they apply to effective and safe use of bleach products; - at an elementary level of understanding, the chemical and physical effects on hair structure, texture and colour; - contraindications to using bleach products; - organisation's bleach products range; - stages of bleaching; - reasons for selecting different product application methods; - basic aspects of local government, state or territory health regulations applicable to providing hair bleaching services, and; - industry practices and organisational procedures.

SHBHUT001 Design haircut structures

Locations: Industry, City King St.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to develop 2-D visual representations and plans for solid form, graduated and increased and uniform layered haircut structures. This enables hairdressers to visualise the components of finished haircut structures as aids to planning and completing haircuts.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - analyse and interpret finished haircuts of these types: solid form; graduated; increased layered; uniform layered; - for each of the above haircut structures, produce a simple line drawing showing straight and curved design lines and direction of lines for the finished haircut, and; -

for each of the above haircuts produce a haircut plan using a 2-D structural graphic representation showing: interior and exterior design lines; soft or hard lines; starting point of haircut; sectioning and parting patterns; angles of lift in degrees; distribution of hair. Students will also be expected to demonstrate the following knowledge: - basic principles of geometry, angles and shapes as they apply to haircutting; - angles that relate to lines in haircut structures; - meaning of the key terminology for haircuts and how these features are used in the hair cutting process; - shape and structure for these types of haircut structures; - starting point, sectioning and parting patterns and the impact on the finished result for these types of haircut structures; - design guidelines used for these types of haircut structures; - design guideline directions and when these are used; - angles of lift and distribution used for these types of haircut structures, and; - key characteristics and interrelationships of the elements and principles of hair design and their use in creating haircut structures and effects.

SHBHUT002 Create one length or solid haircut structures

Locations: Industry, City King St.

Prerequisites: SHBHUT001 - Design haircut structures

Description: This unit describes the performance outcomes, skills and knowledge required to consult with clients and analyse hair and facial characteristics to design and recommend complementary one length or solid haircuts. It requires the ability to cut hair into one length or solid hair cut structures and to finish hair to shape.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - consult with at least three clients and complete a pre-service analysis covering the following characteristics to create and recommend appropriate one length or solid form hair cut designs: facial features and bone structure; natural hair type; hair texture; hair density; growth patterns; fall and movement, and; - complete one length or solid form haircuts for the above three clients to their satisfaction to include these lengths: above shoulder length; below shoulder length. Students will also be expected to demonstrate the following knowledge: - different facial shapes and one length or solid form haircut designs which best complement particular shapes; - characteristics of the following hair features, how these will impact on finished one length or solid form haircuts and appropriate designs for best outcomes: natural hair types; hair texture; hair movement; natural distribution and growth patterns of hair; - shapes, structure and texture for one length or solid form haircut structures; - starting point, sectioning and parting patterns and the impact on the finished result for one length or solid form haircut structures; - required angle of scissors to base parting to achieve one length or solid form structures; - reasons for using minimum lift and natural fall to achieve one length or solid form haircut structures; - importance of client head position and impact on finished haircut result; - cleaning techniques and uses of cleaning and disinfection products for haircutting equipment; - basic aspects of local government, state or territory health regulations for hygiene and infection control for haircutting services; - industry practices and organisational procedures; - minimising product wastage, and; - waste disposal with particular emphasis on environmentally sound disposal methods for hair waste.

SHBHUT003 Create graduated haircut structures

Locations: Industry, City King St.

Prerequisites:SHBHCU001 - Design haircut structures

Description:This unit describes the performance outcomes, skills and knowledge required to consult with clients and analyse hair and facial characteristics to design and recommend complementary graduated haircuts. It requires the ability to cut hair into graduated hair cut structures and to finish hair to shape.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - consult with at least three (3) clients and complete a pre-service analysis covering the following characteristics to create and recommend appropriate graduated hair cut designs: facial features and bone structure; natural hair type; hair texture; hair density; growth patterns; fall and movement; - complete graduated haircuts for the above three clients to their satisfaction and cumulatively use these cutting techniques across the haircuts completed: blunt cutting; notching; pressure graduation. Students will also be expected to demonstrate the following knowledge: - different facial shapes and graduated haircut designs which best complement particular shapes; - characteristics of the following hair features, how these will impact on finished graduated haircuts and appropriate designs for best outcomes: natural hair types; hair texture; hair movement; natural distribution and growth patterns of hair; - shapes, structure and texture for graduated haircut structures; - starting point, sectioning and parting patterns and the impact on the finished result for graduated haircut structures; - required angle of scissors to base parting to achieve graduated haircut structures; - relationship between angle of fingers, angle of scissors and amount of pressure when using pressure graduation for graduated hair structures; - importance of client head position and impact on finished haircut result; - cleaning techniques and uses of cleaning and disinfection products for haircutting equipment; - basic aspects of local government, state or territory health regulations for hygiene and infection control for haircutting services, and; - industry practices and organisational procedures.

SHBHCU004 Create layered haircut structures

Locations:Industry, City King St.

Prerequisites:SHBHCU001 - Design haircut structures

Description:This unit describes the performance outcomes, skills and knowledge required to consult with clients and analyse hair and facial characteristics to design and recommend complementary layered haircuts. It requires the ability to cut hair into both uniform and increased layered hair cut structures and to finish hair to shape.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - consult with at least three (3) clients and complete a pre-service analysis covering the following characteristics to create and recommend appropriate layered hair cut designs: facial features and bone structure; natural hair type; hair texture; hair density; growth patterns; fall and

movement; - complete layered haircuts for the above three clients to their satisfaction and cumulatively use these cutting techniques across the haircuts completed: blunt cutting; pointing; notching; end tapering with texturising scissors, and; - complete at least one uniform and one increased layered haircut across the suite of clients serviced. Students will also be expected to demonstrate the following knowledge: - different facial shapes and layered haircut designs which best complement particular shapes; - characteristics of the following hair features, how these will impact on finished layered haircuts and appropriate designs for best outcomes: natural hair types; hair texture; hair movement; natural distribution and growth patterns of hair; - shapes, structure and texture for both uniform and increased layered haircut structures; - starting point, sectioning and parting patterns and the impact on the finished result for both uniform and layered haircut structures; - required angle of scissors to base parting to achieve: uniform layering; increased layering; - importance of client head position and impact on finished haircut result; - cleaning techniques and uses of cleaning and disinfection products for haircutting equipment; - basic aspects of local government, state or territory health regulations for hygiene and infection control for haircutting services, and; - industry practices and organisational procedures.

SHBHCU005 Cut hair using over-comb techniques

Locations:Industry, City King St.

Prerequisites:SHBHCU001 - Design haircut structures

Description:This unit describes the performance outcomes, skills and knowledge required to consult with clients and analyse hair and facial characteristics to design, recommend and complete complementary tapered haircuts. It requires the ability to cut hair using scissor-over-comb and clipper-over-comb techniques, to remove bulk, to blend different structures within haircuts and to outline or blend perimeters of haircuts.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - consult with at least six (6) clients and complete a pre-service analysis covering the following characteristics to design and recommend appropriate tapered haircuts: facial features and bone structure; natural hair type; hair texture; hair density; growth patterns; fall and movement; - complete haircuts for the above six clients to their satisfaction and cumulatively achieve these taper effects across the haircut completed: gradation; long; medium; short, and; - create these neckline shapes and lengths cumulatively across the tapered haircuts completed: short, medium and long tapered; square, curved, faded and blended. Students will also be expected to demonstrate the following knowledge: - different facial shapes and haircut designs which best complement particular shapes; - characteristics of the following hair features, how these will impact on finished tapered haircuts and appropriate designs for best outcomes: natural hair types; hair texture; hair movement; natural distribution and growth patterns of hair; - shapes, structure and texture for tapered and layered haircut structures; - starting point, sectioning and parting patterns and the impact on the finished result for tapered and layered haircut structures; - relationship between size of the comb and tapering effects; - maintenance requirements for clippers; when and how to clean, oil and adjust blades; - cleaning techniques and uses of cleaning and disinfection products for haircutting equipment; - basic aspects of local

government, state or territory health regulations for hygiene and infection control for haircutting services, and; - industry practices and organisational procedures.

SHBHCU006 Create combined haircut structures

Locations: Industry, City King St.

Prerequisites: SHBHCU002 - Create one length or solid haircut structures SHBHCU003 - Create graduated haircut structures SHBHCU004 - Create layered haircut structures

Description: This unit describes the performance outcomes, skills and knowledge required to consult with clients and analyse hair and facial characteristics to design, recommend and complete a range of complementary haircuts which combine different structures. The combination may involve two or more different structures which can include solid, graduated and layered structures and those tapered haircuts created using over-comb techniques.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - consult with at least six (6) clients and complete a pre-service analysis covering the following characteristics to design and recommend appropriate haircuts involving structural combinations: facial features and bone structure; natural hair type; hair texture; hair density; growth patterns; fall and movement; - complete haircuts for those six clients to their satisfaction and combine at least two of the following for each haircut completed: solid structures; graduated structures; layered structures; tapered structures; textured areas; straight lines; curved lines; soft lines; hard lines, and; - use at least six of these cutting techniques cumulatively across the haircuts completed: blunt cutting; pointing; notching; slicing; end tapering; strand tapering; scissor-over-comb; clipper-over-comb; razor bevelling, arching and rotation. Students will also be expected to demonstrate the following knowledge: - different facial shapes and combined structured haircut designs which best complement particular shapes; - characteristics of the following hair features, how these will impact on finished haircuts involving structural combinations and appropriate combined structure designs for best outcomes: natural hair types; hair texture; hair movement; natural distribution and growth patterns of hair; - shapes, structure and texture for haircuts that combine two or more haircut structures; - proportional relationships between structures; - starting point, sectioning and parting patterns and the impact on the finished result for haircuts involving structural combinations; - techniques used to create texture and blend haircut structures, and; - industry practices and organisational procedures.

SHBHCU007 Create combined traditional and classic men's haircut structures

Locations: Industry, City King St.

Prerequisites: SHBHCU002 - Create one length or solid haircut structures SHBHCU003 - Create graduated haircut structures SHBHCU004 - Create layered haircut structures SHBHCU005 - Cut hair using over-comb techniques

Description: This unit describes the performance outcomes, skills and knowledge required to consult with clients and analyse hair and facial characteristics to design, recommend and complete a range of complementary traditional and classic men's haircuts which combine different structures. The combination may involve two or more different structures which can include solid, graduated and layered structures

and those tapered haircuts created using over-comb techniques.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - consult with at least six (6) clients and complete a pre-service analysis covering the following characteristics to design and recommend appropriate haircuts involving structural combinations: facial features and bone structure; natural hair type; hair texture; hair density; growth patterns; fall and movement; - complete these types of traditional and classic men's haircuts cumulatively across the six clients serviced to their satisfaction: short back and sides; medium and long tapered; medium fashion cut textured on top, and; - use at least six of these cutting techniques cumulatively across the haircuts completed: scissors over-comb tapering; clippers over-comb tapering; serrated scissors over-comb thinning; layering; blunt cutting; graduation; texturising; cutting straight lines; cutting curved lines; cutting square shapes; cutting soft and hard lines. Students will also be expected to demonstrate the following knowledge: - different facial shapes and combined structure haircut designs which best complement particular shapes; - characteristics of the following hair features, how these will impact on finished haircuts involving structural combinations for traditional and classic men's haircuts and appropriate combined structure designs for best outcomes: natural hair types; hair texture; hair movement; natural distribution and growth patterns of hair; - shapes, structure and texture for traditional and classic men's haircuts that combine two or more haircut structures; - proportional relationships between structures; - starting point, sectioning and parting patterns and the impact on the finished result for haircuts involving structural combinations; - techniques used to create texture and blend traditional and classic men's haircut structures, and; - industry practices and organisational procedures.

SHBHCU009 Cut hair using freehand clipper techniques

Locations: Industry, City King St.

Prerequisites: SHBHCU001 - Design haircut structures

Description: This unit describes the performance outcomes, skills and knowledge required to consult with clients and analyse hair and facial characteristics to design, recommend and complete complementary haircuts using freehand clipper techniques.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - consult with at least six clients and complete a pre-service analysis covering the following characteristics to design and recommend appropriate clipper haircuts: facial features and bone structure; natural hair type; hair texture; hair density; growth patterns; fall and movement; - complete haircuts for the above six clients to their satisfaction and cumulatively complete these types of haircuts: flat tops; clipper cuts; style cuts; - create cuts of at least four different lengths using different sized clipper attachments across the haircuts completed, and; - create these neckline shapes cumulatively

across the haircuts completed: square; curved; faded and blended. Students will also be expected to demonstrate the following knowledge: - different facial shapes and freehand clipper haircuts which best complement particular shapes; - characteristics of the following hair features, how these will impact on finished tapered haircuts and appropriate designs for best outcomes: natural hair types; hair texture; hair movement; natural distribution and growth patterns of hair; - shapes, structure and texture for haircuts created using freehand clipper techniques; - starting point and sequencing of cutting patterns and the impact on the finished result for clipper haircuts; - relationship between size of the clipper attachment and clipper effects on hair length; - maintenance requirements for clippers; when and how to clean, oil and adjust blades; - cleaning techniques and uses of cleaning and disinfection products for haircutting equipment; - basic aspects of local government, state or territory health regulations for hygiene and infection control for haircutting services, and; - industry practices and organisational procedures.

SHBHCUT010 Create haircuts using tracks and carving

Locations: Industry, City King St.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to source or create designs for tracks and creative carvings and to incorporate those into haircuts using clippers, scissors, razors or precision trimming tools.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - source at least six different designs for hair tracks and carvings from at least three different sources and compile a portfolio for future use; - consult with at least four clients to determine design preferences and incorporate tracks and creative carvings into haircut structure to their satisfaction, and; - across the above four clients, cumulatively cover: two different track designs; two different creative carving designs. Students will also be expected to demonstrate the following knowledge: - sources of creative track and carving designs; - methods used to visually share designs with clients; - characteristics of the following hair features and how these will impact on finished hair tracks and carvings: natural hair types; hair texture; hair movement; natural distribution and growth patterns of hair; - key features of different types of tools used to create hair tracks and carvings and techniques for using each: clippers; scissors; razors; precision trimming tools; - relationship between size of the clipper or trimmer attachment and effects on hair tracks and carvings; - starting point and sequencing of carving patterns and the impact on the finished result of the design; - maintenance requirements for clippers; when and how to clean, oil and adjust blades; - cleaning techniques and uses of cleaning and disinfection products for haircutting equipment; - basic aspects of local government, state or territory health regulations, and; - industry practices and organisational procedures.

SHBHCUT011 Design and maintain beards and moustaches

Locations: Industry, City King St.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to consult with clients and analyse beard, moustache and facial

characteristics to design, recommend and complete a range of complementary styles. It also involves ongoing maintenance of styles.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - consult with at least five (5) clients, each with different beard and moustache maintenance needs, recommend appropriate designs and complete services which consistently achieve desired outcomes to client satisfaction; - for each client, complete a pre-service analysis covering the following characteristics to determine service requirements: facial features and bone structure; hair texture; hair density; growth patterns of facial and neck hair; blemishes or moles; - integrate the use of health, safety and hygiene practices and procedures and use these cutting techniques cumulatively across the services completed: scissor over-comb; clipper over-comb; clippers with comb guards; shaving. Students will also be expected to demonstrate the following knowledge: - key characteristics and interrelationships of the elements and principles of hair design and use in creating effects which balance and emphasise facial characteristics; - characteristics of the following beard, moustache, facial and skin features, how these will impact on the finished cut and appropriate designs for best outcomes: facial shape and bone structure; hair texture; hair density; natural distribution and growth patterns of facial and neck hair; blemishes or moles; - shapes and structure for beards and moustaches; - relationship between size of the comb and finished effect; - the effects on skin and facial hair of: pre-conditioning products and hot towels; after-shave conditioning products and cold towels; - shaving patterns and directions, in relation to hair growth, and the impact on the finished result; - cleaning techniques and uses of cleaning and disinfection products for beard and moustache cutting equipment; - basic aspects of local government, state or territory health regulations, and; - industry practices and organisational procedures.

SHBHCUT012 Shave heads and faces

Locations: Industry, City King St.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to complete face and head shaves after analysing the client's head, face and hair characteristics for impacting factors.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - integrate the use of health, safety and hygiene practices and procedures to complete head and face shaving services for four clients with different head and face shaving needs which consistently produce a smooth, hair-free finish, and; - for each client, complete a pre-service analysis covering the following characteristics to determine service requirements: facial features and bone structure; hair texture; hair density; growth patterns of facial, neck and head hair; blemishes or moles; presence of contraindications to

shaving. Students will also be expected to demonstrate the following knowledge: - characteristics of the following hair and skin features, how these will impact on the choice of shaving techniques and finished shave: facial features and bone structure; hair texture; hair density; natural distribution and growth patterns of facial, neck and head hair; wrinkles; blemishes or moles; - contraindications to shaving; - the effects on skin and hair of: pre-conditioning products and hot towels; after-shave conditioning products and cold towels; - shaving patterns and directions, in relation to hair growth, and the impact on the finished result; - cleaning techniques and uses of cleaning and disinfection products for head and face shaving equipment; - basic aspects of local government, state or territory health regulations, and; - industry practices and organisational procedures.

SHBHCU013 Provide men's general grooming services

Locations: Industry, City King St.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to consult with clients and provide a range of general men's grooming services including trimming eyebrow and ear hair and shaving the neck under a beard. These enhancement services are usually offered in conjunction with haircutting services.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - consult with at least five clients, recommend general grooming services and cumulatively complete the following services which consistently achieve desired outcomes to client satisfaction: trimming eyebrows; trimming moustaches; trimming ear hair; front of neck shave under beard line. Students will also be expected to demonstrate the following knowledge: - types of tools and techniques used for precision grooming of eyebrow, moustache and ear hair; - contraindications to shaving; - the effects on skin and hair of: pre-conditioning products and hot towels; after-shave conditioning products and cold towels; - shaving patterns and directions, in relation to hair growth, and the impact on the finished result; - cleaning techniques and uses of cleaning and disinfection products for grooming and shaving equipment; - basic aspects of local government, state or territory health regulations, and; - industry practices and organisational procedures.

SHBHDES001 Dry hair to shape

Locations: Industry, City King St.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to use a variety of styling tools to dry hair to shape after services completed by hairdressers or barbers in the salon team.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

expected to demonstrate the following required skills: - follow supervisor's instructions to dry hair to shape for six different clients and consistently achieve the planned outcome; - dry hair to shape for these hair lengths, cumulatively across the suite of clients: short; shoulder length; below shoulder length, and; - achieve these types of finishes, cumulatively across the suite of clients: smooth finishes; textured finishes; volume. Students will also be expected to demonstrate the following knowledge: - key features of the organisation's styling and finishing products range; - drying techniques, equipment and products used to achieve: smooth finishes; textured finishes; volume, and; - industry practices and organisational procedures.

SHBHDES002 Braid hair

Locations: City King St.

Prerequisites: Nil.

Description: This unit describes the performance outcomes skills and knowledge required to complete full or partial braiding finishes to hair as quick service designs. This unit applies to salon assistants who work in hairdressing salons under close supervision and with guidance from more experienced or senior hairdressers. They use little judgement and follow the instructions specified by the hairdresser who has completed the client consultation and manages the client service. It can also apply to more senior hairdressers completing braiding services.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - follow supervising hairdresser's instructions to braid hair for five different clients and consistently achieve the planned outcome using these braiding techniques: two strand for two clients; three strand for two clients; multi strand for one client and explain braiding home hair maintenance to each client at the conclusion of the service. Students will also be expected to demonstrate the following knowledge: - different facial shapes and hair braiding designs which best complement particular shapes; - different braiding techniques and the effects created; - home maintenance requirements for braided hair; - industry practices and organisational procedures for client comfort and safety, and; - work health and safety for providing hair styling services.

SHBHDES003 Create finished hair designs

Locations: Industry, City King St.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to consult with clients and analyse hair and facial characteristics to design, recommend and complete a range of complementary classic and current hair designs.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - consult with at least six (6) clients and complete a pre-service analysis covering the following characteristics to

design and recommend appropriate finished hair designs: facial features and bone structure; natural hair type; hair texture; growth patterns; movement; length and structure of haircut; - style and finish hair for the above six clients to their satisfaction, and cumulatively style and finish hair of these lengths and haircut structures: short; shoulder length; below shoulder length; solid form; layered; graduated; combination of structures; - use these tools and techniques, cumulatively across the suite of clients: blow drying using brushes to create curl, wave or volume; blow drying using brushes to straighten or smooth hair; using thermal tools to straighten hair; using thermal tools for curl or texture; applying rollers to set hair, and; - use these finishing techniques, cumulatively across the suite of clients: brushing; dry moulding; placing; backcombing; smoothing over backcombing; applying fixing products. Students will also be expected to demonstrate the following knowledge: - key characteristics and interrelationships of the elements and principles of hair design and use in creating finished hairstyle effects; - different facial shapes and hair designs which best complement particular shapes; - characteristics of the following hair features, how these will impact on finished hairstyles and appropriate designs for best outcomes: natural hair types; hair texture; hair movement; hair length and haircut structure; natural distribution and growth patterns of hair; - effects of thermal tools on hair condition and structure and ways to maintain the integrity of hair during styling; - effects of humidity on finished hairstyles; - key features of the organisation's styling and finishing products range, and; - industry practices and organisational procedures.

SHBHDES004 Create classic long hair up-styles

Locations: Industry, City King St.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to consult with clients and analyse hair and facial characteristics to design, recommend and complete a range of complementary up-styles for long hair. This includes braids, twists, classic rolls and chignons.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - consult with at least six (6) clients and complete a pre-service analysis covering the following characteristics to design and recommend appropriate long hair up-styles: facial features and bone structure; natural hair type; hair texture; growth patterns; movement; length and structure of haircut; - style and finish hair for the above six clients to their satisfaction, and complete at least four of these long hair up-styles cumulatively across the clients: braids; classic French rolls; twists; classic chignons; donut roll with padding; vintage rolls; - use these tools and techniques, cumulatively across the suite of clients, to prepare hair for up-styling: blow drying using brushes to create curl, wave or volume; blow drying using brushes to straighten or smooth hair; applying hot rollers to set hair, and; - use these finishing techniques, cumulatively across the suite of clients: brushing; dry moulding; placing; backcombing; smoothing over backcombing; securing hair using bands or pins not visible in finished design; applying fixing products. Students will also be expected to demonstrate the following knowledge: - key characteristics and interrelationships of the elements and principles of hair design and use in creating finished long hair up-style effects; - different facial shapes and long hair up-styles which best complement particular shapes; -

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characteristics of the following hair features, how these will impact on finished long hair up-styles and appropriate designs for best outcomes: natural hair types; hair texture; hair movement; haircut structure; natural distribution and growth patterns of hair; - effects of thermal tools on hair condition and structure and ways to maintain the integrity of hair during styling; - effects of humidity on finished long hair up-styles; - key features of the organisation's styling and finishing products range, and; - industry practices and organisational procedures.

SHBHIND001 Maintain and organise tools, equipment and work areas

Locations: Industry, City King St.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to maintain, organise and clean tools, equipment and work areas to ensure a clean and tidy client environment and the hygienic and safe provision of hair services. Complex and scheduled maintenance would be referred to specialist service technicians.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - use infection control precautions, health regulations and organisational policies and procedures to maintain, clean (and disinfect, as required), and; - check electrical equipment located in each of the two chosen areas for loose wires; tag and report any faulty equipment. Students will also be expected to demonstrate the following knowledge: - the transmission routes of infectious conditions as they apply to cleaning and disinfection activities; - key features of, and reasons for, standard infection-control precautions as they apply to cleaning and disinfection activities; - key aspects of local government, state or territory health regulations applicable to hairdressing and barbering services, with particular emphasis on requirements for cleaning and disinfecting linen, tools, equipment, work surfaces and areas; - common types of cleaning and disinfection products; - safe practices for using and storing; - environmentally sound disposal methods for hazardous waste; - safe techniques for maintaining tools and equipment to avoid personal injury; - safe manual handling techniques for moving and storing hairdressing or barbering equipment; those for bending, lifting and carrying heavy equipment; - types and correct use of personal protection equipment for maintaining hairdressing or barbering equipment and completing cleaning and disinfection activities; - manufacturer's instructions and techniques for cleaning, oiling and resetting scissors and clippers, and; - industry practices and organisational policies and procedures.

SHBHIND003 Develop and expand a client base

Locations: Industry, City King St.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required by hairdressers and barbers to develop, sustain and expand a personal clientele in order to remain a viable industry employee. Building relationships with clients occurs while hairdressers and barbers are delivering a range of services in the salon in which they are employed or operate.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic

and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - proactively promote these types of hair products and services to clients; - research two new products and two new services using at least two of the following methods: reading trade, hair and fashion magazines; attending trade shows and industry product launches; reading product and service information; obtaining information from professional industry associations; discussions with colleagues, and; - share the information collected with colleagues, through informal discussions. Students will also be expected to demonstrate the following knowledge: - full details of the salon's; - role of hairdressers and barbers in maximising business performance through effective sales and promotion; - different client types and their product and service preferences; - professional ethics for promoting hair products and services; - ways of presenting and promoting products and service to meet different client communication styles; - sales techniques; - methods used to research new products and services, and; - organisational client service policies and procedures.

SHBHREF002 Straighten and relax hair with chemical treatments

Locations: Industry, City King St.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to consult with clients, analyse hair characteristics and condition and to complete chemical treatments to reduce curl or wave in the hair. Treatments can be for untreated naturally curly or wavy hair or for chemically treated hair.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - consult with at least four (4) clients, each with different hair straightening needs, and cumulatively complete these treatments which consistently achieve the planned degree of hair straightening or relaxation and without hair breakage: chemical treatments on untreated natural curly or wavy hair; chemical treatments on chemically treated hair; chemical treatments on strong or resistant natural curls; - for each client, complete a pre-treatment hair analysis covering the following characteristics to recommend appropriate chemical straightening treatments: hair and scalp condition; hair texture; hair density; hair porosity; degree of curl or wave; length of hair; effects on hair of previous chemical services, and; - record the following details of the chemical straightening service in the history for each client serviced: pre-service hair analysis; contraindications; desired degree of relaxation; products, strengths and processing times used; straightening methods used; degree of relaxation achieved; recommended home care products. Students will also be expected to demonstrate the following knowledge: - key characteristics and interrelationships of the elements and principles of hair design and use in achieving hair straightening and relaxation effects; - hair biology, at an elementary level of understanding; - physical effects of chemical products and treatments on the skin; - main structure, functions and role of the skin and glands; - basic concepts of cosmetic chemistry, as they apply to effective and safe use of

chemical straightening products; - at an elementary level of understanding, the chemical and physical effects on hair structure and bonds, texture and curl or wave of: protein fillers; chemical straightening and relaxing products; post-process conditioners; neutralisers; application of heat; - key factors that influence degree of relaxation achieved; - contraindications to using chemical hair straightening products; - organisation's chemical hair straightening products range; - basic aspects of local government, state or territory health regulations applicable to providing chemical hair reformation services, and; - industry practices and organisational procedures.

SHBHREF003 Straighten and relax hair with protein treatments

Locations: Industry, City King St.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to consult with clients, analyse hair characteristics and condition and to complete protein treatments to reduce curl or wave in the hair. Treatments can be for untreated naturally curly or wavy hair or for chemically treated hair.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - consult with at least four (4) clients, each with different hair straightening needs, and cumulatively complete these treatments which consistently achieve the planned degree of hair straightening or relaxation and without hair breakage: protein treatments on untreated natural curly or wavy hair; protein treatments on chemically treated hair; protein treatments on strong or resistant natural curls; - for each client, complete a pre-treatment hair analysis covering the following characteristics to recommend appropriate protein straightening treatments: hair and scalp condition; hair texture; hair density; hair porosity; degree of curl or wave; length of hair; effects on hair of previous chemical services, and; - record the following details of the protein straightening service in the history for each client serviced: pre-service hair analysis; contraindications; desired degree of relaxation; products and processing times used; straightening methods used; degree of relaxation achieved; recommended home care products. Students will also be expected to demonstrate the following knowledge: - key characteristics and interrelationships of the elements and principles of hair design and use in achieving hair straightening and relaxation effects; - hair biology, at an elementary level of understanding; - at an elementary level of understanding, the physical effects on hair structure and bonds, texture and curl or wave of: protein straightening and relaxing products; post-process conditioners; booster sprays; application of heat; - key factors that influence degree of relaxation achieved: hair porosity; hair condition; degree of initial curl or wave; product type; processing time; environmental humidity; smoothing methods; - contraindications to using protein hair straightening products; - organisation's protein hair straightening products range; - basic aspects of local government, state or territory health regulations applicable to providing hair reformation services, and; - industry practices and organisational procedures.

SHBHTR1001 Identify and treat hair and scalp conditions

Locations: Industry, City King St.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to recognise a range of hair and scalp conditions as part of a pre-hair service

analysis, to advise on and provide remedial treatments for minor conditions and to advise clients to seek further advice for abnormal or contagious conditions.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - complete a hair and scalp analysis on five (5) different clients to determine suitable salon treatment options and products for: chemically treated hair; physically damaged hair; highly stressed hair; hair conditions that would benefit from protein and moisture treatments; - integrate the use of infection control precautions and organisational procedures to complete these types of head and scalp treatments for three different clients: protein treatments; moisture treatments; medicated treatments, and; - record the following details of the hair and scalp treatment service in the history for each client serviced: pre-treatment analysis; client symptoms; treatment and products used; outcomes achieved; recommended home care treatment and products. Students will also be expected to demonstrate the following knowledge: - skin biology, at an elementary level of understanding; - common abnormal scalp conditions, symptoms and visual signs; - visual characteristics of these hair and scalp types; - types of hair conditions that can benefit from protein and moisture treatments, when and why these would be used; - key features of the organisation's remedial hair and scalp treatment range; - types of finishing techniques and equipment that should be used post treatment to avoid further hair damage and breakage; - the transmission routes of infectious conditions; - key features of, and reasons for, standard infection-control precautions; - basic aspects of local government, state or territory health regulations applicable to hair and scalp treatments, and; - industry practices and organisational procedures.

SHBXCCS001 Conduct salon financial transactions

Locations:Industry, City King St.

Prerequisites:Nil.

Description:This unit describes the performance outcomes, skills and knowledge required to conduct financial transactions for the sale of products and services within a personal services environment. It requires the ability to operate point-of-sale equipment, handle cash, complete sales and reconcile takings.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - operate electronic point-of-sale equipment to accurately perform each of the following transactions on at least two occasions: cash sales, non-cash sales, credit card, EFTPOS, refunds/exchanges; - demonstrate the following secure payment handling procedures for all transactions listed above: - balancing point-of-sale terminal; - calculating non-cash documents; - clearing terminal and transferring tender; - counting cash; - determining change required and denominations of change; - ensuring security of cash and non-cash

transactions; - maintaining cash float; - opening and closing of point-of-sale terminal; - recording takings; - securing cash and non-cash transactions, and; - tendering change. Students will also be expected to demonstrate the following knowledge: - cash and non-cash handling procedures; - organisational policies and procedures relevant to financial transactions; - work health and safety; - functions and procedures for operating point-of-sale equipment; - relevant federal, state or territory legislation: consumer protection; privacy; GST, and; work health and safety.

SHBXCCS002 Provide salon services to clients

Locations:Industry, City King St.

Prerequisites:Nil.

Description:This unit describes the performance outcomes, skills and knowledge required to provide a complete customer service experience. It requires the ability to communicate with clients face-to-face or by telephone, schedule appointments, attend and respond to client complaints, and assist clients with special needs.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - integrate hairdressing or beauty technical skills, and provide service to hairdressing or beauty clients for a minimum of twelve, three hour work periods that individually or in combination demonstrate: accessing client records; appropriate verbal and non-verbal communication; correct telephone techniques; dealing with clients in a culturally appropriate manner; dealing with difficult or abusive clients; effective questioning and active listening techniques to establish client needs; face to face communication techniques; greeting and farewelling techniques; interpreting and maintaining client records; receiving clients and making appointments; resolving complaints with remedial actions, and; scheduling client appointments. Students will also be expected to demonstrate the following knowledge: - principles of quality customer service and positive communication techniques; - essential features, conventions and usage of these types of communication media; - industry expectations of hairdressing and beauty workers; - federal, state or territory legislation relevant to providing salon service to clients; - organisational policies and procedures; - possible remedial actions for resolving client complaints; - special packages of services; - special needs of client, and; - organisational processes and equipment.

SHBXCCS003 Greet and prepare clients for salon services

Locations:City King St.

Prerequisites:Nil.

Description:This unit describes the performance outcomes, skills and knowledge required to meet, greet and prepare clients for a range of beauty treatments, hairdressing or barbering services. This unit applies to assistants who work in beauty, hairdressing or barber salons under close supervision and with guidance from more experienced or senior operators. They use little judgement and follow procedures and instructions specified by the senior who will manage the client service.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each

unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - follow organisational procedures for meeting and greeting clients and preparing for them for service over four two hour work periods, and; - across those work periods, cumulatively prepare clients for at least four different treatments or services and consistently follow senior operator instructions. Students will also be expected to demonstrate the following knowledge: - overview of the range of treatments and services offered by the salon to prepare clients for each; - features and functions of the salon booking system to interpret details of client bookings, and; - organisational procedures for meeting and greeting clients and preparing for service.

SHBXCCS004 Recommend products and services

Locations: Industry, City King St.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to develop and update knowledge of the organisation's product and service range and to recommend products and services suited to customer needs. Products and services will vary according to the particular business type but can include any from a hair, barbering, beauty or cosmetics range.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - access and correctly interpret information from two (2) different sources about four (4) different products or services from the organisational range, and; - interact with four (4) different customers, each with different product and service requirements, to recommend suitable products or services to be chosen individually or jointly from a range of: hair products and services; barbering products and services; beauty products and services; retail cosmetic products and services. Students will also be expected to demonstrate the following knowledge: - sources and format of product and service information; - details of organisational product and service range; - basic aspects of Australian Consumer Law as it applies to performance claims, guarantees and product returns, and; - organisational procedures for recommending hair, barbering, beauty or cosmetic products and services.

SHBXIND001 Comply with organisational requirements within a personal services environment

Locations: Industry, Footscray Nicholson, City King St.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to work in a personal services environment by integrating knowledge of workplace rights and responsibilities and organisational policies and procedures, and by using effective team and individual work practices to plan and organise daily work activities.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge

and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - access and interpret information about employment rights and responsibilities from these sources: employer associations; Fair Work Commission; Fair Work Ombudsman; state and territory government boards and commissions for anti-discrimination and equal employment opportunity (EEO); staff handbooks, and; trade unions; - source information on this range of employee and employer workplace rights and responsibilities; - access and interpret organisational policies and procedures that relate to general work practices, and; - integrate hairdressing or beauty technical skills (SHB service or treatment-related units), and comply with organisation requirements for a minimum of four, three hour work assessment periods that individually or in combination demonstrate: applying workplace dress, hygiene and personal presentation requirements; working effectively as a team member; planning and organising work activities. Students will also be expected to demonstrate the following knowledge: - sources of information on employment rights and responsibilities as specified in Performance Evidence; - basic aspects of employment related laws covering rights and responsibilities of employees and employers as specified in the Performance Evidence; - basic aspects of industrial awards for hairdressing and beauty employees relevant to own job role; - primary functions of trade unions for hairdressing and beauty employees relevant to own job role; - organisational policies and procedures that relate to general work practices as specified in the Performance Evidence; - typical terms and conditions of employment for hairdressing and beauty businesses relevant to own job role, and; - general role boundaries and responsibilities for key hairdressing and beauty industry staff: beauticians; nail technicians; make-up artists; hairdressers; beauty and spa therapists, and; supervisors and managers within hairdressing and beauty businesses.

SHBXIND002 Communicate as part of a salon team

Locations: Industry, City King St.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to work as part of a team in a salon or retail cosmetics environment. It requires the ability to communicate with colleagues and senior staff and actively participate in a team work environment.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - effectively communicate with team members and contribute to team outcomes while participating in at least three day-to-day sales and services activities, and; - participate in one team meeting to discuss a sales and service problem and actively contribute towards a resolution. Students will also be expected to demonstrate the following knowledge: - conventions and use of a range of communication methods; - communication techniques and use in a team context; - effective communication techniques with team members of diverse backgrounds; - team work principles and the role of teamwork in the achievement of workplace goals; - role of feedback in the achievement of team goals; - problem-solving strategies for use in the achievement

of team goals; - techniques for supporting team members in the achievement of required workplace outcomes, and; - standards expected of personal services industry employees in relation to team work.

SHBXWHS001 Apply safe hygiene, health and work practices

Locations: Industry, Footscray Nicholson, City King St.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to follow safe practices to minimise risks to self, client and colleagues in a salon environment. It requires the ability to follow hygiene and skin penetration guidelines, clean the work area, use electricity safely, identify and report faults, use personal protection and work safely.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - integrate the use of predetermined health, safety and security policies, procedures and safe work practices into day-to-day work functions across six, three hour work, training or assessment periods which must be combined with assessment of SHB coded units; - clean general salon area; - participate in two hazard identification and associated risk assessment activities, and; - respond in line with organisational emergency procedures during one emergency evacuation. Students will also be expected to demonstrate the following knowledge: - basic aspects of the relevant state or territory Occupational Health and Safety (OHS) or Work Health and Safety (WHS) legislation; - industry and organisational procedures relevant to own job role; - format and use of template; - hierarchy of risk control; - safe work practices for own job role with particular emphasis on: safe use of tools and equipment; safe use and storage of hazardous substances and cleaning products; safe manual handling techniques for bending, lifting and shifting heavy items; potential injury and illness impacts of unsafe beauty work practices including bullying and harassment; - relevant state or territory and local legislation and guidelines relevant to own job role; - infection control procedures relevant to salon treatments and to own job role; - organisational infection control procedures; - infectious agents and their relationship to salon treatments and service; - transmission routes of infectious diseases and their relationship to personal services and treatments; - blood to blood infections; - contingency procedures for occupational exposure to blood and body fluid; - infectious contraindications and required action steps; - appropriate selection and use of personal protective equipment relevant to own job role; - immunisation protection for workers in the personal services industry; - methods of cleaning procedures used in a salon environment; - benefits of physical, thermal and chemical disinfection; - different types, dilutions and storage of chemical disinfection products; - safe use of electrical equipment and according to manufactures instructions relevant to own job role, and; - causes of static electricity and minimisation in a salon environment.

SISFFIT001 Provide health screening and fitness orientation

Locations: Footscray Park, Industry, Werribee.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to identify client fitness requirements, administer a pre-exercise health screening questionnaire and advise clients of appropriate fitness programs, services

and facilities. This involves using industry endorsed risk stratification procedures when determining the provision of suitable advice regarding services and referral requirements. This unit applies to fitness instructors who work in a variety of fitness locations such as fitness, leisure and community centres. These individuals typically work independently with some level of autonomy in a controlled environment. Work is performed according to relevant legislation and organisational policies and procedures.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - use a risk stratification process for each client contact session for clients with differing needs, goals and preferences; - conduct calculations and measurements to adequately complete health screening procedures: waist circumference; waist to hip ratio; body mass index; - explain available programs, services and facilities to match each client's needs, goals and preferences; - prepare referral letters with supporting pre-exercise health screening documentation for at least two clients to a relevant medical or appropriate allied health professional when guidance and feedback is required regarding exercise participation; - prepare referral letter for at least one client to a more highly qualified fitness professional, such as a personal trainer, when either the: client requests personal training services, and; client's needs, goals and preferences are suited to the scope of practice of a fitness professional more highly qualified than a fitness instructor; - interact with all clients in a professional manner, and; - use appropriate communication strategies and organisational channels to collect and handle sensitive information. Students will also be expected to demonstrate the following knowledge: - legislation and regulatory requirements; - industry endorsed client pre-exercise health screening processes; - industry endorsed risk stratification procedures, exercise implications and referral requirements; - features and benefits of fitness facilities, exercise programs and services; - essential information and protocols for completion of referrals; - role of medical or allied health professionals for referral processes; - role of relevant personnel for referral processes, and; - considerations to be aware of in the following specific population client presentations.

SISFFIT002 Recognise and apply exercise considerations for specific populations

Locations: Footscray Park, Industry, Werribee.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to recognise exercise considerations common to specific population groups. It requires the ability to understand anatomical and physiological considerations and apply that understanding to client exercise participation aimed at improving health-related components of fitness. This unit applies to fitness instructors working within the industry endorsed scope of practice when providing advice regarding fitness services and referral requirements for clients from the following specific population groups: - children; - women; - older adults; - clients with a disability, and; - culturally and linguistically diverse (CALD) groups. This unit does not apply to provision of exercise to higher risk specific population clients, or inappropriate exercise prescription for moderate risk clients. This unit applies to fitness instructors who typically work independently with some level of autonomy in a controlled

environment. Work is performed according to relevant legislation including working with children and/or vulnerable people checks, and organisational policies and procedures.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - use industry endorsed pre-exercise screening tools and risk stratification processes to identify the risk level of at least ten clients across the following specific population groups: children and adolescents; women; older adults; clients with a disability; culturally and linguistically diverse (CALD) groups; - prepare referral letters to relevant medical or appropriate allied health professionals with supporting pre-exercise health screening documentation for a client from each specific population group; - plan, document, implement and evaluate suitable exercise programs within scope of practice for specific population clients: five clients that don't require guidance or instruction provided by medical or allied health professionals; five clients in response to guidance or instruction provided by medical or allied health professionals- conduct sessions; - modify programs for clients, and; - conduct periodic ongoing evaluation of outcomes from fitness programs in accordance with the established program goals and industry best practice. Students will also be expected to demonstrate the following knowledge: - legislative and regulatory requirements regarding specific population exercise participation; - organisational policies and procedures in regards to specific population exercise participation; - industry endorsed client pre-exercise screening processes; - industry endorsed risk stratification procedures, exercise implications and referral requirements; - precautions to exercise relevant to the specific population in accordance with industry guidelines where applicable; - benefits versus risk of participation; - situations where cessation of exercise program is required; - signs and symptoms of poor exercise tolerance or unstable condition; - role of medical or allied health professionals for referral processes; - typical anatomical and physiological considerations for the following specific population groups; - appropriate management for signs and symptoms of intolerance or an unstable condition; - potential or actual effect of the condition on exercise behaviour, and; - exercise adherence strategies.

SISFFIT003 Instruct fitness programs

Locations:Footscray Park, Industry, Werribee.

Prerequisites:Nil.

Description:This unit describes the performance outcomes, knowledge and skills required to plan, instruct and evaluate a variety of fitness programs and circuit sessions aimed at the health-related components of fitness. It involves programming and instruction of cardiovascular, resistance and flexibility programs for low or moderate risk clients who have completed industry endorsed pre-exercise screening and risk stratification procedures. This unit applies to fitness instructors who work in a variety of fitness locations such as fitness, leisure and community centres. These individuals typically work independently with some level of autonomy in a controlled environment. Work is performed according to relevant legislation and organisational policies and procedures.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic

and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - plan, document, implement and evaluate at least five fitness programs using the principles of program design to suit the needs of clients with goals related to health-related components of fitness; - plan, document, implement and evaluate at least three circuit training sessions with interrelated components; - conduct sessions, and; - modify programs for clients. Students will also be expected to demonstrate the following knowledge: - legislative and regulatory requirements regarding fitness programs, sessions and circuit sessions; - organisational policies and procedures; - principles of program design; - fitness program planning for improvement of health-related components of fitness; - program design and variables relevant to health-related components of fitness and factors affecting program design; - components of a circuit training session plan; - circuit training session planning considerations and inclusions; - training methods and consideration of intensity, program types, sets and reps, circuits, matrices, super-sets, pre-fatigue and interval training; - benefits of fitness sessions and circuit sessions; - contraindications and precautions to participation in session, and suitable modification options for participants where the safety of the participant is not compromised; - exercises and programming requirements; - effects of different exercises on the major body systems; - methods of monitoring exercise intensity, techniques and progression; - manufacturer and exercise equipment specifications for safe use and techniques; - signs and symptoms of exercise intolerance, and; - motivational techniques and exercise adherence strategies.

SISFFIT004 Incorporate anatomy and physiology principles into fitness programming

Locations:Footscray Park, Industry, Werribee.

Prerequisites:Nil.

Description:This unit describes the performance outcomes, skills and knowledge required to incorporate an understanding of the human body structure and physiology into fitness instruction, programming and provision of fitness advice. This unit applies to fitness instructors who work in a variety of fitness locations such as fitness, leisure and community centres. These individuals typically work independently with some level of autonomy in a controlled environment. Work is performed according to relevant legislation and organisational policies and procedures.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - effectively use knowledge of the following body systems to improve own instructional practice to plan and instruct at least five different client sessions: cardiovascular; respiratory; musculoskeletal, with attention to bone strength, muscle endurance and muscle strength; nervous; digestive, and; - explain and demonstrate: the major movements of the body, while identifying major muscles; actions of major joints during exercise; relevant information regarding structure and function of skeletal muscle, and process of

muscle contraction during exercise; muscle actions and functions during different types of contractions. Students will also be expected to demonstrate the following knowledge: - anatomical terminology; - movement terminology and muscle actions; - structural levels of body organisation; - functions of major muscles during exercise and movement; - types of muscle contractions; - tissue types; - body systems, their interdependence and contribution to a healthy body; - structure and function of: muscles, nervous system, skeletal system, cardiovascular system and respiratory system; - energy systems, pathways and substrates and relevant recovery options; - thermoregulation of the human body, and; - exercises to promote ideal postural alignment and prevent development of pathological postures.

SISFFIT005 Provide healthy eating information

Locations: Footscray Park, Industry, Werribee.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to provide healthy eating information and support healthy attitudes to eating and body composition. This is undertaken in accordance with recommended guidelines within industry endorsed scope of practice. The scope of practice of a fitness instructor does not include: - the provision of specific or individualised dietary analysis or advice, or information regarding: specific diets, fad diets, nutritional supplementation, sports foods, ergogenic aids and nutrition for exercise or sports performance; - the provision of information or advice to people with medical conditions requiring specialised dietary advice, or to frail elderly people who are at risk of malnutrition, and; - the provision of dietary information or advice for infants and toddlers. The fitness instructor must refer clients to an Accredited Practising Dietitian, Accredited Sports Dietitian, or General Practitioner as appropriate. This unit applies to fitness instructors who work in a variety of fitness locations such as fitness, leisure and community centres. These individuals typically work independently with some level of autonomy in a controlled environment. Work is performed according to relevant legislation and organisational policies and procedures.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - access and provide each client with: current healthy eating information from identified current healthy eating information resources; information on healthy eating related to the maintenance of health and prevention of chronic disease; - answer client queries and concerns regarding interpretation of healthy eating information; - collaborate with clients to implement healthy eating habits, and; - identify and prepare referrals for at least five clients to an Accredited Practising Dietitian, Accredited Sports Dietitian and/or General Practitioner as required: clients who have specific dietary requirements or dietary concerns; clients who need support regarding positive attitudes to eating. Students will also be expected to demonstrate the following knowledge: - information to promote positive attitudes to eating and body composition; - current healthy information resources; - relevant current healthy eating information as outlined in the Australian Dietary Guidelines; - own role and limitations in providing healthy eating information; - role of Accredited Practising Dietitian, Accredited Sports Dietitian and General Practitioner for referring clients; - effects of cultural and social

influences on food choices; - referral requirements, and; - concept of metabolism and the factors affecting metabolism.

SISFFIT006 Conduct fitness appraisals

Locations: Footscray Park, Industry, Werribee.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to plan and conduct fitness appraisals, related to the health-related components of fitness. It requires the ability to determine positive behavioural change strategies in preparation for an exercise program and use fitness appraisal equipment according to manufacturer guidelines. This occurs after the completion of an industry endorsed risk stratification process and the subsequent referral of clients where required. This unit applies to fitness instructors who work in a variety of fitness locations such as fitness, leisure and community centres. These individuals typically work independently with some level of autonomy in a controlled environment. Work is performed according to relevant legislation and organisational policies and procedures.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - plan and conduct health and fitness appraisals incorporating the following assessments for each client: cardiorespiratory endurance (submaximal oxygen consumption); blood pressure; range of movement/flexibility; strength; weight; height; body mass index; waist to hip ratio; girth measurements, and; - use the following fitness appraisal equipment appropriately and safely: tape measure; scales; sit and reach tools; bicycle, treadmill or rowing ergometer; heart rate monitor; blood pressure equipment - sphygmomanometer; stop watch. Students will also be expected to demonstrate the following knowledge: - legislation and regulatory requirements; - organisational policies and procedures; - industry endorsed client pre-exercise health screening processes; - industry endorsed risk stratification procedures, exercise implications and referral requirements; - features and benefits of fitness facilities, exercise programs and services; - role of medical or allied health professionals for referral processes; - health-related components of fitness; - contraindications and precautions to participation in health and fitness assessments; - benefits of fitness appraisal procedures and testing; - signs and symptoms of exercise intolerance; - interpretation of results from health and fitness assessments; - methods for measuring exercise intensity; - products and services available in the fitness industry that could be used to meet client goals, and; - exercise adherence and behavioural change strategies.

SISFFIT007 Instruct group exercise sessions

Locations: Footscray Park, Industry, Werribee.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to plan, instruct, monitor and evaluate group exercise sessions, with or without music. It requires the ability to plan the selection, sequencing and progression of exercises and appropriate music to ensure safe participation in activities. This unit applies to fitness instructors who work in a variety of fitness locations such as fitness, leisure and community centres. These individuals typically work independently with some level of autonomy in a controlled environment. Work

is performed according to relevant legislation and organisational policies and procedures.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - plan, instruct and evaluate at least five group exercise sessions; - conduct sessions that individually or cumulatively incorporate: pre-session instructions; safe and effective instructional techniques; modification of exercise options to meet individual needs; music to match participant needs; - monitor exercise intensity during every session using at least one of the following methods: heart rate response; perceived rate of exertion; talk test, and; - use the following communication skills: clear verbal communication; modelling and demonstration; use motivational techniques. Students will also be expected to demonstrate the following knowledge: - legislative and regulatory requirements regarding group exercise sessions and group circuit sessions; - organisational policies and procedures; - benefits of group exercise sessions; - contraindications and precautions to participation in selected group exercise session, and suitable modification options for participants where the safety of the participant is not compromised; - industry accepted guidelines and recommendations for determining contra-indications and precautions; - potentially harmful practices to be avoided; - intervention strategies; - variations to group exercise sessions; - phases of group exercise sessions; - function and safety of equipment suitable for group exercise to music; - motivational techniques relevant to group exercise sessions; - current industry guidelines relevant to group exercise sessions; - principles of exercise program design; - industry recognised repertoire for targeting cardiovascular, strength and conditioning and flexibility goals; - the use of music in a group exercise to music session; - realistic timings of original choreography for sessions, or parts of sessions, and sequencing of choreography to suit session type; - safe and effective exercises and combinations of exercises in group sessions to suit the needs of beginners, intermediate and advanced participants, and; - group management techniques to assist individuals within the group to achieve desired outcomes.

SISFFIT011 Instruct approved community fitness programs

Locations:Footscray Park, Industry, Werribee.

Prerequisites:Nil.

Description:This unit describes the performance outcomes, skills and knowledge required to instruct an approved community fitness program designed to promote wellbeing and increase physical activity levels in community groups. Program evaluation is the responsibility of the approving authority. This unit applies to fitness and recreation program instructors who work with a range of clients in a variety of locations including aquatic, recreation, leisure, fitness, gym and community centres.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

expected to demonstrate the following required skills: - instruct three approved community fitness programs, that individually or cumulatively incorporate: clear and accurate instructions and pre-session information: personal introduction; verbal pre-screen; session level outline and demonstration and explanation of exercises; well-timed visual and verbal cueing; class organisation and formation; emergency procedures; appropriate and safe footwear and clothing; rests; correct exercise techniques and breathing; - modification of exercise options to meet individual needs; - sensitivity to social and cultural differences or needs; - regular encouragement and feedback to clients during session, and; - use the following communication skills: clear verbal communication; modelling and demonstration, and; motivational techniques. Students will also be expected to demonstrate the following knowledge: - legislative and regulatory requirements regarding community fitness programs; - organisational policies and procedures; - approved community fitness programs; - instructional techniques to enable effective delivery and monitoring of program; - general characteristics of main cultural and social groups in Australian society and key aspects that relate to client cultural and religious protocols and preferences for exercise, and; - injury prevention strategies to maximise client participation in the program.

SISFFIT013 Instruct exercise to young people aged 13 to 17 years

Locations:Footscray Park, Werribee.

Prerequisites:Nil.

Description:This unit describes the performance outcomes, skills and knowledge required to plan, instruct and evaluate exercise for young people aged thirteen to seventeen years. It requires the ability to supervise young people using fitness facilities and relevant equipment to promote functional capacity and fitness. It involves using industry endorsed risk management protocols when determining the provision of suitable exercise services. This may include guidance from relevant medical or allied health professionals. This unit applies to personal trainers who work in a variety of fitness locations such as fitness, leisure and community centres. These individuals typically work autonomously in controlled and uncontrolled fitness environments.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - conduct age and skill appropriate baseline assessments; - plan, implement and evaluate at least five fitness programs for young people that reflect appropriate developmental stages, age and ability variations, and; - use the following communication skills: clear verbal communication; modelling and demonstration; motivational techniques. Students will also be expected to demonstrate the following knowledge: - legislative and regulatory requirements regarding safe and appropriate conduct of exercise for children and young adolescents; - organisational policies and procedures; - exercise programming and progression principles; - health-related components of fitness; - functional exercises for motor skills related to participant needs; - purpose and use of gym equipment; - anatomy and physiology related to children and adolescents; - principles of paediatric and exercise science to enable selection of exercises appropriate to participant characteristics and needs; - stages of growth and development in children and adolescents to enable effective planning of programs

and selection of exercises; - exercise implications of age and stages of growth and development; - signs and symptoms of major types of injuries typical to children and young adolescents; - injury risks related to exercise participation of children and young adolescents; - motivational techniques; - signs and symptoms of exercise intolerance and appropriate management strategies, and; - the medical and allied health sector to enable appropriate recommendations or referrals be made to parents or carers.

SISFFIT014 Instruct exercise to older clients

Locations: Footscray Park, Industry, Werribee.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to plan, instruct and evaluate exercise for male clients aged forty five and over, and female clients aged fifty five and over. It requires the ability to provide instruction of exercise programs aimed at improving health and fitness for older clients, with consideration of aspects of healthy ageing. It also covers promotion of incidental physical activity to clients to minimise the risk of developing sedentary lifestyle behaviours. It involves using industry endorsed risk stratification procedures when determining the provision of suitable advice and referral requirements. This unit applies to fitness instructors who work in a variety of fitness locations such as fitness, leisure and community centres. These individuals typically work independently with some level of autonomy in a controlled environment. Work is performed according to relevant legislation and organisational policies and procedures.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - use industry endorsed pre-exercise screening tools and risk stratification processes to identify the risk level of at least ten older clients; - prepare referral letters to relevant medical or appropriate allied health professionals with supporting pre-exercise health screening documentation; - plan, document, implement and evaluate suitable exercise programs within scope of practice for older clients; - conduct sessions; - modify programs for clients, and; - conduct periodic ongoing evaluation of outcomes from fitness programs in accordance with the established program goals and industry best practice. Students will also be expected to demonstrate the following knowledge: - legislative and regulatory requirements regarding specific population exercise participation; - organisational policies and procedures in regards to specific population exercise participation; - precautions to exercise relevant to the older adults in accordance with industry guidelines where applicable; - signs and symptoms of exercise intolerance and appropriate management strategies; - situations where cessation of exercise program is required; - role of medical or allied health professionals for referral processes; - typical anatomical and physiological considerations for older adults; - common barrier to exercise participation; - methods to overcome barriers to exercise adherence; - health-related components of fitness; - awareness of major types of injuries or conditions that may present in older clients that may require referral to a relevant medical or appropriate allied health professional; - importance of strength and balance training in falls prevention; - exercise considerations in regards to components of ageing process, injuries and conditions; - awareness of injury risks or considerations that may be related to older

clients; - benefits of exercise related to older populations; - concepts of healthy ageing, and; - risks of leading a sedentary ageing lifestyle.

SISFFIT015 Collaborate with medical and allied health professionals in a fitness context

Locations: Footscray Park, Werribee.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to identify situations and conditions requiring guidance from, or the need to work with, medical or allied health professionals. This unit requires the ability to undertake referrals, and interpret and implement instructions from medical or allied health professionals to ensure appropriate exercise planning and delivery within industry endorsed scope of practice. This unit applies to personal trainers who require guidance from an appropriate medical or allied health professional following industry endorsed pre-exercise screening and risk stratification, or resulting from professional judgement.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - prepare referral letters for at least ten clients across a range of the following appropriate medical or allied health professionals when guidance and feedback is required regarding exercise participation; - deliver at least five suitable exercise programs in response to guidance or instruction provided by medical or allied health professionals; - maintain and store the following professional records: parental or guardian consent, if relevant; pre-exercise screening results; other client health information; client informed consent; documented guidance provided by medical or allied health professional; clinical test results, as required; fitness test results, as required; exercise program, and; client participation, and; - provide ongoing clear and constructive feedback to clients and medical or allied health professionals, in a timely manner and in accordance with industry endorsed referral and communication reporting procedures. Students will also be expected to demonstrate the following knowledge: - legislative and regulatory requirements; - organisational policies and procedures; - industry endorsed risk stratification procedures, exercise implications and referral requirements; - role of medical or allied health professionals and their areas of expertise to enable appropriate and timely referrals for clients; - the Health Practitioner Regulation National Law, Australian Health Practitioner Regulation Agency (AHPRA) and searchable practitioner registers; - risk factors requiring client referral in accordance with industry endorsed pre-exercise screening and risk stratification processes, and; - signs and symptoms of exercise intolerance or medical conditions requiring referral to appropriate medical practitioner or allied health professional.

SISFFIT016 Provide motivation to positively influence exercise behaviour

Locations: Footscray Park, Werribee.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to promote exercise and incorporate behaviour change strategies into fitness instruction, programming and provision of fitness advice. This unit applies to personal trainers who work in controlled and uncontrolled environments. These individuals typically work independently with some level of autonomy. Work is performed

according to relevant legislation and organisational policies and procedures.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills which must include period(s) totalling at least three hours comprising at least three different client contact sessions and:- use knowledge of exercise behaviour change strategies to improve own instructional practice to improve exercise adherence of clients:- collect information from each client regarding attitude towards exercise, and;- motivate clients during exercise programs. Students will also be expected to demonstrate the following knowledge:- organisational policies and procedures;- strategies to promote exercise behaviour change;- components of motivation to enable effective assessment of progress;- role of intrinsic and extrinsic motivation in exercise behaviour;- methods of evaluating self-motivation, self-efficacy and stages of change;- personal and situational factors that may affect behaviour and/or exercise adherence;- stages of change;- principles of goal setting;- arousal control techniques;- common barriers to exercise participation;- methods of collecting information about client's attitude towards exercise, and;- scope of practice for a personal trainer.

SISFFIT017 Instruct long-term exercise programs

Locations:Footscray Park, Werribee.

Prerequisites:Nil.

Description:This unit describes the performance outcomes, knowledge and skills required to plan, instruct and evaluate long-term exercise programs for clients. It requires the ability to apply the principles of training and program design to achieve goals in relation to health and skill-related components of fitness. It applies to the use of a variety of training techniques and cardiovascular, free weights and contemporary training equipment, in client programs. This unit does not cover exercise prescription or instruction of uncontrolled movements. The personal trainer must only implement instruction and monitoring of power exercises that are controlled and only in situations where the client is prepared. This unit does not apply to the use of Olympic lifts.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills which must include a period(s) totalling at least ten hours comprising at least ten different client contact sessions:- plan, implement and evaluate at least five long-term exercise programs using the principles of program design to suit the needs of clients with goals related to a combination of health and skill-related components of fitness;- conduct sessions that individually or cumulatively incorporate: use of a variety of all of the following equipment; demonstration, explanation, and instruction; injury prevention strategies specific to client needs and program; competition or performance strategy into at least one of the programs; exercises to develop: skill; agility; proprioception; balance; coordination; reaction time, and; controlled power movements, for example in

plyometric-style exercises;- modify at least three existing exercise plans for clients, and;- document exercise plans and exercise programs for all clients using clear and structured forms. Students will also be expected to demonstrate the following knowledge:- long-term exercise program planning for improvement of health- and skill-related components of fitness;- safety and preparation considerations for the use of plyometric training in client programs;- program design and variables relevant to the combination of health- and skill-related components of fitness in the client's program;- training principles relevant to the health- and skill-related components of fitness in the client's program;- training methods and consideration of intensity, program types, sets and reps, circuits, matrices, super-sets, pre-fatigue and interval training;- types of conditioning and training, and expected adaptations, including timing;- client considerations and needs;- application of exercise science, anatomy, physiology, biomechanics considerations to fitness activities and long-term exercise programming;- manufacturer and exercise equipment specifications for safe use and techniques;- signs and symptoms of exercise intolerance and overtraining such as unusual fatigue, and;- physiological changes that occur from long-term exercise training.

SISFFIT018 Promote functional movement capacity

Locations:Footscray Park, Werribee.

Prerequisites:Nil.

Description:This unit describes the performance outcomes, skills and knowledge required to assess client movement and exercise capacity and develop an appropriate exercise program. It requires the use of functional movement knowledge in day-to-day professional practice to encourage healthy posture, effective movement patterns and safe exercise technique for clients. This unit applies to personal trainers who offer exercise programs to improve functional movement for general populations, including older adults and young people. These clients are those with no unstable health conditions, pain or injury as identified through industry endorsed pre-exercise screening and risk stratification protocols. This unit does not apply to the provision of postural assessment, advice or treatment for an injury, disease or condition. The personal trainer is expected to refer clients requiring guidance, advice or treatment to an appropriate allied health professional. This unit applies to personal trainers who typically work autonomously in controlled and uncontrolled fitness environments. Work is performed according to relevant legislation and organisational policies and procedures.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills which must include period(s) totalling at least eight hours comprising at least five different client contact sessions:- observe and analyse functional movement capacity for at least five clients in line with accepted movement and technique standards;- identify each client's capacity to activate and achieve good muscle function in all of the following muscle groups, using at least three muscle activation exercises per client;- modify incorrect client exercise technique and poor dynamic posture of at least three clients;- explain and document functional movement observations and encourage a healthy posture for all clients, and;- recommend appropriate exercise strategies to clients to promote functional movement and reduce the likelihood of injury, in accordance with

functional movement observations and client risk status. Students will also be expected to demonstrate the following knowledge: - legislative obligations and organisational policies and procedures; - the relationship between injury, injury prevention and postural variances; - ideal postural alignment; - relationship of poor posture and risk of injury and muscular deficits; - postural influences affecting dysfunctional movement patterns and exercise technique; - typical range of movement for major joint complexes; - deviations in posture or functional limitations at commencement, during, at completion of exercise or movement; - role of muscles in contractions; - causes of poor posture; - muscle activation, correct execution, and teaching points for primal functional movement patterns; - role of muscle activation in functional movement and exercise performance; - normal range of movement for major joint complexes; - characteristics of balance and balance exercise; - characteristics of coordination and agility; - changes to centre of gravity; - industry endorsed scope of practice for a personal trainer; - industry endorsed pre-exercise screening and risk stratification protocols; - role of medical or allied health professionals for referral or guidance, and; - reasons for referral to an appropriate medical or allied health professional.

SISFFIT019 Incorporate exercise science principles into fitness programming

Locations: Footscray Park, Werribee.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to incorporate an understanding of exercise science principles into fitness instruction, programming and provision of fitness advice. This unit applies to the use of physiological and mechanical principles in training to improve the health- and skill-related components of fitness of clients who have recently completed industry endorsed pre-exercise screening and risk stratification procedures. This unit applies to personal trainers who typically work autonomously in controlled and uncontrolled fitness environments. Work is performed according to relevant legislation and organisational policies and procedures.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills which must include period(s) totalling at least five hours comprising at least five different client contact sessions in a mixture of controlled and uncontrolled environments: - effectively use knowledge of exercise science principles to improve own instructional practice to plan and instruct at least five different client sessions, and; - conduct sessions that individually or cumulatively incorporate: a variety of exercises which are targeted at health- and skill-related components of fitness, for achieving improvements and adaptations; variations of exercise; with and without equipment; exercises to change: joint action, stabilisation of the body and forces which act on the body during exercise; variations in the contribution of energy from three different energy systems, and; consideration of: musculoskeletal anatomy and physiology, mechanical principles and physiology concepts. Students will also be expected to demonstrate the following knowledge: - organisational policies and procedures; - industry endorsed client pre-exercise health screening processes; - industry endorsed risk stratification procedures, exercise implications and referral requirements; - the physiology related to achieving improvements in health-related components of fitness; - the physiology related to

achieving improvements in skill-related components of fitness; - musculoskeletal anatomy and physiology related to achieving improvements in fitness; - concepts and principles of mechanics relevant to fitness; - concepts and principles of the physiology of the body in relation to fitness; - the expected physiological responses, and appropriate action, and; - scope of practice for a personal trainer.

SISFFIT020 Instruct exercise programs for body composition goals

Locations: Footscray Park, Werribee.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to design exercise plans and programs to change and maintain desired and realistic body composition of clients. It applies to exercise programs aimed at health-related components of fitness, with particular attention to body composition. This unit does not directly apply to provision of healthy eating information regarding body composition goals, however it does cover the calculation of energy expenditure to enable planning and instruction of appropriate programs to achieve identified goals. This unit applies to the planning of programs for clients who have completed industry endorsed pre-exercise screening and risk stratification procedures. This unit applies to personal trainers who typically work autonomously in controlled and uncontrolled fitness environments. Work is performed according to relevant legislation and organisational policies and procedures.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills which must include period(s) totalling at least ten hours comprising at least ten different client contact sessions: - plan, document, implement and evaluate at least five exercise plans that meet specific body composition needs and goals of individual clients; - conduct sessions that consider each client's: training schedule; likes and dislikes; financial constraints; specific responses to questionnaire; religious restrictions; injuries; medical and exercise history, and; functional limitations; - correctly measure body composition for each client using appropriate measures: weight; height; hip circumference; waist circumference; skin folds; bioelectrical impedance analysis, and; body mass indices; - appropriately use and apply anthropometric standards: somatotypes; skin fold indices; body mass indices; waist:hip ratios, and; healthy weight range charts, and; - use appropriate and motivating instructional techniques with each client to increase exercise adherence and positive health and fitness habits. Students will also be expected to demonstrate the following knowledge: - legislative and regulatory requirements regarding exercise planning for body composition goals; - organisational policies and procedures; - industry endorsed client pre-exercise health screening processes; - industry endorsed risk stratification procedures, exercise implications and referral requirements; - client considerations for planning exercise programs to target body composition goals; - exercise programming principles to target body composition goals; - barriers to achieving goals; - management of body composition; - factors affecting 'weight' on scales; - role of medical or allied health professionals in relation to body composition programming; - motivational techniques and strategies to support body composition goals, and; - benefits and limitations of body composition appraisal methods.

SISFFIT021 Instruct personal training programs

Locations: Footscray Park, Werribee.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to plan, instruct and evaluate personal training programs for a variety of clients in both controlled and uncontrolled environments. It requires the ability to plan individualised programs for clients who have completed industry endorsed pre-exercise screening and risk stratification procedures. This unit applies to personal trainers who typically work autonomously in controlled and uncontrolled fitness environments. Work is performed according to relevant legislation and organisational policies and procedures.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills which must include period(s) totalling at least ten hours comprising at least ten different client contact sessions in a mixture of controlled and uncontrolled environments: - plan, document, implement and evaluate at least five personal training plans that meet specific needs and goals of individual clients, and; - conduct sessions that individually or cumulatively incorporate: a variety of indoor and outdoor training environments, methods, and equipment; resistance training; cardiovascular training techniques; demonstration, explanation, and instruction of exercises; injury prevention strategies specific to client needs and program; appropriate and motivating instructional techniques to increase exercise adherence and positive health and fitness habits, and; modify personal training plans for clients. Students will also be expected to demonstrate the following knowledge: - legislative and regulatory requirements regarding personal training, equipment use and selection; - organisational policies and procedures; - industry endorsed client pre-exercise health screening processes; - industry endorsed risk stratification procedures, exercise implications and referral requirements; - program planning for improvement of health- and skill-related components of fitness; - safety and preparation considerations for the use of plyometric training in personal training; - program design and variables relevant to the combination of health- and skill-related components of fitness in the client's program; - suitable training and monitoring techniques and exercises to achieve improved functioning; - training principles relevant to the health- and skill-related components of fitness in the client's program; - training methods and consideration of intensity, program types, sets and reps, circuits, matrices, super-sets, pre-fatigue and interval training; - types of conditioning and training, and expected adaptations, including timing; - client considerations and needs; - application of exercise science, anatomy, physiology, biomechanics considerations to fitness activities and personal training programs; - manufacturer and exercise equipment specifications for safe use and techniques; - signs and symptoms of exercise intolerance and appropriate management strategies; - common barriers to exercise participation; - different learning styles of clients and methods to adapt training to suit these learning styles, and; - motivational techniques.

SISFFIT023 Instruct group personal training programs

Locations: Footscray Park, Werribee.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge

required to plan, instruct and evaluate group personal training programs for a variety of clients in both controlled and uncontrolled environments. It requires the ability to plan individualised programs for clients who have completed industry endorsed pre-exercise screening and risk stratification procedures. It requires the ability to instruct personal training sessions and programs to a group of people, whilst taking into account individual goals, programming requirements, personality and fitness level. The personal trainer ensures that the supervision ratio to client adheres to organisation policies and procedures. This unit applies to personal trainers who typically work autonomously in controlled and uncontrolled fitness environments. Work is performed according to relevant legislation and organisational policies and procedures.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills which must include period(s) totalling at least ten hours comprising at least ten different client contact sessions in a mixture of controlled and uncontrolled environments: - plan, document, implement and evaluate at least three group personal training plans and exercise programs for groups of three to twelve people that meet specific needs and goals of each individual within the group, and; - conduct sessions that individually or cumulatively incorporate: a variety of indoor and outdoor training environments, methods, and equipment; flexibility; resistance training; cardiovascular training techniques; adequate spacing between clients; appropriate line of sight for clients; appropriate motivating instructional techniques to increase exercise adherence and positive health and fitness habits of the group, and; modify personal training plans for clients. Students will also be expected to demonstrate the following knowledge: - legislative and regulatory requirements regarding group personal training, equipment use and selection; - organisational policies and procedures; - industry endorsed client pre-exercise screening processes; - industry endorsed risk stratification procedures, exercise implications and referral requirements; - program planning for improvement of health and skill-related components of fitness; - safety and preparation considerations for the use of plyometric training in group personal training; - suitable training and monitoring techniques and exercises to achieve improved; - training principles relevant to the health and skill-related components of fitness in the client's program; - training methods and consideration of intensity, program types, sets and reps, circuits, matrices, super-sets, pre-fatigue and interval training; - types of conditioning and training, and expected adaptations, including timing; - client considerations and needs; - application of exercise science, anatomy, physiology, biomechanics considerations to fitness activities and group personal training programs; - manufacturer and exercise equipment specifications for safe use and techniques; - signs and symptoms of exercise intolerance and appropriate management strategies; - common barriers to exercise participation; - different learning styles of clients and methods to adapt training to suit these learning styles, and; - motivational techniques.

SISFFIT025 Recognise the dangers of providing nutrition advice to clients

Locations: Footscray Park, Werribee.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge

required to identify when the provision of nutritional advice is beyond the scope of practice of a personal trainer. It requires the ability to recognise the dangers of providing nutrition advice in a fitness setting and when a client requires referral to an Accredited Practising Dietitian, Accredited Sports Dietitian or General Practitioner. This unit covers recognition of appropriate information sources to apply to the provision of food advice, and when the provision of such advice is unethical and beyond the scope of practice. This unit applies to personal trainers who typically work autonomously in controlled and uncontrolled fitness environments. Work is performed according to relevant legislation and organisational policies and procedures.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify at least ten client situations when referral to an Accredited Practising Dietitian, Accredited Sports Dietitian or General Practitioner is required. Students will also be expected to demonstrate the following knowledge: - purpose, use and limitations of the Australian Dietary Guidelines; - the role and professional boundaries of the personal trainer, medical and allied health professionals in providing nutritional advice, weight loss support and exercise prescription; - the role of the personal trainer in providing nutritional advice within appropriate guidelines of Eat for Health Program incorporating the Australian Dietary Guidelines; - situations when referral to an Accredited Practising Dietitian, Accredited Sports Dietitian or General Practitioner is required, and which professional is most appropriate for the situation, and; - risks of providing nutritional information to the following specific population clients.

SISFFIT026 Support healthy eating through the Eat for Health Program

Locations:Footscray Park, Werribee.

Prerequisites:Nil.

Description:This unit describes the performance outcomes, skills and knowledge required to use the Eat for Health Program to support clients who do not have special dietary needs. It covers assisting clients to adapt the Australian Dietary Guidelines to suit their lifestyles and food choice influences using the Eat for Health Program as a guide. This unit requires the ability to provide healthy eating information and assist clients within industry endorsed scope of practice following completion of industry endorsed pre-exercise screening.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills which must include period(s) totalling at least five hours comprising at least five different client contact sessions: - identify the daily eating patterns of at least five clients in the format of the Australian Dietary Guidelines; - compare each client's eating patterns with the recommendations in the Eat for Health Educator Guide relative to their goals, body composition, lifestyle group, and current level of physical activity, using Foundation and Total

Diets; - provide suggestions for achieving healthy dietary patterns to each client in accordance with the Eat for Health Educator Guide; - apply organisational policies and procedures and legal and ethical limitations to client contact sessions, and; - identify the need for and prepare referrals for at least five clients to an Accredited Practising Dietitian, Accredited Sports Dietitian and/or medical practitioner as required. Students will also be expected to demonstrate the following knowledge: - purpose and use of the Australian Dietary Guidelines; - purpose and use of the Eat for Health Program and Eat for Health Educator Guide; - how to read and understand food labels to support healthy food choices according to the Eat for Health Educator Guide; - how to use the template for adapting the Australian guide to healthy eating to assist clients to make informed food choices; - role of Accredited Practising Dietitian, Accredited Sports Dietitian and General Practitioner for referring clients; - referral requirements; - scope of practice of a personal trainer in regards to providing nutritional information; - the modelling of Foundation diets on a weekly basis in the Eat for Health Educator Guide allowing for flexibility in their daily implementation; - the benefits of combining healthy eating and moderate physical activity, and; - use of the Eat for Health Program, within Scope of Practice, according to the lifestyle group and different levels of physical activity.

SISOCNE202A Perform deep water rescues

Locations: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:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - assess the situation and conditions; - select an appropriate rescue method; - communication skills to deliver clear, concise directions to the capsized person and any other assistants involved with the rescue; - water reading skills such as direction and speed of flow, currents, eddies and other hydrological features, to assist in a safe deep water rescue; - paddling skills to safely manoeuvre craft close to capsized person or persons, and; - first aid and emergency response skills appropriate to the location to enable initial response to emergencies and personal health care. Students will also be expected to demonstrate the following knowledge: - legislation and organisational policies and procedures to enable safe conduct of all deep water rescue activities; - hydrology and river grading systems to understand how rivers work to enable safe deep water rescues; - sea features such as currents, waves and tides and how these might impact on the deep water rescue; - common hazards and risks associated with sea and river craft activities and how to negotiate these; - rescue procedures suitable to the deep water conditions and experience of the participant; - rescue equipment commonly used in deep water rescues, and; - first aid knowledge appropriate to location and level of responsibility.

SISOCNE303A Apply canoeing skills

Locations:Footscray Park.

Prerequisites:Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to paddle a canoe in controlled conditions. This unit focuses on the demonstration of effective and efficient canoeing skills on flat and undemanding water.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - teamwork skills to work with others to lift, carry and secure canoes; - communication skills to interact with supervisor, other participants and rescue crew to maintain a positive and safe environment deliver clear, concise directions to the capsized person and any other assistants involved with the rescue; - listening skills to follow instructions and directions from the supervisor and rescue crew; - problem-solving skills to navigate, determine location and follow a planned course; - planning and organising skills to select and allocate canoeing equipment and site; - swimming skills to swim 50 metres whilst clothed and wearing a personal flotation device that complies with State or Territory maritime regulations; - rescue skills to perform a deep water rescue; - paddling skills to safely manoeuvre craft close to capsized person or persons, and; - first aid and emergency response skills appropriate to the location to enable personal health care. Students will also be expected to demonstrate the following knowledge: - legislation and organisational policies and procedures to enable safe conduct of all canoeing activities to enable safe conduct of all deep water rescue activities; - types of craft and equipment, characteristics and technology used for canoeing, the advantages and disadvantages of the range of craft and equipment, and factors affecting appropriate selection; - clothing requirements for canoeing, such as wet weather gear to maintain warmth and dryness or sun protection to minimise sunburn and heat stroke; - importance of a personal flotation device in keeping a person afloat and their head above water; - stroke and directing techniques to control and manoeuvre the canoe efficiently; - navigation techniques to determine location and direction; - principles of nutrition to maintain health during activity; - basic weather and environmental information to ascertain possible conditions and their affect on the activity; - purpose and importance of safety features of craft; - common hazards and their risks associated with sea and river craft activities and how to negotiate these; - rescue procedures suitable to the deep water conditions and experience of the participant; - rescue equipment commonly used in deep water rescues, and; - emergency and rescue procedures appropriate for the craft and location to ensure risk minimisation to self and group.

SISOCNE306A Instruct canoeing skills on flat and undemanding water

Locations: Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to instruct canoeing on flat and undemanding water. This unit focuses on planning, instructing and evaluating an instructional canoeing session to enable participants to achieve the skills and knowledge required to participate independently, or with minimal supervision, in a canoeing activity on flat and undemanding water.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to consult with participants to plan a canoeing session that meets their needs, convey information about the safety aspects of the session, and interact with participants to create a safe and positive canoeing environment; - problem-solving skills to plan canoeing sessions according to participant's needs and characteristics, observe and correct canoeing technique faults, and anticipate and respond to non-routine situations; - planning and organising skills to source, allocate and coordinate resources, equipment and a suitable body of water, monitor and evaluate progress, and organise participants into manageable groups for canoeing; - language and literacy skills to produce canoeing and instructional plans for the canoeing session, and complete post session participant and self evaluations; - effective and efficient personal canoeing skills on flat and undemanding water to demonstrate and explain canoeing techniques to participants; - swimming skills to remove self from danger after a capsize and to manoeuvre canoe while in paddling gear; - river reading skills, such as direction and speed of flow, currents, eddies and other hydrological features that may impact on paddling and safety, and; - first aid and emergency response skills appropriate to the location to enable initial response and or rescue in emergencies whilst instructing canoeing on flat and undemanding water. Students will also be expected to demonstrate the following knowledge: - legislation and organisational policies and procedures to enable safe conduct of canoeing sessions information about location to assist in the planning process and enable management of potential canoeing hazards and any special restrictions applying to the location; - equipment types, characteristics and technology used for canoeing on flat and undemanding water, the advantages and disadvantages of the range of equipment and factors affecting appropriate selection of equipment; - clothing and footwear requirements for canoeing to ensure comfort and safety; - care and maintenance of canoeing equipment to ensure prolonged life span and safety requirements; - instruction techniques and theories applicable to a range of ages and learning abilities; - canoeing techniques and common communication systems used between craft on rivers to reduce risk during canoeing; - technical canoeing knowledge, such as paddling, capsizing and rolling techniques used on flat and undemanding water; - hydrology and river features such as currents, banks, change in gradient and volume, and how these might impact on the canoeing session; - swimming techniques to swim out of trouble and manoeuvre canoe while in water; - communication systems and signals used in canoeing; - navigation techniques to determine location and direction; - weather and environmental information to ascertain possible conditions and their effect on the session; - hazards commonly experienced on flat and undemanding water, and; - emergency procedures, rescues, potential hazards and obstacles relevant to the location to ensure safety of self and others.

SISORAF402A Guide a raft on grade 3 rapids

Locations: Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to control a raft as a guide with a crew on grade 3 rapids according to the prescribed trip plan.

Required Reading: No required text.

Assessment: Evidence of the following is essential: - executes trip plan, including confident delivery of safety briefing and crew drill applies knowledge of rivers and hydrology - monitors and maintains the safety of clients and rafting equipment - by

manoeuvring and controlling a raft effectively over multiple occasions and at multiple venues - evaluates and reflects on own rafting performance to identify strengths, weaknesses and areas that need improvement - monitors and maintains the safety of clients and raft equipment and applies effective contingency management to deal with problems and issues that arise during the activity.

SISOWWR201A Demonstrate self rescue skills in white water

Locations:Footscray Park.

Prerequisites:Nil.

Description:This unit describes the performance outcomes, skills and knowledge required to apply self rescue skills in white water with Grade 2 rapids. This unit may be used in conjunction with other units, such as rafting, canoeing or kayaking, and applies to situations where crew member or members are in the water due to circumstances such as craft capsizes.

Required Reading:No required text

Assessment:Evidence of the following is essential - identifies hazards and their implications for white water swimmers and applies knowledge of hydrology and river features to select a suitable self rescue method - applies appropriate body position and defensive and aggressive swimming techniques suitable to the conditions - adapts to problems or issues that arise during white water self rescues and makes adjustments to ensure safety of self and group - applies procedure to safely re-enter the craft following a capsizes.

SISOWWR302A Demonstrate white water rescues and recoveries

Locations:Footscray Park.

Prerequisites:Nil.

Description:This unit describes the performance outcomes, skills and knowledge required to perform rescues and recoveries in routine, predictable situations in rafting, canoeing or kayaking activities on water up to Grade 3 standard.

Required Reading:No required text

Assessment:Evidence of the following is essential - assesses rescue situation in a timely manner to identify potential hazards and risks, and determines efficient rescue and recovery methods - selects and uses rescue equipment and resources, including mechanical advantage systems, in a variety of white water rescue and recovery situations - communicates with other members of the rescue team and adapts to problems or issues that may arise during white water rescues and recoveries to ensure safety of self and group - evaluates and reflects on own rescue and recovery performance to identify strengths, weaknesses and areas that need improvement - carry out multiple rescues utilising the full range of rescue and recovery methods, one of these being in a time critical environment - release and rescue an entrapped victim in a time critical environment - safely recover a wrapped, pinned or breached craft using a mechanical advantage system ensuring equalisation of load and anchors to minimise damage to craft.

SISSCO003 Meet participant coaching needs

Locations:Footscray Park.

Prerequisites:Nil.

Description:This unit describes the performance outcomes, skills and knowledge required to adapt coaching practices in a specific sport to meet individual participant needs from a diverse range of population groups including but not limited to: boys; girls; adolescent boys; adolescent girls; adult men; adult women; pregnant women; older adults; those with a physical disability; those who are deaf or hard of hearing; the blind and visually impaired; those with an intellectual disability, and; culturally and linguistically diverse groups. This unit applies to individuals working in community based coaching roles in the Australian sport industry. This includes

individuals working and volunteering in sport clubs and organisations. Specific industry accreditation requirements may apply to sport-specific coaching accreditation and information should be obtained from the relevant National Sporting Organisation (NSO).

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - plan, conduct and evaluate three (3) sport-specific coaching sessions on three (3) occasions for a duration of at least 30 - minutes each that involves, customising the session plans to meet the individual needs of participants from two (2) of the following population groups: - boys; - girls; - adolescent boys; - adolescent girls; - adult men; - adult women; - pregnant women; - older adults; - those with a physical disability; - those who are deaf or hard of hearing; - the blind and visually impaired; - those with a intellectual disability; - culturally and linguistically diverse groups, and; - applying inclusive and non discriminatory coaching practices. Students will also be expected to demonstrate the following knowledge: - organisational policies and procedures applicable to meeting individual participant needs; - key areas of diversity, their characteristics and ways to accommodate in coaching practices such as culture, race and ethnicity, disability, religious and spiritual beliefs, gender, generational differences, sexual orientation and identity; - principles of inclusion in sport such as inclusive learning and participation, how to be inclusive as a coach. barriers to inclusion, benefits versus risk of participation; - types and characteristics of specific population groups; - factors that affect participant ability to acquire skills such as participation and competitive motivations, medical needs, levels of support and care, physical, previous experience, level of literacy skills, level of numeracy skills, cognitive factors, religious beliefs, communication strategies, cultural values, social characteristics, level of ability, impact of disability, aging processes, range of movement, safety factors, recovery techniques, functional ability; - coaching practice adaptations; - development and maturation; - overtraining and overuse in young participants; - classification systems to enable equitable competition among participants with similar functional ability and medical conditions; - competition options, rules and requirements for participants from specific population groups; - needs of female participants, and; - methods for self reflection.

SISSCO004 Plan, conduct and review coaching programs

Locations:Footscray Park.

Prerequisites:Nil.

Description:This unit describes the performance outcomes, skills and knowledge required to deliver coaching programs in a specific sport. This can include seasonal programs depending on the specific sport. This unit applies to individuals working in community based coaching roles in the Australian sport industry. This includes individuals working and volunteering in sport clubs and organisation. No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each

unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - plan, conduct and review one sport-specific program plan that includes at least eight sport-specific sessions. Students will also be expected to demonstrate the following knowledge: - organisational procedures applicable to planning, conducting and reviewing programs in a specific sport; - program planning considerations such as matching program to suit participant developmental readiness, program objectives, progression and regression activities and modified games, activities inclusive of all participants, contingency plans to accommodate environmental conditions, designing activities that require participants to think and make meaningful decisions about sport-specific situations, sequencing and linking program sessions and activities to develop and progress skills, methods for making programs engaging and group organisation; - sport-specific equipment and resource constraints and options such as group organisation, safe set-up and layout, allocation of space and resources for programs; - program review, evaluation and adjustment processes, and; - methods for self reflection.

SISSSC0007 Apply sport psychology principles

Locations: Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to assist participants to develop basic psychological skills to optimise sporting performance in sport-specific training and competition settings. This unit applies to individuals working in community-based roles in the Australian sport industry in coaching and support roles. This includes individuals working and volunteering in sport clubs and organisations. Specific industry accreditation requirements may apply to sport-specific coaching accreditation, and information should be obtained from the relevant National Sporting Organisation (NSO).

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - using three of the following strategies, managing emotions, using relaxation techniques, managing self-talk, managing stress, establishing pre-, during- and post-performance psychological routines, identifying sources of intrinsic and extrinsic motivation, setting goals, visualisation, self reflection on performance, managing concentration; - assisting the participant to manage performance outcomes, and; - assisting the participant to access sport psychology professionals. Students will also be expected to demonstrate the following knowledge: - organisational policies and procedures applicable to applying sport psychology principles; - information sources applicable to sport psychology; - principles of sport psychology for sporting performance, such as the brain and its functions, psychological demands of specific sports, emotions, concentration, motivation, goal setting, self reflection on performance; - role and responsibilities of sport psychology professionals; - psychological skills to enhance performance such as managing emotions, managing concentration, establishing pre-, during- and post-performance psychological routines, using relaxation techniques, managing self-talk, managing stress, understanding motivation, setting goals, visualisation, self reflection on performance; - techniques to assist participants to

manage performance outcomes; - techniques to create a positive environment for participants, and; - psychology advice and support referral services for participants.

SISSSC0008 Apply anti-doping policies

Locations: Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to inform participants about anti-doping policies in sport and assist participants to address drugs in sport issues according to legislative and sport-specific anti-doping requirements. This unit applies to individuals working in community based roles in the Australian sport industry in coaching and support roles. This includes individuals working and volunteering in sport clubs and organisations. Specific industry accreditation requirements may apply to sport-specific coaching accreditation, and information should be obtained from the relevant National Sporting Organisation (NSO).

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - apply anti-doping policies to support three participants in a specific sport that involves, conveying the following international and domestic anti-doping policies such as banned and restricted drug classes, drug testing, procedures and protocols, deliberate use of drugs, inadvertent use of drugs, social drug use, ethical implications, health effects of banned substances, therapeutic use of banned drugs, participants' rights and responsibilities, herbal medications and supplements, hearings and sanctions, and; - consulting with the participants to develop, implement and review strategies to support them with drugs in sport issues. Students will also be expected to demonstrate the following knowledge: - organisational policies and procedures applicable to applying anti-doping policies; - requirements of the world anti-doping code applicable to coaches and participants; - anti-doping policy of the sport-specific National Sporting Organisation; - types of support staff and how they can assist participants with anti-doping; - methods of checking the status of medications; - types of prohibited substances and methods in sport; - therapeutic use of exemptions (TUE); - prohibited list; - role of drug testing in sport; - types of prohibited substances in foods and supplements; - drugs in sport issues such as banned and restricted drug classes, drug testing procedures and protocols, deliberate use of drugs, inadvertent use of drugs, recreational drug use, ethical implications, health effects of banned substances, therapeutic use of banned drugs, herbal medications and supplements, hearings and sanctions; - available support services and resources to assist participants with drugs in sport issues; - consent requirements for underage participants; - strategies to assist participants to address drugs in sport issues such as educational programs, use of drugs in sport information services including Australian Sports Anti-Doping Authority (ASADA), intervention strategies, and; - ethical codes and policies.

SISSSC0011 Manage integrity in sport

Locations: Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to manage integrity in sport risks, inform participants about integrity in sport and assist participants to address integrity issues. This unit applies to individuals

working in the Australian sport industry in community based roles. This includes individuals working and volunteering in sport clubs and organisations. Specific industry accreditation requirements may apply to sport-specific coaching accreditation and information should be obtained from the relevant National Sporting Organisation (NSO).

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - manage integrity in a specific sport over a period of one month that involves behaving and making choices with integrity, identifying and controlling three integrity in sport risks, providing integrity in sport information to three participants, consulting with the participants to develop, implement and review strategies to support them with integrity in sport issues. Students will also be expected to demonstrate the following knowledge: - legislative and regulatory requirements applicable to integrity in sport; - organisational policies and procedures applicable to integrity in sport; - behaviours that exemplify personal, practice and organisational integrity in sport; - behaviours that undermine personal, practice and organisational integrity in sport; - ethical decision making; - consequences of poor integrity to participants, wider public, work health and safety; - types of support staff and how they can assist participants with integrity in sport issues; - integrity in sport risks and issues; - abuse and discrimination including at training and events and on social media and social networking sites; - gambling; - child abuse; - available support services and resources to assist participants with integrity in sport issues; - consent requirements for under-age participants, and; - types of strategies to assist participants to address integrity in sport issues.

SISSCO101 Develop and update knowledge of coaching practices

Locations:Footscray Park, Industry, Werribee.

Prerequisites:Nil.

Description:This unit describes the performance outcomes, skills and knowledge required to develop and update information on coaching, including the legal and ethical issues that must be considered by coaches. The unit focuses on the ability to source and comprehend general principles of coaching as well as National Sporting Organisation (NSO) sport specific requirements and covers the initial and ongoing development of a person's required knowledge base. It does not cover the technical requirements related to coaching in particular sport, these skills are covered in other units. This information underpins effective performance as a coach.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - research skills to identify, interpret and sort relevant information; - communication skills including active listening and questioning to obtain information and to provide a summary of information; - literacy skills to read and comprehend the content of plain English information documents about legal and ethical issues, industry accreditation schemes

and codes of behaviour, and; - problem-solving skills to identify methods of incorporating risk management principles into sport specific coaching duties. Students will also be expected to demonstrate the following knowledge: - structure and function of the NCAS; - current sport specific rules, laws and regulations, best practice codes and principles; - NSO requirements for coaches, including member protection; - legal liability and duty of care; - ethical responsibilities of a coach; - state and territory specific requirements for working with children; - industry best practice equipment and safety requirements, including risk management principles; - organisational policies and procedures to enable all coaching activities, and; - coaching styles and practices applicable to a range of ages and learning abilities.

SISSCO303 Plan and deliver coaching programs

Locations:Footscray Park.

Prerequisites:SISSCO101 - Develop and update knowledge of coaching practices

Description:This unit describes the performance outcomes, skills and knowledge required to develop and deliver sports coaching programs. The unit focuses on the application of planning and organisational skills to determine developmental activities and delivery methods according to sports participants needs. This unit applies to those conducting coaching activities in a variety of sport contexts including schools and clubs.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - language and literacy skills to document coaching programs in required detail and formats; - consult with participants and elicit information required to determine appropriate program to meet participant needs; - source, interpret and confirm information to inform program planning; - convey information about the safe use of equipment to participants; - deliver engaging presentations to support coaching; - self-management skills to review and reflect on own coaching performance to facilitate personal development; - determine required venues and resources to provide an appropriate and safe learning environment for participants; - source, allocate and coordinate resources and equipment necessary for planned coaching program; - evaluate and manage risks associated with delivery of the coaching program; - develop sport-specific coaching programs with correct sequencing of learning activities that provide appropriate progression and regression; - recognise and accommodate the needs and differences of learners of different ages and varying maturity and ability levels; - select coaching styles and methods appropriate to the purpose of the coaching program and characteristics of participants; - literacy skills to document session plans; - technology skills to access internet and use digital equipment, and; - numeracy skills to support effective time management to structure coaching activities within available timeframes. Students will also be expected to demonstrate the following knowledge: - physical, psychological and social characteristics of different participants and related stages for learning and coaching activities to enable the development of appropriate coaching programs; - appropriate sequencing of skill development progression and regression activities across coaching sessions suited to individuals and groups; - structure of coaching sessions and sequencing sessions in a program; - learning principles and delivery methods including those appropriate to junior learners; - activity or sport-specific knowledge including rules, technical and tactical fundamentals; - sport-specific equipment and resource requirements constraints and

options; - techniques for the recognition and resolution of inappropriate behaviours to enable safe and inclusive conduct of coaching programs; - characteristics of behaviours and abilities which may indicate learner difficulties; - risk-analysis processes to enable assessment of the potential impact of planned program on participant safety; - evaluation processes to enable improvements to be made to the program; - documentation and recording systems; - legislation and organisational policies and procedures to enable safe and ethical coaching programming.

SISSSC0305 Implement selection policies

Locations: 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 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: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - build rapport with candidates; - convey information and confirm understanding of selection policies and procedures; - consult and deliberate with panel members; - notify successful candidates, and provide constructive feedback to unsuccessful candidates; - language and literacy skills to research, analyse and document selection data and selection for candidates; - objectively and ethically apply selection criteria; - evaluate candidates to select appropriate applicants; - identify and address problems and issues in the implementation of selection policies; - make recommendations for adjustments to meet changing requirements in the sport, club or organisation, and; - planning and organising skills to follow procedures for the effective implementation of selection policies and procedures within required timeframes. Students will also be expected to demonstrate the following knowledge: - organisation selection objectives, criteria and policy to enable sound decision making; - regulations and guidelines such as eligibility requirements that impact on selection of candidates for the relevant sport or activity to enable fair application of selection policies; - expected levels of performance to inform the application of selection policies and procedures; - relevant legislation to enable the selection procedure to be conducted with integrity and rigour; - organisational roles and responsibilities of key people and communication channels in relation to selection of candidates to enable the efficient exchange and referral of information, and; - conflict resolution strategies to enable appropriate responses to selection disputes.

SISSSC0306 Provide drugs in sport information

Locations: 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: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic

and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - build rapport with athletes; - convey information about performance enhancing and prohibited drugs to athletes; - negotiate appropriate strategies with athletes to address drug issues in sport; - seek feedback on the effectiveness of strategies; - language and literacy skills to access and interpret information on key drug issues relevant to the appropriate sport, and; - problem solving skills to assess effectiveness of strategies to address drug issues and modify accordingly. Students will also be expected to demonstrate the following knowledge: - national and international anti-doping codes to enable accurate and current information to be conveyed to athletes; - classes of banned and restricted drugs to enable the communication of current information to athletes; - organisational policies and procedures to enable athletes to implement strategies regarding drugs in sport in a professional and supported manner; - short and long term physical and psychological effects of drugs on the human body; - credible information sources regarding drugs in sport to enable understanding of rights and responsibilities in relation to drugs in sport and to maintain accuracy and currency of knowledge; - drug testing procedures and protocols and sources of current information to maintain currency and accuracy of knowledge; - available support services in order to convey information to assist athletes with drugs in sports issues, and; - strategies to assist athletes to address drugs in sport issues.

SISSSC0307 Provide nutritional information to athletes

Locations: Footscray Park.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to enable coaches to provide information to support their athletes to apply the principles and practices of nutrition to achieve peak performance in the relevant sporting activity.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - build rapport with athletes and support personnel; - access, analyse and convey information about the principles and practices of nutrition for training and peak performance to athletes; - negotiate appropriate strategies to enhance peak performance with athletes and seek feedback on their effectiveness; - language and literacy skills to access and interpret information on the principles of nutrition for peak performance relevant to the appropriate sport; - assess effectiveness of nutritional practices to enhance performance and to modify accordingly, and; - recognise nutritional issues and refer these to appropriate support personnel. Students will also be expected to demonstrate the following knowledge: - nutrition guidelines to enable the provision of accurate information about the principles and practices of sports nutrition for training and peak performance to athletes; - principles and practices of nutrition for training and peak performance relevant to specific activity or sport to enable appropriate advice and support to be provided to athletes in specific settings; -

appropriate body weight monitoring methods in order to assist athletes to monitor their weight effectively; - principles of safe weight loss and weight gain principles in order to support athletes to adopt nutrition principles maintain an appropriate weight for peak performance; - principles of hydration and fluid replacement practices in order to correctly inform athletes; - organisational policies and procedures to enable athletes to implement strategies regarding nutritional practices in a professional and supported manner, and; - information sources regarding principles and practices of nutrition for peak performance.

SISSSC0308 Support athletes to adopt principles of sports psychology

Locations: 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: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - build rapport with athletes and support personnel; - access, analyse and convey information about sport psychology principles and approaches for peak performance to athletes using appropriate communication techniques; - negotiate appropriate strategies to achieve peak performance with athletes and seek feedback on the effectiveness of strategies; - language and literacy skills to access and interpret information on sport psychology principles and approaches for peak performance relevant to the appropriate sport; - assess effectiveness of psychological approaches to enhance performance and to modify accordingly, and; - recognise psychological barriers to enhanced performance and refer the athlete to support personnel. Students will also be expected to demonstrate the following knowledge: - psychological approaches and techniques such as mental rehearsal, goal setting and self control strategies to assist athletes to prepare psychologically for competition and to enhance performance in a sporting event; - organisational policies and procedures to enable athletes to implement psychological approaches to enhance performance in a professional and supported manner; - motivational techniques to assist athletes to prepare psychologically for a sporting event; - psychological barriers to enable these to be recognised and addressed, and; - credible information sources regarding psychological approaches for peak performance to enable accuracy and currency of knowledge to be conveyed to athletes.

SISSSC0513 Plan and implement high performance training and recovery programs

Locations: 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: The qualified trainer and assessor will provide teaching and

learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - ensure requirements of athletes are understood and included in planning; - ensure aspects of a training program are understood and agreed upon by the athletes; - planning and organising skills to enable the planning of a high-performance training program to meet identified athlete needs; - literacy and numeracy skills to effectively schedule, document and evaluate results of high-performance training programs; - research skills to obtain information on trends, innovations and best practice principles of the sport and high-performance training methods; - coach and motivate an individual in a high-performance training program; - liaise effectively with support personnel. Students will also be expected to demonstrate the following knowledge: - relevant activity or sport-specific knowledge, including rules and regulations, to coach the skills being included in the training program; - advanced principles of skill acquisition in order to plan and deliver high-performance training programs to meet identified needs; - anatomy, physiology and biomechanics to enable effective and safe planning and implementation of high-performance training programs, including: - type and the structure of joints as they relate to joint mobility, joint integrity and risk of injury; - major muscles, their actions, and the role of muscles during contraction; - structure and function of the musculoskeletal system; - structure of the cardio-respiratory system and the relationship between exercise intensity and circulatory and ventilation responses; - organisational policies and procedures to enable the safe and appropriate conduct and recording of long-term training programs and maintain confidentiality of participant information; - National Sporting Organisation (NSO) best practice principles; - equipment manufacturer information and organisational requirements to enable the safe and effective use of exercise and training equipment.

SISSDE502 Design and implement strategies to increase participation

Locations: Footscray Park.

Prerequisites: Nil.

Description: This unit applies to those with a sport development role. This focuses on developing strategies to increase participation and enhance pathways for emerging talent and implementing these strategies in schools, clubs and community environments. It does not cover design and delivery of specific talent identification programs.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - liaise with stakeholders to identify their needs; - consult with relevant personnel to develop activity or program criteria and formats; - develop and participate in networks to promote programs; - seek feedback on outcomes; - identify relevant products and services for specific target groups; - investigate alternative activity and program formats and structures and match these to the needs and objectives of participants; - develop, implement

and monitor a budget to implement the desired strategies; - implement strategies within a defined timeframe; - manage a range of participation programs and activities; - assess resource requirements and secure necessary resources for implementation; - design, implement and monitor participation programs and activities; - adjust program structures and formats as required; - self-management skills to reflect on own performance in developing and managing participation programs and activities and make appropriate adjustments, and; - ability to develop and adapt programs, activities and formats for a range of participant abilities, ability levels and ages. Students will also be expected to demonstrate the following knowledge: - characteristics of different groups of participants and appropriate communication and motivation techniques for each group; - products and services suitable for increasing participation in a specific sport; - strategies to best develop and promote participation; - marketing and advertising strategies to increase participation; - existing and potential networks and groups to enable links to be developed with potential stakeholders and participants; - the relationship between participation and talent identification in order to develop programs that will integrate with and develop pathways through the sport for emerging talent, and; - types of program structures and formats suitable for different participant groups to ensure the development of appropriate programs and activities.

SISSSO101 Develop and update officiating knowledge

Locations: Footscray Park, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to develop and update information on officiating, including the legal and ethical issues that must be considered by officials. The unit focuses on the ability to source and comprehend general principles of officiating as well National Sporting Organisation (NSO) sport specific requirements and covers the initial and ongoing development of a person's required knowledge base. It does not cover the technical requirements related to officiating in a particular sport, these skills are covered in other units. This knowledge underpins effective performance as an official.

Required Reading: The teacher will provide teaching and learning material as required.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - research skills to identify, interpret and sort relevant information; - communication skills including active listening and questioning to obtain information literacy skills to read and comprehend the content of plain English information documents about legal and ethical issues, industry accreditation schemes and codes of behaviour, and; - problem-solving skills to identify methods of incorporating risk management principles into sport specific officiating duties. Students will also be expected to demonstrate the following knowledge: - structure and function of the NOAS; - sport specific rules, laws and regulations; - NSO requirements for officials, including member protection; - legal liability and duty of care; - ethical responsibilities of an official; - industry best practice equipment and safety requirements, including risk management principles; - principles of natural justice; - generic reporting procedures and tribunal processes, and; - presentation requirements including physical capability and mental preparation.

SISSPT303A Conduct basic warm-up and cool-down programs

Locations: Footscray Park, Industry, Werribee.

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: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: consult with athletes to establish the presence of contraindications; refer areas beyond own responsibility to appropriate medical personnel; convey information to athletes about safe warm-up and cool-down techniques; - problem-solving skills to: select and apply appropriate warm-up and cool-down techniques for appropriate activities or events; adjust exercises and techniques in response to athlete needs, and; - self management skills to review and reflect on own performance. Students will also be expected to demonstrate the following knowledge: - legislation and organisational policies and procedures to enable the safe conduct and monitoring of warm-up and cool-down programs; - principles of biomechanics and human anatomy and physiology to enable the safe conduct of warm-up and cool-down exercises; - contraindications and precautions for warm-up and cool-down exercises to ensure effective prevention or management of injury; - warm-up, stretching and cool-down exercises and techniques for relevant activities or events to enable an appropriate program to be implemented, and; - benefits of warm-up, stretching and cool-down exercises in preventing injury and aiding recovery.

SISSPT307A Conduct advanced taping

Locations: Footscray Park, Werribee, City King St.

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: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - consult with athletes to establish the presence of contraindications; - refer areas beyond own responsibility to appropriate medical personnel; - convey information to athletes about taping and or bracing objectives and techniques; - select and apply appropriate taping techniques for relevant area; - determine situations requiring attention from a medical support team or health professional, and; - self-management skills to review effectiveness of taping in achieving initial aims and objectives of taping. Students will also be expected to demonstrate the following knowledge: - legislation and organisational policies and procedures to enable the safe conduct of all activities; - principles of biomechanics as they relate to taping and or bracing to enable understanding of human movement and the impact of injury; - anatomy and physiology of elbow, knee, Achilles and Acromioclavicular (AC) joint and their relationship to other body systems to enable understanding of human performance in a sport or physical

activity;- contraindications and precautions for taping or bracing to ensure effective prevention or management of injury; - types and qualities of tapes and their uses for different joints to enable joints to be taped effectively, and; - principles of taping and bracing techniques to enable treatment to be carried out safely and effectively.

SISSSTC301A Instruct strength and conditioning techniques

Locations: Footscray Park, Werribee.

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: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - instruct effective strength and conditioning techniques; - give and receive feedback; - teamwork skills to be able to coach and mentor an athlete through a strength and conditioning program; - technology skills to assess athletes and select exercises and drills for use within the program; - planning and organising skills to implement a plan for strength and conditioning for an individual or group, and; - literacy and numeracy skills to enable the review of training diaries and the timely completion of sessions. Students will also be expected to demonstrate the following knowledge: - motivational techniques to provide appropriate feedback to athletes; - the major body systems, bones, joints muscles and their function to enable the selection, instruction and adjustment of appropriate exercises to meet the needs of athletes; - legislation and organisational policies and procedures to enable the safe delivery of exercise programs including the safe use of equipment and a safe learning environment; - drills, activities and games to teach the techniques of strength and conditioning, and; - physiological, psychological and biomechanical changes that occur with strength and conditioning training to enable informed planning and instruction of sessions and prompt response to athlete difficulties during the class.

SISSSTC402A Develop strength and conditioning programs

Locations: Footscray Park, Industry, Werribee.

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: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - liaise with other coaches and

trainers; - give and receive feedback from athletes; - problem-solving skills to select appropriate techniques and strategies for the program to meet the stated objectives; - planning and organising skills to schedule the strength and conditioning program; - technology skills to assess the fitness and condition of athletes and other participants; - document evaluation methods; - record feedback, and; - read and understand policies and procedures information. Students will also be expected to demonstrate the following knowledge: - the major body systems, bones, joints, muscles and their function to enable the selection, instruction and adjustment of appropriate exercises to meet the needs of athletes; - anatomical, physiological and biomechanical differences of athletes including age and sex; - physiological adaptation to strength and conditioning training; - current strength and conditioning training techniques; - exercise prescription and exercise order principles; - physical constraints that may affect planning for strength and conditioning program, and; - legislation organisational policies and procedures to enable the safe delivery of exercise programs including the safe use of equipment and a safe learning environment.

SISXCAI001 Provide equipment for activities

Locations: Footscray Park, Footscray Nicholson, St Albans.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to prepare, demonstrate, use and store equipment for activities. This unit applies to assistants under direct supervision in a range of roles and settings in the sport, fitness or recreation industries. This includes assistants in after-school or holiday-care programs, those assisting with coaching activities, or undertaking a support role in fitness activities, indoor and outdoor recreation activities such as camps and other guided activities. These individuals undertake work according to relevant legislation and organisational policies and procedures.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - set up, demonstrate, use, dismantle, and store at least ten different pieces of equipment for activities over at least three different sessions; - demonstrate the use of: appropriate equipment suitable to the activity and participant requirements, and; appropriate personal protection equipment such as helmets, gloves, shin pads; - convey information about essential safety aspects of all equipment, and; - complete the appropriate documentation to record. Students will also be expected to demonstrate the following knowledge: - strategies to access and provide equipment for the relevant sessions; - basic aspects of legislation that enable safe equipment use, maintenance and storage; - organisational policies and procedure to enable safe equipment use, maintenance and storage; - equipment specifications and instructions to enable the selection and safe use of appropriate equipment for identified activities, and; - equipment testing and checking techniques, as specified by manufacturer. .

SISXCAI002 Assist with activity sessions

Locations: Footscray Park, Footscray Nicholson, St Albans.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to assist a leader or supervisor to prepare, conduct, monitor and evaluate

activity sessions. This unit applies to assistants under direct supervision in a range of roles and settings in the sport, fitness or recreation industries. This includes assistants in after-school or holiday-care programs, those assisting with coaching activities, or undertaking a support role in fitness activities, indoor and outdoor recreation activities such as camps and other guided activities. These individuals undertake work according to relevant legislation and organisational policies and procedures.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - assist a supervisor to plan and conduct at least five different sport, fitness or recreation sessions; - use the following communication skills: clear verbal communication; modelling and demonstration, and; motivational techniques, and; - contribute to each session evaluation: provision of personal feedback, and; collection of participant feedback. Students will also be expected to demonstrate the following knowledge: - basic aspects of legislation related to planning, conducting and evaluating sport, fitness or recreation sessions - organisational policies and procedures related to planning, conducting and evaluating sport, fitness or recreation sessions; - the aims of sport, fitness or recreation sessions; - components of sport, fitness or recreation session plans; - potential hazards associated with activities and strategies to maximise safe participation; - techniques and skills appropriate to the session; - equipment specifications and instructions to enable the selection and safe use of appropriate equipment for identified activities; - techniques to motivate participants to encourage interaction and participation, and; - organisational referral and reporting requirements, to a supervisor or other appropriate personnel.

SISXCAI003 Conduct non-instructional sport, fitness or recreation sessions

Locations:Footscray Park, Industry, Footscray Nicholson, Werribee.

Prerequisites:Nil.

Description:This unit describes the performance outcomes, skills and knowledge required to plan and conduct non-instructional sport, fitness or recreation sessions. It requires the ability to develop session plans, resource sessions, ensure the welfare and satisfaction of participants, and develop and maintain group cooperation and interaction. This unit applies to assistants under direct supervision in a range of roles and settings in the sport, fitness or recreation industries. This includes assistants in after-school or holiday-care programs, those assisting with coaching activities, or undertaking a support role in fitness activities, indoor and outdoor recreation activities such as camps and other guided activities. These individuals undertake work according to relevant legislation and organisational policies and procedures.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - plan and conduct at least ten different sport, fitness or recreation sessions involving: planned tasks, games, activities and exercises of varying durations; communication, demonstration and

explanation of: content, timing and sequence of activities: appropriate apparel and footwear; techniques and safe use of equipment; warm-up and cool-down techniques; activities during sessions; potential hazards; - use the following communication skills: clear verbal communication; modelling and demonstration; motivational techniques, and; - complete session evaluations: own work performance; collection of participant feedback: suitability and safety of facilities and equipment; content of session; structure and content of the activity or session; participant progress. Students will also be expected to demonstrate the following knowledge: - basic aspects of legislation related to planning, conducting and evaluating sport, fitness or recreation sessions; - organisational policies and procedures related to planning, conducting and evaluating sessions; - components of sport, fitness or recreation sessions; - participant needs; - tests and assessments appropriate to preparing for sport, fitness or recreation sessions; - likely demands of participants and sessions; - resource requirements for sessions; - external factors that may affect session outcomes; - conflict resolution strategies to enable group cohesion and interaction; - equipment specifications, testing and checking techniques to ensure the selection and safe use of appropriate equipment, and; - evaluation processes to enable improvements to be made to the program. .

SISXCAI004 Plan and conduct programs

Locations:Footscray Park, Industry, Werribee.

Prerequisites:Nil.

Description:This unit describes the performance outcomes, skills and knowledge required to plan and conduct a range of non-instructional programs in a variety of contexts for diverse needs and situations. This unit applies to individuals who work autonomously in a range of roles and settings in the sport, fitness or recreation industries. This includes program staff working in after-school or holiday-care programs, those assisting with coaching activities, or undertaking a support role in fitness activities, indoor and outdoor recreation activities such as camps and other guided activities. These individuals undertake work according to relevant legislation and organisational policies and procedures.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - plan, conduct and adjust at least ten sport, fitness or recreation programs incorporating: needs, preferences and expectations of different participants; budgetary constraints; logistics; appropriate response to problems or issues that arise, and; positive feedback in a timely manner to all participants; communication and explanation of: aims and objectives; dates and times; sessions, stages and structure, and; - complete program evaluations: own work performance, and; collection of participant feedback: suitability and safety of facilities and equipment; content of program; structure and content of activities or sessions, and; participant progress. Students will also be expected to demonstrate the following knowledge: - basic aspects of legislation related to planning, conducting and evaluating sport, fitness or recreation programs; - organisational policies and procedures related to planning, conducting and evaluating programs; - participant needs; - resource requirements for programs; - principles of inclusive practice to enable participation by a range of participants; - activity-specific knowledge to ensure program activities match participant needs; - factors affecting group dynamics and conflict resolution strategies to enable group cohesion and interaction; - equipment

specifications, testing and checking techniques to ensure the selection and safe use of equipment, and; - evaluation processes to enable improvements to be made to the program.

SISXCAI006 Facilitate groups

Locations: Footscray Park, Industry, Werribee.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to establish and facilitate the effective functioning of a group of people participating in an activity. This unit applies to individuals who work autonomously in a range of roles and settings in the sport, fitness or recreation industries. This includes program staff working in after-school or holiday-care programs, those assisting with coaching activities, or undertaking a support role in fitness activities, indoor and outdoor recreation activities such as camps and other guided activities.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - facilitate the effective functioning of at least three groups, and develop strategies to resolve problems: group and individual goals that the individual has identified and clarified; group members who have diverse styles, aspirations, cultures and perspectives; - use the following techniques to assist each group to facilitate optimum outcomes: task allocation; mentoring, and; - provide opportunities to encourage groups to openly propose, discuss and resolve issues through: group management skills; group decision making; listening skills; negotiation techniques; defining roles and responsibilities. Students will also be expected to demonstrate the following knowledge: - factors that contribute to optimal performance; - group dynamics and interactions that influence the attitudes and behaviours of others; - stages of group development to enable effective and constructive group support; - leadership styles, categories and types, appropriate to a range of group situations; - collaborative approaches to develop effective working relationships; - barriers to effective group development and performance, and; - facilitation techniques to assist the group to obtain the best outcomes.

SISXCAI306A Facilitate groups

Locations: 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: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

address activity-specific problems and client interaction or conflict; - communication and interpersonal skills to enhance interaction with clients; - conflict-resolution and negotiation skills to enable smooth functioning of the group, and; - literacy skills to enable the creation of written plans and performance records. Students will also be expected to demonstrate the following knowledge: - theories of group dynamics to understand and respond to group behaviour; - stages of group formation, such as forming, norming, storming, performing and adjourning to enable effective and constructive group support; - leadership styles, categories and types, and; - facilitation techniques to assist the group to obtain the best outcomes.

SISXCCS001 Provide quality service

Locations: Footscray Park, Industry, Footscray Nicholson, Werribee.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to address needs and expectations of clients and colleagues, promote programs, services and facilities, and respond to conflict and client complaints. This unit applies to individuals working in a range of customer service roles in the sport, fitness or recreation industries. This includes individuals working in gyms, aquatic centres, community centres or indoor activity centres, as well as to those working as instructors, trainers or guides and volunteers in indoor and outdoor settings. These individuals undertake work according to relevant legislation and organisational policies and procedures.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - provide programs and services to clients with varying needs and expectations over at least three service periods, and; - interact with clients in a polite and courteous manner using appropriate communication strategies and organisational channels to provide relevant information. Students will also be expected to demonstrate the following knowledge: - relevant legislation related to customer service; - organisational policies and procedures to enable ethical and non-discriminatory treatment of client requests and resolution of complaints; - communication mediums required to provide service to clients and colleagues; - conflict resolution strategies; - awareness of customs and practices of various social and cultural groups within Australia, to assist with meeting client needs and expectations; - services and products within the organisation that may be suited to particular clients, and; - principles and benefits of enhanced customer service experiences and positive communication.

SISXCCS403A Determine needs of client populations

Locations: 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: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each

unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - source and elicit information about the needs of client populations; - seek feedback from client populations for the improvement of service delivery; - literacy and numeracy skills to analyse and interpret information and data to inform the planning and development of delivery of services to meet the needs of client populations; - identify issues that may affect service delivery; - plan and implement strategies to improve service-delivery outcomes for client populations; - planning and organising skills to develop, implement, monitor and evaluate a service-delivery plan, and; - technology skills to access information in electronic form. Students will also be expected to demonstrate the following knowledge: - legislation and organisational policies and procedures to enable the delivery of professional, fair and equitable services to all client populations; - organisational services and products, to enable them to be aligned to the needs of client populations; - dimensions and characteristics of client populations to enable client needs and services to be matched appropriately and accurately; - marketing principles, such as identifying key market segments, market trends and developments and changing client requirements to enable the identification of new and emerging needs to inform planning; - research and analysis techniques and information sources to enable the collection and interpretation of information on client populations to inform planning and delivery, and; - best practice principles to enhance and maintain optimal service delivery.

SISXDIS001 Facilitate inclusion for people with a disability

Locations: Footscray Park, Werribee.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to identify and facilitate sport, recreation and fitness opportunities for people with a disability. This unit applies to group leaders in the sport, recreation or fitness industry who work within established organisational policies and procedures. This includes those working in after-school or holiday-care programs, as a coaching assistant, or in support roles in indoor or outdoor recreation activities, such as camps and guided activities. The skills in this unit must be applied in accordance with public health regulatory requirements, relevant legislation and organisational policies and procedures.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - facilitate the inclusion of at least three people with different disabilities in sport, fitness or recreation activities; - select and use communication strategies suited to individual clients; - apply principles and practices of social justice, anti-discrimination and equal access to identify the needs and opportunities for participation in recreation activities, and; - identify strategies to align recreational opportunities with the specific requirements and needs of people with a disability. Students will also be expected to demonstrate the following knowledge: - legislation and organisational policies and procedures; - social, political, cultural and historical issues that affect, or are relevant to, access and participation issues for people with a disability; - principles and practices; -

communication needs, strategies and resources in relation to people with a disability; - key issues facing people with a disability and their carers; - barriers that affect the access and participation of people with a disability; - community inclusion principles to enable effective participation of people with a disability; - strategies that support people with disabilities to exercise their rights and independence; - types of requirements likely to be associated with different developmental and acquired disabilities; - resources required for the effective participation of people with a disability; - recreation opportunities and activities that may be appropriate for people with different types of disability, and; - modified equipment and activities appropriate to people with a disability.

SISXEMR001 Respond to emergency situations

Locations: Footscray Park, Industry, Werribee.

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. It requires the ability to maintain participant welfare when responding to emergency situations. This unit applies to individuals who work in a range of roles and settings in the sport, fitness or recreation industries. This includes after-school or holiday-care programs; those assisting with coaching activities, as attendants at sporting grounds or facilities; or undertaking a role in indoor and outdoor recreation activities, such as camps and other guided activities. This unit also applies to those working in aquatic centres, such as instructors, operators or lifeguards. These individuals undertake work according to relevant legislation and organisational policies and procedures.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - respond to at least five of the following emergency situations, relevant to the individual's current or intended work situation: fire; hazardous release; bomb threat; medical; accidents; panic and other emotional responses; equipment failure; lost party member; changing environmental conditions; activity specific, and; - use the necessary emergency equipment for each situation in an appropriate manner. Students will also be expected to demonstrate the following knowledge: - organisational policies and procedures related to emergency responses; - appropriate responses to emergency situations; - safe use of emergency equipment required for emergency responses; - the role of appropriate personnel in the workplace; - role of appropriate personnel in emergency services; - role of communication systems; - communication techniques for supporting and reassuring customers, and; - range of formats for and inclusions of incident reports.

SISXFAC001 Maintain equipment for activities

Locations: Footscray Park, Industry, Footscray Nicholson, Werribee.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to conduct routine maintenance and minor repairs on equipment. This unit applies to those who undertake equipment maintenance for a specific sport or activity, or general equipment maintenance as part of sport, fitness or recreation facility operations. These individuals work under supervision and according to relevant legislation and organisational policies and procedures.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - safely conduct at least six of the following minor maintenance tasks on equipment within industry realistic timeframes over five service periods, and; - consistently monitor storage and condition of the following equipment over five service periods. Students will also be expected to demonstrate the following knowledge: - policies and procedures related to routine maintenance tasks; - equipment repair techniques relevant to the equipment being maintained to enable safe and appropriate equipment repair; - factors to consider when checking equipment serviceability to enable equipment to be maintained to a safe standard; - manufacturer guidelines and codes of practice for equipment maintenance and repair, where relevant, and; - safety standards for equipment within area of responsibility.

SISXFAC002 Maintain sport, fitness and recreation facilities

Locations:Footscray Park, Industry, Werribee.

Prerequisites:Nil.

Description:This unit describes the performance outcomes, skills and knowledge required to maintain facilities within a sport, fitness and recreation context.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - select and safely use cleaning agents and equipment to clean at least two of the following areas over three service periods: outdoor; indoor; dry or wet recreation centre; build and non-built; - complete the above in response to at least three of the following hazards: leaking or damaged containers; defects in the storage area; contamination; spillages; unsecured equipment; breakages; - complete above cleaning tasks to required standards, and; - complete all required documentation according to policies and procedures and with the following information: dates and times; areas cleaned; staff member involvement. Students will also be expected to demonstrate the following knowledge: - cleaning chemicals, equipment and procedures for wet and dry surfaces and materials; - safe operational practices using essential functions and features of equipment used to clean wet and dry areas; - role and use of safety data sheets (SDS); - safe manual-handling techniques; - safe handling requirements for hazardous cleaning products, including their disposal; - hygiene procedures and requirements; - ways of minimising negative environmental impacts in the cleaning process; - standards for presentation of premises and organisational procedures to achieve them, and; - hazards associated with cleaning agents.

SISXFAC409 Plan and provide sport, fitness and recreation services

Locations:Footscray Park.

Prerequisites:Nil.

Description:This unit describes the performance outcomes, skills and knowledge

required to determine the sport, fitness and recreation services required by clients and to plan, implement and evaluate the services from a facility management perspective.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - consult and interact with target groups in the community to elicit information required to determine needs for the service; - source, interpret and confirm information to inform service planning; - liaise with appropriate personnel to make suggestions and plan the service; - seek feedback from service users and staff; - build relationships with stakeholders; - plan a service according to target group needs; - assess risk factors; - modify the service as required; - assess service outcomes against initial objectives to suggest potential improvements; - source and allocate resources for the service; - develop and implement a work plan for the service within appropriate timelines; - complete research into user needs; - produce and document service plans; - complete documentation in relation to recommendations for improvement; - numeracy skills to develop budgets for service provision and analyse profitability, and; - self-management skills to review and reflect on own work performance in planning and implementing the service according to participant expectations. Students will also be expected to demonstrate the following knowledge: - legislation to enable: - safe and equitable delivery of the service to target groups; - safe use of equipment and materials; - organisational policies and procedures to enable safe, satisfactory and beneficial outcomes for all participants; - principles of inclusive practices; - reasons for individual participation in sport, fitness and recreation services to ensure this information is included in planning for service; - risk-analysis processes to evaluate the risk and possible impact of planned sport and recreation services; - activity-specific knowledge of planned sport, fitness and recreation services to ensure services match participants' needs; - cost-benefit analysis techniques; - marketing strategies suitable for target groups; - insurance arrangements to suit the service.

SISXIND001 Work effectively in sport, fitness and recreation environments

Locations:Footscray Park, Industry, Werribee.

Prerequisites:Nil.

Description:This unit describes the performance outcomes, skills and knowledge required to work effectively in a sport, recreation or fitness environment. The unit requires the ability to use industry knowledge to support the completion of day-to-day work activities. This unit applies to key personnel working in customer service roles in gyms, aquatic centres, community centres or indoor activity centres. It also applies to individuals working as instructors, trainers or guides and volunteers in indoor and outdoor settings with a range of client groups. These individuals work under supervision and according to relevant legislation and organisational policies and procedures.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting

of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - integrate industry knowledge and provide service to clients for a minimum of ten service periods that individually or in combination involve: - interacting with and positively responding to diverse demands and requests of multiple clients; - working with speed and efficiency to deal with numerous service and operational tasks simultaneously; - identifying issues and problems, determining solutions and taking appropriate action to resolve; - working cooperatively as part of a team, monitoring the service process and workflow, and taking responsibility for own work outcomes, and; - providing technical advice and support to other team members. Students will also be expected to demonstrate the following knowledge: - organisational policies and procedures; - complaint handling; - information sources for the sport, fitness and recreation industry and how to access that information; - roles and responsibilities of service team members; - sectors of the sport, fitness and recreation industry and their interrelationships, roles and functions, and; - full details of organisation products, services, facilities, current promotions, events and entertainment.

SISXIND006 Conduct a sport, fitness or recreation event

Locations:Footscray Park, Weiribee.

Prerequisites:Nil.

Description:This unit describes the performance outcomes, skills and knowledge required to organise and conduct a sport, fitness or recreation event. It requires the ability to plan, setup and conduct an event, supervise the event team, and monitor and evaluate the event outcomes. Event team members may be paid employees or volunteers. It applies to event organisation and coordination requirements at a single site or venue. Event coordinators must consistently and responsibly conduct events according to relevant legislation and organisational policy and procedures, and within the framework of the event managing organisation or sport controlling body.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - plan, deliver, and evaluate at least two of the following events that have prearranged operational components: banquet; business or corporate event; entertainment or leisure event; exhibition, exposition or fair; fundraising event; industry and other awards presentations; meetings and conventions; social event; sporting event; - develop and present comprehensive event proposals, and; - develop and produce these comprehensive documents for each event: briefing papers; emergency phone contacts; layout plan for venue or site; program; running sheet; schedules. Students will also be expected to demonstrate the following knowledge: - the primary components of state, territory and local council laws that impact on event delivery and actions that must be adhered to by event operators during event setup, conduct and break down, in particular laws; - legal liability and duty of care of participants; - characteristics of these events staged in various locations: banquets; business or corporate event; entertainment or leisure event; exhibition, exposition or fair; fundraising event; industry and other awards presentations; meetings and conventions; social events; sporting events; - key features and functions of these event staging products and services: catering; displays, stands and signage; exhibitor services; security; talent; technical equipment and services; venue or site; - formats for, inclusions and uses of:

event proposals; specific event documentation; event operational documentation, and; - key environmental and social sustainability impacts of event delivery and procedures.

SISXIND404A Promote compliance with laws and legal principles

Locations: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:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - liaise with colleagues; - convey information about legal obligations; - seek feedback on organisation policies, procedures and implementation strategies to support organisation compliance and undertake a review of these systems; - undertake research of relevant legislation and legal information; - interpret and update information to promote compliance; - document information to support compliance; - review compliance of current organisation policies and procedures; - identify problems and gaps; - modify or develop initiatives to promote compliance with legal obligations, and; - technology skills to access relevant legal information from electronic sources. Students will also be expected to demonstrate the following knowledge: - organisation systems and their relationship to legislative obligations to enable understanding of the purpose and aims of these systems and their effective functioning; - organisation policies and procedures related to legislative requirements and compliance to enable an assessment of gaps and potential modifications to be identified; - legislation and industry codes of practice which govern operations to enable organisation compliance; - evaluation techniques to enable the effective review of organisation policies and procedures, and; - appropriate implementation strategies for organisation policies and procedures that meet compliance requirements.

SISXIND406A Manage projects

Locations: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:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - liaise with internal and external service providers to negotiate project roles and responsibilities; - monitor project progress in consultation with team members; - conduct project meetings and resolve issues and conflict arising during the project; - coordinate the implementation of the project-management plan; - coordinate project resources within timelines and budget; - define parameters of the project; - monitor objectives; - identify and address deviations to the project-management plan; - develop contingency plans; - develop a project-management plan; - complete project documentation; - prepare and manage a project budget; - review and reflect on own project-management skills; - identify required improvements, and; - technology skills to use computer programs effectively. Students will also be expected to demonstrate the following knowledge: - organisational policies and procedures to enable accountability and satisfactory completion of project outcomes; - legislation to enable the project to be conducted safely and responsibly; - quality-assurance principles to enable project accountability in the achievement of quality outcomes; - project-management techniques and systems to prepare, implement and monitor a project plan within budget and on time; - organisational financial recording and reporting requirements; - conflict-resolution techniques to enable negotiation of issues arising during the project; - risk-analysis processes to enable assessment of the potential impact of the project, and; - evaluation processes to enable improvements to be made to future projects.

SISXRES001 Conduct sustainable work practices in open spaces

Locations: Footscray Park, Werribee.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to plan and conduct work in open spaces while upholding sustainable practices. This unit requires the ability to conduct research of the current land condition, capability, uses and practices, and develop and implement strategies to achieve sustainable practices for outdoor programs and activities. This unit applies to operation or program managers who are responsible for planning, implementing and evaluating sport, recreation or fitness programs and activities across a range of activity areas. They work autonomously with responsibility for management of resources and upholding of sustainable work practices.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - plan and conduct at least three sessions in two or more open space environments to minimise environmental impacts of sport, fitness or recreation activities; - for each of the sessions incorporate: local government requirements; industry codes of practice; provision of advice to clients regarding the use of open spaces, and; management of client behaviour in open spaces, and; - provide feedback on the environmental impact of at least five sport, fitness or recreation activities conducted in open spaces. Students will also be expected to demonstrate the following knowledge: - legislation, regulations and land management requirements and guidelines: - permits in national parks or on land under control of traditional owners; - restrictions on camp site operations and use of open fires; - global environmental issues, in particular a layperson understanding of the science associated with: climate change; energy; land management; waste and consumption, and; water; - environmental and social impacts of sport, fitness or

recreation industry in relation to global environmental issues in particular sites and communities; - practical sustainability considerations for sport, fitness or recreation operations; - minimal impact techniques and procedures; - biophysical and socio-cultural elements in an environment and the relationship between them, and; - information collection techniques for monitoring environmental and social impact, including what is observed and measured and how specific data is recorded.

SISXRES002 Educate user groups

Locations: Footscray Park, Industry, Werribee.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to identify and address issues in the use of facilities and activity resources. It requires the ability to develop resources or education for target user groups. This unit applies to those working as program staff with supervisory responsibilities in a range of locations or with a range of user groups in aquatic programs, sport programs or recreation leisure centres, including gyms. They work autonomously and according to relevant legislation and organisational policies and procedures.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify and address at least three issues in relation to use of a current facility or activity resource through either: educational programs; information resources such as notices, leaflets or handouts; - identify and address at least two issues that could arise as a result of upcoming changes to/ addition of a facility or activity resources through either: educational programs; information resources; - promote each program and/or resource using appropriate strategies to the user group; - evaluate all educational programs and resources, identify improvements and document improvement for at least: one program; one resource, and; - maintain and update records of information and programs. Students will also be expected to demonstrate the following knowledge: - organisational policies and procedures to enable the production and storage of documentation and educational material; - potential issues in relation to resource use, to enable educational programs to target these areas; - components of an educational program; - types of educational material and presentation techniques to enable information on resource use to be conveyed effectively; - use of relevant audio-visual and multimedia equipment to enable clear presentations; - formal and informal evaluation techniques to enable improvements to be made in educational programs, and; - budgeting for educational programs and resources.

SISXRSK502A Manage organisational risks

Locations: 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: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify and assess hazards, level of risk and treatment options; - develop strategies to manage organisational risks; - develop, implement and monitor a systematic risk-management plan for an organisation; - make changes to risk-management plan and program as required in response to review recommendations; - access and analyse required risk-assessment information; - document a risk-management plan for a specific organisation; - convey information about the organisational risk-management plan; - conduct a risk-management review, and; - consult with relevant personnel to implement review recommendations. Students will also be expected to demonstrate the following knowledge: - strategic and operational plans of the organisation in relation to organisational risk-management procedures to enable organisational capability to deal with events or incidents and risks associated with activities to be assessed and addressed; - legislation to enable risk identification and assessment for the relevant activities and identification of the legal responsibilities associated with risk management; - hierarchy of controls to enable the most appropriate and viable risk-treatment options to be applied to activities; - hazards associated with specific activities and locations to enable effective risk-treatment options to be identified; - risk-assessment principles and methodology; - common risk-management terminology, such as risk, risk management, hazard, risk analysis and risk-management plan; - risk-evaluation criteria to enable level of risk to be assessed, and; - disaster, emergency and evacuation plans.

SISXWHS402 Implement and monitor work health and safety policies

Locations: 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: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - convey relevant information about health and safety to the work group; - liaise with designated personnel to monitor the impact of policies and procedures on safe work practices; - elicit information from staff to assess training needs to facilitate the implementation of organisational work health and safety policies; - analyse the work environment to identify hazards and assess risks; - assess the effectiveness of organisational policies; - identify inadequacies and make recommendations to address these, such as resources needed to apply different risk-control measures; - read and analyse Occupational Health and Safety (OHS) or Work Health and Safety (WHS) legislation and organisational policies and procedures; - complete required work health and safety documentation, and; - use information to identify hazards, assess risks and evaluate the effectiveness of risk-control measures. Students will also be expected to demonstrate the following knowledge: - enable analysis of work practices and appropriate remedies; - store and handle hazardous goods and equipment; - maintain

required documentation; - organisational health and safety policies and procedures to facilitate compliance with legal requirements; - principles and practices of effective work health and safety management to enable effective implementation of organisational policies and procedures to create a safe workplace, and; - role of work health and safety management in other organisational systems, policies and procedures to enable a systemic approach to workplace safety. .

SITEEVT001 Source and use information on the events industry

Locations: Footscray Park, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to access and interpret current and emerging information on the events industry to enhance the quality of event coordination. This includes industry structure, technology, laws and ethical issues specifically relevant to event coordination.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - source and document current and emerging industry information on the events industry using at least three information sources listed in the knowledge evidence, and; - identify ways to integrate current events industry information into daily work activities to enhance the quality of work performance. Students will also be expected to demonstrate the following knowledge: - sources of information on the events industry; - event types and staging elements; - event products and services; - structure of the events industry; - information of relevance to the events industry; - general nature of allied and cross-over industries; - basic aspects of the stages of event management, from concept development through to execution; - basic aspects of Australian events industry quality assurance processes; - basic aspects of managing environmental and social sustainability when operating events; - roles and responsibilities for environmental and social sustainability in: event organisations; event management companies; event venues and sites; - basic aspects of state, territory, commonwealth and local government laws specifically relevant to the events industry, and actions that must be adhered to by organisations staging events; - basic aspects of equal employment opportunity (EEO) law; - current and emerging technology used by event organisations, and; - ethical practices for: confidentiality of customer information; declaration of commissions, fees and other charges; gifts and services provided free of charge; tips; overbooking; product recommendations; professional behaviour when participating in site inspections and industry events.

SITEEVT002 Process and monitor event registrations

Locations: Footscray Park, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to process attendee registrations for events, and administer them through to finalisation. It requires the ability to record customer information, monitor attendance numbers, generate sales and operational reports, and issue customer documents for event attendance.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - process and administer registrations for six different customers through to finalisation for at least two different types of events; - produce reports for registrations for each of the above events, and; - complete registrations within commercial time constraints and deadlines. Students will also be expected to demonstrate the following knowledge: - operation systems and software programs used to process and monitor event registrations; - types of events for which registrations are required; - types of customers for different types of events and methods of administering different registrations; - customer information required to administer registrations; - financial administration documents for customer payments; - customer event attendance documents; - event registration reports; - features of event programs, schedules, inclusions and specific costs; - information required by event coordinators and managers to monitor attendance numbers and deliver events; - procedures and deadlines for processing and administering registrations and issuing registration reports; - generating and issuing invoices and credit notes for changed registrations, and; - receiving, processing and recording payments.

SITEEV003 Coordinate on-site event registrations

Locations: Footscray Park, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to prepare for and process on-site attendee registrations at events. It requires the ability to collect and collate all registration materials in advance of the event, set up the registration area, and check attendee registration details before admission.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - coordinate on-site registrations for at least two different types of events as listed in the knowledge evidence, including undertaking each of the following: prepare registration materials and equipment; set up registration area; process on-site attendee registrations; take payments; check registration details; provide event documentation; communicate event information to all attendees; resolve registration discrepancies, and; - complete on-site registrations within commercial time constraints and customer deadlines. Students will also be expected to demonstrate the following knowledge: - types of events for which on-site registrations take place; - on-site registration processes for diverse event types; - safety considerations for on-site registration areas; - access issues for on-site registration areas, especially those associated with gathering or moving large numbers of people; - different types of operations systems, and software programs used to process on-site event registrations; - attendee information required to provide on-site event documentation and admission; - different formats for, inclusions, and uses of: event registration reports; registration materials required to process on-site event registrations; financial administration documents for attendee

payments, and; event attendance documents, and; - for specific organisation and event.

SITEEV005 Plan in-house events or functions

Locations: Footscray Park, Industry, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to plan the delivery of events or functions in a commercial venue. It requires the ability to identify customer operational needs and preferences, prepare and confirm event proposals, and finalise operational documents for the delivery of events.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - plan the delivery of at least two in-house events or functions listed in the knowledge evidence to meet the operational requirements of diverse customers; - prepare and present accurate and comprehensive event proposals and operational documentation for each of the above events, and; - demonstrate the following for each of the above events: liaise with internal personnel and external suppliers to facilitate effective event planning and booking of services; issue event orders and operational documents, and; complete activities within commercial time constraints and event deadlines. Students will also be expected to demonstrate the following knowledge: - types of in-house events and functions; - characteristics of different types of events and functions staged in commercial venues; - key features and functions of event staging products and services; - styles used in venue room set-up and their different purposes; - different formats; - key environmental and social impacts of event delivery and minimal impact procedures, and; - specific organisation or event procedure and processes.

SITEEV007 Select event venues and sites

Locations: Footscray Park, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to source and select venues or sites for events. It requires the ability to analyse event plans to determine venue or site requirements; develop selection specifications; and assess, choose and contract venues or sites.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - consult with stakeholders to identify and document venue and site requirements for at least one event type listed in the knowledge evidence that has multiple operational components; - research and select appropriate venue or site for the above event using at least two of the following methods: calling for tenders; conducting desk research; inspecting venues or sites; using own events industry networks, and; - source and select venue or site

for the above event within commercial time constraints and event deadlines. Students will also be expected to demonstrate the following knowledge: - types of events; - operational and venue requirements for different types of events; - sources of information on event venues or sites; - key features of local event venues or sites and their capacity to service different types of events; - event staging products and services offered by event venues or sites and their suitability for different types of events; - risk and regulatory issues associated with different types of venues and sites, and methods of managing them; - social and environmental sustainability issues associated with different venues and sites; - operational structures within venues and sites, and; - formats for, inclusions, and uses: venue or site specifications for the staging of events and venue or site contracts.

SITEEVT008 Manage event staging components

Locations: Footscray Park, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to analyse event staging requirements and organise and monitor different staging services and products. It requires the ability to use advanced planning, organisation and communication skills combined with detailed knowledge of the event management process and broad understanding of specialist component services.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - consult with stakeholders to develop staging requirements for at least one type of event listed in the knowledge evidence with multiple operational components; - source and select contractors for the above event to provide staging components that meet stakeholder and event requirements, and; - monitor and evaluate event staging components for the above event by: ensuring work is completed against event requirements and schedules; confirming staging requirements are delivered as required; obtaining feedback from stakeholders on contractor performance. Students will also be expected to demonstrate the following knowledge: - types of events; - roles and responsibilities of organisations involved in event staging; - suppliers of staging products and services; - sources of information on staging services and products; - product and service terminology, features and options, current technology and risk considerations in these key areas of staging: catering; displays, stands and signage; exhibitor services; security, and; talent; technical equipment and services: audiovisual; lighting; sets; sound; stage design; rigging; special effects; venue or site requirements; venue layout and styling; - regulatory considerations for organising event staging; - factors affecting staging specifications, and; - requirements for contractor briefing and specification documents.

SITEEVT010 Manage on-site event operations

Locations: Footscray Park, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to manage on-site operational activities for the staging of events. It requires the ability to finalise operational plans, oversee event set-up, execution and break-down, and evaluate the operational success of events.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - manage on-site event operations for at least one event type listed in the knowledge evidence with multiple operational components, overseeing event: set-up; operation; break-down; - develop comprehensive plans, procedures and operational documentation for staging at above event; - conduct event briefings prior to and following the above event; - liaise and consult with contractors and other relevant personnel during event finalisation, operation and break-down to ensure service agreements are met and potential risks are mitigated, and; - manage on-site event operations in live time where commercially realistic time pressures and constraints play a key factor. Students will also be expected to demonstrate the following knowledge: - types of events; - characteristics of different types of events; their purpose, format and running order; - personnel and others involved in the operation of an event; - roles, responsibilities, hierarchy of controls, and reporting for event staging of: corporate clients; internal event team members, venue personnel and external contractors; on-site event manager; - features and functions of two-way communication equipment used to facilitate communication between event personnel; - techniques for managing stress and time during operation of events; - types of event contractors; - key features and functions of event staging products and services; - venue or site; - styles used in venue room set-up and their different purposes; - formats for, inclusions, and uses of: operational plans and procedures used to manage on-site event logistics; event service agreements; - key environmental and social impacts of event delivery and minimal impact procedures to reduce them; - control measures to mitigate risk for: attendees; contract staff; personnel; volunteers, and; - components of event break-down.

SITHASC001 Prepare dishes using basic methods of Asian cookery

Locations: Industry, Online, Victoria University is authorised by Trades Recognition Australia (TRA) to conduct skills assessment services for persons seeking temporary or permanent migration. For more information on these programs and the countries in which VU conducts these assessments please refer to:

<http://www.vu.edu.au//skilled-migration..>

Prerequisites: SITXFSA001 - Use hygienic practices for food safety

Description: This unit describes the performance outcomes, skills and knowledge required to use a range of basic Asian cookery methods to prepare dishes. The unit applies to hospitality and catering organisations that offer any type of Asian cuisine and to cooks who usually work under the guidance of more senior chefs. The unit may be applied to one or more Asian cuisines.

Required Reading: Not applicable.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - follow standard recipes to prepare dishes that demonstrate use of each of the following ingredients: dairy products; dry goods; eggs; fruit; general food items; meat that is culturally appropriate; poultry; rice and farinaceous items; seafood; vegetables; - use at least

eight of the following cookery methods and complete mise en place activities when preparing above dishes: baking; barbecuing; boiling; braising; deep-frying; grilling; oil and water blanching; roasting; shallow frying; steaming; stewing; stir-frying, and; - prepare above dishes for at least six different customers. Students will also be expected to demonstrate the following knowledge: - major food types and their characteristics; - how the major food types are used in different Asian dishes and the effects of different cookery methods on them; - essential culinary terms in, and key principles and practices of, the cookery methods described in the performance evidence; - contents of stock date codes and rotation labels, and; - safe operational practices using essential functions and features of equipment used in the above cookery methods.

SITHASC002 Prepare Asian appetisers and snacks

Locations: Industry, Online, Victoria University is authorised by Trades Recognition Australia (TRA) to conduct skills assessment services for persons seeking temporary or permanent migration. For more information on these programs and the countries in which VU conducts these assessments please refer to:
<http://www.vu.edu.au//skilled-migration..>

Prerequisites: SITXFSA001 - Use hygienic practices for food safety

Description: This unit describes the performance outcomes, skills and knowledge required to prepare and cook Asian appetisers and snacks following standard recipes. It requires the ability to select and prepare ingredients, and to use relevant equipment and cookery methods. The unit applies to hospitality and catering organisations that offer Asian cuisine and to cooks who usually work under the guidance of more senior chefs. The unit may be applied to one or more Asian cuisines.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - follow standard recipes to prepare at least six different appetisers and snacks from at least one of the following Asian cuisines: Chinese; Indian; Indonesian; Japanese; Malay and Nonya; Thai; Vietnamese; - complete mise en place activities and use at least eight of the cookery methods listed in the knowledge evidence when preparing above dishes, and; - prepare above dishes for at least six different customers. Students will also be expected to demonstrate the following knowledge: - culinary terms and trade names for ingredients commonly used in producing different Asian appetisers and snacks; - required changes to dips, sauces and garnishes to reflect cultural and regional considerations and variations; - contents of stock date codes and rotation labels; - characteristics of Asian appetisers and snacks; - cookery methods for Asian appetisers and snacks; - historical and cultural origin of different Asian appetisers and snacks; - appropriate environmental conditions for storing appetisers and snacks, and; - safe operational practices using essential functions and features of equipment used to produce Asian appetisers and snacks.

SITHASC003 Prepare Asian stocks and soups

Locations: Industry, Online, Victoria University is authorised by Trades Recognition Australia (TRA) to conduct skills assessment services for persons seeking temporary or permanent migration. For more information on these programs and the countries in which VU conducts these assessments please refer to:

<http://www.vu.edu.au//skilled-migration..>

Prerequisites: SITXFSA001 - Use hygienic practices for food safety

Description: This unit describes the performance outcomes, skills and knowledge required to prepare stocks and soups for Asian cuisines. The unit applies to hospitality and catering organisations that offer Asian cuisine and to cooks who usually work under the guidance of more senior chefs. The unit may be applied to one or more Asian cuisines.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - follow standard recipes to prepare at least five different stocks and five different soups from at least one of the following Asian cuisines: Chinese; Indian; Indonesian; Japanese; Malay and Nonya; Thai; Vietnamese; - prepare the above stocks for use in different recipes, and; - prepare above soups for at least six different customers. Students will also be expected to demonstrate the following knowledge: - culinary terms and trade names for ingredients commonly used in producing stocks and soups; - required changes to stocks and soups to reflect cultural and regional considerations and variations; - contents of stock date codes and rotation labels; - characteristics of stocks and soups and their ingredients; - quality indicators for stocks and soups; - mise en place requirements for stocks and soups; - preparation and cookery methods for the stocks and soups listed in the performance evidence; - appropriate environmental conditions for storing stocks and soups to: ensure food safety; optimise shelf life, and; - safe operational practices using essential functions and features of equipment used to produce Asian stocks and soups.

SITHASC004 Prepare Asian sauces, dips and accompaniments

Locations: Industry, Online, Victoria University is authorised by Trades Recognition Australia (TRA) to conduct skills assessment services for persons seeking temporary or permanent migration. For more information on these programs and the countries in which VU conducts these assessments please refer to:
<http://www.vu.edu.au//skilled-migration..>

Prerequisites: SITXFSA001 - Use hygienic practices for food safety

Description: This unit describes the performance outcomes, skills and knowledge required to prepare and present sauces, dips and accompaniments for Asian cuisines. It requires the ability to select and prepare ingredients, and to use relevant equipment and cookery methods. The unit applies to hospitality and catering organisations that offer Asian cuisine and to cooks who usually work under the guidance of more senior chefs. The unit may be applied to one or more Asian cuisines.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - follow standard recipes to prepare at least three different sauces, dips and accompaniments from at least one

of the following Asian cuisines: Chinese; Indian; Indonesian; Japanese; Malay and Nonya; Thai; Vietnamese, and; - prepare the above sauces, dips and accompaniments for at least six different customers. Students will also be expected to demonstrate the following knowledge: - culinary terms and trade names for ingredients commonly used in the production of sauces, dips and accompaniments; - contents of stock date codes and rotation labels; - required changes to sauces, dips and accompaniments to reflect cultural and regional considerations and variations; - characteristics of sauces, dips and accompaniments and their ingredients; - common variations that are requested in sauces dips and accompaniments relating to: preferences and requirements; size and format of ingredients; type and format of garnishes; use and combinations of particular ingredients; - preparation methods and considerations for sauces, dips and accompaniments; - appropriate environmental conditions for storing sauces, dips and accompaniments to: ensure food safety; optimise shelf life, and; - safe operational practices using essential functions and features of equipment used to produce Asian sauces, dips and accompaniments.

SITHASC005 Prepare Asian salads

Locations: Industry, Online, Victoria University is authorised by Trades Recognition Australia (TRA) to conduct skills assessment services for persons seeking temporary or permanent migration. For more information on these programs and the countries in which VU conducts these assessments please refer to:
<http://www.vu.edu.au//skilled-migration..>

Prerequisites:SITXFSA001 - Use hygienic practices for food safety

Description:This unit describes the performance outcomes, skills and knowledge required to prepare salads, including sauces, dressings and accompaniments for national and regional Asian cuisines. It requires the ability to select and prepare ingredients, and to use relevant equipment and cookery methods. The unit applies to hospitality and catering organisations that offer Asian cuisine and to cooks who usually work under the guidance of more senior chefs. The unit may be applied to one or more Asian cuisines.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - follow standard recipes to prepare at least six different salads from at least one of the following Asian cuisines: Indian; Indonesian; Japanese; Malay and Nonya; Thai; Vietnamese, and; - prepare above salads for at least six different customers. Students will also be expected to demonstrate the following knowledge: - culinary terms and trade names for ingredients commonly used in the production of salads; - required changes to salads to reflect cultural and regional considerations and variations; - contents of stock date codes and rotation labels; - characteristics of salad ingredients and finished dishes; - accompaniments commonly used in Asian salads; - preparation methods for Asian salads; - appropriate environmental conditions for storing salads to: ensure food safety; optimise shelf life, and; - safe operational practices using essential functions and features of equipment used to produce Asian salads.

SITHASC006 Prepare Asian rice and noodles

Locations: Industry, Online, Victoria University is authorised by Trades Recognition Australia (TRA) to conduct skills assessment services for persons seeking temporary or permanent migration. For more information on these programs and the countries

in which VU conducts these assessments please refer to:
<http://www.vu.edu.au//skilled-migration..>

Prerequisites:SITXFSA001 - Use hygienic practices for food safety

Description:This unit describes the performance outcomes, skills and knowledge required to prepare rice and noodles for national and regional Asian cuisines. It requires the ability to select and prepare ingredients, and to use relevant equipment and cookery methods. The unit applies to hospitality and catering organisations that offer Asian cuisine and to cooks who usually work under the guidance of more senior chefs. The unit may be applied to one or more Asian cuisines.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - follow standard recipes to prepare at least three different rice and noodle dishes from each of the following Asian cuisines: Chinese; Indonesian; Japanese; Malay and Nonya; Thai; Vietnamese; - prepare the above dishes for at least six different customers: - within commercial time constraints; - reflecting required quantities to be produced; - following procedures for portion control and food safety practices when handling and storing Asian style rice and noodles, and; - responding to special customer requests and dietary requirements. Students will also be expected to demonstrate the following knowledge: - culinary terms and trade names for ingredients commonly used in the production of rice and noodle dishes; - contents of stock date codes and rotation labels; - required changes to rice and noodle dishes to reflect cultural and regional considerations and variations; - characteristics of Asian rice and noodle dishes and their ingredients; - preparation methods for Asian rice and noodle dishes; - cookery methods for Asian rice and noodle dishes; - common accompaniments for Asian rice and noodles; - appropriate environmental conditions for storing rice and noodle dishes to: ensure food safety; optimise shelf life, and; - safe operational practices using essential functions and features of equipment used to produce Asian rice and noodles.

SITHASC007 Prepare curry pastes and powders

Locations: Industry, Footscray Nicholson, Online, Victoria University is authorised by Trades Recognition Australia (TRA) to conduct skills assessment services for persons seeking temporary or permanent migration. For more information on these programs and the countries in which VU conducts these assessments please refer to:
<http://www.vu.edu.au//skilled-migration..>

Prerequisites:SITXFSA001 - Use hygienic practices for food safety

Description:This unit describes the performance outcomes, skills and knowledge required to prepare curry pastes and powders for national and regional Asian cuisines. It requires the ability to select and prepare ingredients, and to use relevant equipment and cookery methods. The unit applies to hospitality and catering organisations that offer Asian cuisine and to cooks who usually work under the guidance of more senior chefs. Cuisines may be Indonesian, Indian, Malay, Nonya or Thai.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each

unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - follow standard recipes to prepare at least three curry pastes and powders from at least one of the following Asian cuisines: Indian; Indonesian; Malay and Nonya; Thai, and; - prepare above curry pastes and powders for use in at least six different curries or other dishes. Students will also be expected to demonstrate the following knowledge: - culinary terms and trade names for ingredients commonly used in the production of curry pastes and powders; - required changes to curry pastes and powders to reflect cultural and regional considerations and variations; - contents of stock date codes and rotation labels; - characteristics of curry pastes and powders ingredients and finished dishes; - dishes other than curries that use curry pastes and powders; - preparation methods and considerations for curry pastes and powders; - appropriate environmental conditions for storing curry pastes and powders to: ensure food safety; optimise shelf life, and; - safe operational practices using essential functions and features of equipment used to produce curry pastes and powders.

SITHASCO08 Prepare Asian cooked dishes

Locations: Industry, Footscray Nicholson, Online, Victoria University is authorised by Trades Recognition Australia (TRA) to conduct skills assessment services for persons seeking temporary or permanent migration. For more information on these programs and the countries in which VU conducts these assessments please refer to: <http://www.vu.edu.au//skilled-migration..>

Prerequisites: SITXFSA001 - Use hygienic practices for food safety

Description: This unit describes the performance outcomes, skills and knowledge required to prepare and cook meat, poultry, seafood and vegetable dishes for national and regional Asian cuisines. It requires the ability to select and prepare ingredients, and to use relevant equipment and cookery methods. The unit applies to hospitality and catering organisations that offer Asian cuisine and to cooks who usually work under the guidance of more senior chefs. The unit may be applied to one or more Asian cuisines.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - follow standard recipes to prepare at least six cooked dishes from at least one of the following types of cuisine: Chinese; Indian; Indonesian; Japanese; Malay and Nonya; Thai; Vietnamese; - prepare at least one dish using each of the following ingredients: meat; poultry; seafood; vegetables; - prepare the above dishes demonstrating at least eight of the preparation techniques and using each of the cookery methods listed in the knowledge evidence at least once, and; - prepare above dishes for at least six different customers. Students will also be expected to demonstrate the following knowledge: - culinary terms and trade names for ingredients commonly used in the production of Asian cooked dishes; - required changes to dishes to reflect cultural and regional considerations and variations; - contents of stock date codes and rotation labels; - characteristics of Asian cooked dishes and their ingredients; - preparation techniques used for Asian cooked dishes; - cookery methods used for Asian cooked dishes; - appropriate environmental conditions for storing Asian cooked dishes to:

ensure food safety; optimise shelf life, and; - safe operational practices using essential functions and features of equipment used to produce Asian cooked dishes.

SITHASCO09 Prepare Asian desserts

Locations: Industry, Footscray Nicholson, Online, Victoria University is authorised by Trades Recognition Australia (TRA) to conduct skills assessment services for persons seeking temporary or permanent migration. For more information on these programs and the countries in which VU conducts these assessments please refer to: <http://www.vu.edu.au//skilled-migration..>

Prerequisites: SITXFSA001 - Use hygienic practices for food safety

Description: This unit describes the performance outcomes, skills and knowledge required to select, prepare desserts for national and regional Asian cuisines. It requires the ability to select and prepare ingredients, and to use relevant equipment and cookery methods. The unit applies to hospitality and catering organisations that offer Asian cuisine and to cooks who usually work under the guidance of more senior chefs.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - follow standard recipes to prepare at least six desserts from at least one of the following types of cuisine: Chinese; Indian; Indonesian; Malay and Nonya; Thai; Vietnamese; - prepare the above desserts demonstrating at least eight of the preparation and cookery methods; - at least one of the dessert items prepared must be: hot; cold; for a special occasion, and; - prepare above desserts for at least six different customers. Students will also be expected to demonstrate the following knowledge: - culinary terms and trade names for ingredients commonly used in the production of Asian desserts; - required changes to desserts to reflect cultural and regional considerations and variations; - contents of stock date codes and rotation labels characteristics of ingredients and finished dishes; - preparation and cookery methods for Asian desserts; - appropriate environmental conditions for storing Asian desserts to: ensure food safety; optimise shelf life, and; - safe operational practices using essential functions and features of equipment used to produce Asian desserts.

SITHASC010 Prepare Japanese cooked dishes

Locations: Industry, Online, Victoria University is authorised by Trades Recognition Australia (TRA) to conduct skills assessment services for persons seeking temporary or permanent migration. For more information on these programs and the countries in which VU conducts these assessments please refer to: <http://www.vu.edu.au//skilled-migration..>

Prerequisites: SITXFSA001 - Use hygienic practices for food safety

Description: This unit describes the performance outcomes, skills and knowledge required to produce a range of Japanese dishes. It requires the ability to select and prepare ingredients, and to use relevant equipment and cookery methods. The unit applies to hospitality and catering organisations that offer Japanese cuisine and to cooks who usually work under the guidance of more senior chefs.

Required Reading: Not applicable.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting

of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - follow standard recipes to prepare at least two different Japanese cooked dishes from each of the following food groups: condiments or stocks; meat; seafood; seaweed; tofu; vegetables; - prepare the above dishes using each of the following cookery methods at least once: deep-frying; grilling; one-pot cookery; simmering; steaming, and; - prepare the above dishes for at least six different customers. Students will also be expected to demonstrate the following knowledge: - culinary terms and trade names for ingredients commonly used in the production of different Japanese cooked dishes; - required changes to dishes to reflect cultural and regional considerations and variations; - contents of stock date codes and rotation labels; - characteristics of Japanese cooked dishes; - cookery methods for Japanese cooked dishes as specified in the performance evidence; - appropriate environmental conditions for storing Japanese cooked dishes to: ensure food safety; optimise shelf life; - knife care and maintenance, and; - safe operational practices using essential functions and features of equipment used to produce Japanese cooked dishes.

SITHASC011 Prepare sashimi

Locations: Industry, Online, Victoria University is authorised by Trades Recognition Australia (TRA) to conduct skills assessment services for persons seeking temporary or permanent migration. For more information on these programs and the countries in which VU conducts these assessments please refer to: <http://www.vu.edu.au//skilled-migration..>

Prerequisites: SITXFSA001 - Use hygienic practices for food safety

Description: This unit describes the performance outcomes, skills and knowledge required to prepare and present raw fish dishes for Japanese cuisine. It requires the ability to select and prepare ingredients, using relevant equipment. The unit applies to hospitality and catering organisations that offer Japanese cuisine, and to cooks who usually work under the guidance of more senior chefs.

Required Reading: Not applicable.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - prepare each of the following types of sashimi: kobujime; sashimi (moriawase); tataki; usu zukuri; - prepare each of the following sashimi accompaniments: daikon; ginger root and sauces; wasabi; momiji oroshi; tosa jyu; - demonstrate use of the following methods when preparing sashimi: cutting; portioning; uniformity, and; - prepare the above sashimi for at least six different customers. Students will also be expected to demonstrate the following knowledge: - culinary terms and trade names for sashimi ingredients; - required changes to sashimi to reflect cultural and regional considerations and variations; - contents of stock date codes and rotation labels; - characteristics of sashimi: - accompaniments and garnishes; - items required for: momiji oroshi; sarashi-negi; - preparation methods for sashimi; - appropriate environmental conditions for storing sashimi to: ensure food safety; optimise shelf life, and; - safe operational practices using essential functions and features of equipment used to produce and present sashimi.

SITHASC012 Prepare sushi

Locations: Industry, Online, Victoria University is authorised by Trades Recognition Australia (TRA) to conduct skills assessment services for persons seeking temporary or permanent migration. For more information on these programs and the countries

in which VU conducts these assessments please refer to: <http://www.vu.edu.au//skilled-migration..>

Prerequisites: SITXFSA001 - Use hygienic practices for food safety

Description: This unit describes the performance outcomes, skills and knowledge required to produce sushi. It requires the ability to select and prepare ingredients, and to use relevant equipment and cookery methods. The unit applies to hospitality and catering organisations that offer Japanese cuisine, and to cooks who usually work under the guidance of more senior chefs.

Required Reading: Not applicable.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - prepare each of the following types of sushi: chirashi; maki; nagiri; oshi; - prepare each of the following sushi accompaniments: aromatics; pickled vegetables; salad items; herbs; pungent mustard sprouts; - sauces for dipping: nikiri joyu; nitsume joyu; - demonstrate use of the following methods when preparing sushi: blending and balancing flavours and aromatics; cutting; rolling the sushi mat, and; - prepare above sushi for at least six different customers. Students will also be expected to demonstrate the following knowledge: - culinary terms and trade names for ingredients commonly used in the production of sushi: herbs and spices; condiments; thickening and flavouring agents; season delicacies; - required changes to sushi to reflect cultural and regional considerations and variations; - contents of stock date codes and rotation labels; - characteristics of sushi ingredients and finished dishes; - appropriate environmental conditions for storing sushi to: ensure food safety; optimise shelf life, and; - safe operational practices using essential functions and features of the equipment used to produce and present sushi.

SITHASC013 Produce Japanese desserts

Locations: Industry, Online, Victoria University is authorised by Trades Recognition Australia (TRA) to conduct skills assessment services for persons seeking temporary or permanent migration. For more information on these programs and the countries in which VU conducts these assessments please refer to: <http://www.vu.edu.au//skilled-migration..>

Prerequisites: SITXFSA001 - Use hygienic practices for food safety

Description: This unit describes the performance outcomes, skills and knowledge required to prepare fruits, cakes and sweetmeats in Japanese cuisine. It requires the ability to select and prepare ingredients, and to use relevant equipment and cookery methods. The unit applies to hospitality and catering organisations that offer Japanese cuisine, and to cooks who usually work under the guidance of more senior chefs.

Required Reading: Not applicable.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - follow standard recipes to prepare at least one of each of the following types of Japanese dessert items: bean jelly; soft cakes; pastes; sweet bean soup; - demonstrate use of each of the following methods at least once when preparing above desserts: filling; shaping, and; - prepare above desserts for at least six different customers. Students will also be expected to demonstrate the following knowledge: - culinary terms and trade names for

ingredients commonly used in the production of Japanese cakes and sweetmeats; - required changes to Japanese cakes and sweetmeats to reflect cultural and regional considerations and variations; - contents of stock date codes and rotation labels; - characteristics of ingredients and finished dishes; - preparation methods for Japanese cakes and sweetmeats listed in performance evidence; - appropriate environmental conditions for storing Japanese cakes and sweetmeats to: ensure food safety; optimise shelf life, and; - safe operational practices using essential functions and features of equipment used to produce Japanese cakes and sweetmeats.

SITHASC014 Prepare dim sum

Locations: Industry, Footscray Nicholson, Online, Victoria University is authorised by Trades Recognition Australia (TRA) to conduct skills assessment services for persons seeking temporary or permanent migration. For more information on these programs and the countries in which VU conducts these assessments please refer to: <http://www.vu.edu.au//skilled-migration..>

Prerequisites: SITXFSA001 - Use hygienic practices for food safety

Description: This unit describes the performance outcomes, skills and knowledge required to prepare and cook dim sum following standard recipes. It requires the ability to select, prepare and portion ingredients and to use relevant equipment and cookery methods. The unit applies to hospitality and catering organisations that offer Chinese cuisine, and to cooks who usually work under the guidance of more senior chefs.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - prepare six different types of dim sum from the list in the knowledge evidence; - prepare appropriate accompaniments for the above dim sum; - demonstrate use of each of the following preparation methods when preparing dim sum: blending and balancing flavours and aromatics; cutting; - demonstrate use of each of the following cookery methods and complete mise en place activities when preparing dim sum: boiling; deep-frying; shallow frying; braising; steaming, and; - prepare above dim sum for at least six different customers. Students will also be expected to demonstrate the following knowledge: - culinary terms and trade names for ingredients commonly used in the production of dim sum; - required changes to dim sum to reflect cultural and regional considerations and variations; - contents of stock date codes and rotation labels; - characteristics of dim sum ingredients and finished dishes; - types of dim sum and preparation and cookery methods; - effects of cooking techniques on nutrition, taste, texture and appearance; - appropriate environmental conditions for storing dim sum products and dishes to: ensure food safety; optimise shelf life, and; - safe operational practices using essential functions and features of equipment used to produce and present dim sum.

SITHASC015 Prepare Chinese roast meat and poultry dishes

Locations: Industry, Footscray Nicholson, Online, Victoria University is authorised by Trades Recognition Australia (TRA) to conduct skills assessment services for persons seeking temporary or permanent migration. For more information on these programs and the countries in which VU conducts these assessments please refer to: <http://www.vu.edu.au//skilled-migration..>

Prerequisites: SITXFSA001 - Use hygienic practices for food safety

Description: This unit describes the performance outcomes, skills and knowledge required to prepare and cook roast meats and poultry for Chinese cuisines. It requires the ability to select and prepare ingredients, and to use relevant equipment and cookery methods. The unit applies to hospitality and catering organisations that offer Chinese cuisine and to cooks who usually work under the guidance of more senior chefs. It mainly applies to Szechuan and Shanghai cooking but may also be relevant to other regional styles.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - prepare three Chinese roast meat and poultry dishes demonstrating use of each of the following cookery methods at least once: barbecuing; basting; roasting; smoking; - prepare the above dishes demonstrating the following methods for preparing different cuts and types of meat or poultry as appropriate: boning; cutting; drying; larding; marinating; mincing; rolling; skewering; tenderising; trimming; trussing and tying, and; - prepare above dishes for at least six different customers. Students will also be expected to demonstrate the following knowledge: - culinary terms and trade names; - ingredients commonly used in the production of different roast meat and poultry dishes; - different cuts of meat and poultry and styles of cooking; - contents of stock date codes and rotation labels; - characteristics of meat and poultry products and finished dishes; - preparation methods listed in the performance evidence for different cuts and types of meat and poultry; - cookery methods listed in the performance evidence for different cuts and types of meat and poultry; - appropriate environmental conditions for storing meat and poultry products to: ensure food safety; optimise shelf life; - knife care and maintenance, and; - safe operational practices for using essential functions and features of spit roast equipment used when preparing roast meat and poultry dishes.

SITHASC016 Prepare tandoori dishes

Locations: Industry, Footscray Nicholson, Online, Victoria University is authorised by Trades Recognition Australia (TRA) to conduct skills assessment services for persons seeking temporary or permanent migration. For more information on these programs and the countries in which VU conducts these assessments please refer to: <http://www.vu.edu.au//skilled-migration..>

Prerequisites: SITXFSA001 - Use hygienic practices for food safety

Description: This unit describes the performance outcomes, skills and knowledge required to prepare and cook a variety of tandoori dishes. It requires the ability to select and prepare ingredients, and to use relevant equipment and cookery methods. The unit applies to hospitality and catering organisations that offer Indian cuisine, and to cooks who usually work under the guidance of more senior chefs.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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.

Students will be expected to demonstrate the following required skills: - prepare six tandoori dishes using each of the following types of ingredients at least once: meat; poultry; seafood; - prepare appropriate accompaniments for tandoori dishes, and; - prepare above dishes for at least six different customers. Students will also be expected to demonstrate the following knowledge: - culinary terms and trade names for ingredients commonly used in the production of tandoori items; - cultural and regional considerations and variations to be considered when preparing tandoori; - contents of stock date codes and rotation labels; - characteristics of tandoori ingredients and finished dishes; - required conditions for marinating; - common accompaniments to tandoori dishes; - appropriate environmental conditions for storing tandoori dishes to: ensure food safety; optimise shelf life, and; - safe operational practices using essential functions and features of equipment used to produce tandoori.

SITHASC017 Prepare Indian breads

Locations: Industry, Footscray Nicholson, Online, Victoria University is authorised by Trades Recognition Australia (TRA) to conduct skills assessment services for persons seeking temporary or permanent migration. For more information on these programs and the countries in which VU conducts these assessments please refer to: <http://www.vu.edu.au//skilled-migration..>

Prerequisites: SITXFSA001 - Use hygienic practices for food safety

Description: This unit describes the performance outcomes, skills and knowledge required to prepare and cook a variety of Indian breads. It requires the ability to select and prepare ingredients, and to use relevant equipment and cookery methods. The unit applies to hospitality and catering organisations that offer Indian cuisine, and to cooks who usually work under the guidance of more senior chefs.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - prepare each of the following Indian breads: chapati; dosa; naan; papadum; paratha; pooris; roti; - demonstrate use of each of the following methods when preparing Indian breads: baking; frying; kneading; moulding; shaping, and; - prepare above breads for at least six different customers. Students will also be expected to demonstrate the following knowledge: - culinary terms and trade names for ingredients commonly used in the production of Indian breads; - cultural and regional considerations and variations to be considered when preparing Indian breads; - contents of stock date codes and rotation labels; - characteristics of Indian bread ingredients and finished items; - preparation methods for Indian breads; - appropriate environmental conditions for storing Indian breads to: ensure food safety; optimise shelf life, and; - safe operational practices using essential functions and features of equipment used to produce Indian breads.

SITHASC018 Prepare Indian sweetmeats

Locations: Industry, Footscray Nicholson, Online, Victoria University is authorised by Trades Recognition Australia (TRA) to conduct skills assessment services for persons seeking temporary or permanent migration. For more information on these programs and the countries in which VU conducts these assessments please refer to: <http://www.vu.edu.au//skilled-migration..>

Prerequisites: SITXFSA001 - Use hygienic practices for food safety

Description: This unit describes the performance outcomes, skills and knowledge

required to prepare and cook sweetmeats for Indian cuisine. It requires the ability to select and prepare ingredients, and to use relevant equipment and cookery methods. The unit applies to hospitality and catering organisations that offer Indian cuisine, and to cooks who usually work under the guidance of more senior chefs.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - prepare each of the following Indian sweetmeats: gajar ka halva; gulab jamoon; kheer; kulfi; malpue; shahitukra; - prepare appropriate accompaniments for Indian sweetmeats; - demonstrate use of each of the following methods when preparing Indian sweetmeats: filling; shaping, and; - prepare above dishes for at least six different customers. Students will also be expected to demonstrate the following knowledge: - culinary terms and trade names for ingredients commonly used in the production of Indian sweetmeats; - cultural and regional considerations and variations to be considered when preparing Indian sweetmeats; - contents of stock date codes and rotation labels; - characteristics of sweetmeat ingredients and finished dishes; - preparation methods for Indian sweetmeats; - appropriate environmental conditions for storing Indian sweetmeats to: ensure food safety; optimise shelf life, and; - safe operational practices using essential functions and features of equipment used to produce Indian sweetmeats.

SITHASC019 Prepare Indian pickles and chutneys

Locations: Industry, Footscray Nicholson, Online, Victoria University is authorised by Trades Recognition Australia (TRA) to conduct skills assessment services for persons seeking temporary or permanent migration. For more information on these programs and the countries in which VU conducts these assessments please refer to: <http://www.vu.edu.au//skilled-migration..>

Prerequisites: SITXFSA001 - Use hygienic practices for food safety

Description: This unit describes the performance outcomes, skills and knowledge required to prepare pickles and chutneys served to accompany Indian curries. It requires the ability to select and prepare ingredients, and to use relevant equipment and cookery methods. The unit applies to hospitality and catering organisations that offer Indian cuisine, and to cooks who usually work under the guidance of more senior chefs.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - prepare one pickle from each of the following types of pickles: hot; sweet; spicy; - prepare one chutney from each of the following types of chutneys: hot; sweet; - demonstrate use of each of the following preparation methods when preparing pickles and chutneys: marinating; cooking, and; - prepare above dishes for at least six different customers. Students will also be expected to demonstrate the following knowledge: - culinary terms and trade names for ingredients commonly used in the production of pickles and chutneys; - regional considerations and variations to be considered when preparing

pickles and chutneys; - contents of stock date codes and rotation labels; - characteristics of pickles and chutney ingredients and finished dishes; - preparation methods for Indian pickles and chutneys; - chemical reactions that occur during various processes in the preparation of Indian pickles and chutneys; - appropriate environmental conditions for storing pickles and chutneys to ensure food safety; optimise shelf life, and; - safe operational practices using essential functions and features of equipment used to produce Indian pickles and chutneys.

SITHCCC001 Use food preparation equipment

Locations: Footscray Park, Industry, Footscray Nicholson, Online, Geelong Learning Links..

Prerequisites: SITXFSA001 - Use hygienic practices for food safety

Description: This unit describes the performance outcomes, skills and knowledge required to safely use commercial kitchen equipment to prepare a range of different food types. The unit applies to operational personnel responsible for general food preparation tasks in hospitality and catering organisations. It applies to individuals who work with very little independence and under close supervision. They follow predefined organisational procedures and report any discrepancies to a higher level staff member for action.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - safely and hygienically prepare food using each of the following fixed and hand-held commercial equipment: blenders; food processors; graters; sharpening steels and stones; butcher and boning; filleting; palette; mandolin slicers; measures; mouli; peelers, corers or slicers; planetary mixers; scales; thermometers; whisks: fine and coarse stainless steel wire; - use food preparation equipment to prepare each of the following food types: fruit and vegetables; batters; coatings; condiments and flavourings; garnishes; oils; sauces and marinades; meat; poultry; seafood; - make precision cuts on fruit and vegetables, and; - complete food preparation tasks within commercial time constraints. Students will also be expected to demonstrate the following knowledge: - meaning and role of mise en place in the process of preparing, cooking and presenting food; - essential features and functions of, and safe operating practices and maintenance requirements for, the following equipment used in food preparation: blenders; food processors; graters; mixers; knife sharpening equipment; sharpening steels and stones; knives: butcher and boning; chef; filleting; palette; utility; vegetable; measures; peelers, corers, and slicers; scales; thermometers, and; whisks; - food safety practices for handling different food types; - cleaning practices and agents suitable to range of equipment in use; - precision cuts used in a commercial kitchen: brunoise; chiffonade; concasse; jardinière; julienne; macédoine; mirepoix, and; paysanne; - safe operational practices using essential functions and features of equipment used to prepare: dairy products; dry goods, and; fruit; - general food items: batters; coatings; condiments and flavourings; garnishes; oils; sauces and marinades; meat; poultry; seafood, and; vegetables, and; - safe operational practices for maintenance and minor adjustments of equipment: adjusting blades, and; oiling machines.

SITHCCC002 Prepare and present simple dishes

Locations: Footscray Park, Industry, Footscray Nicholson, Online, Victoria University is 698

authorised by Trades Recognition Australia (TRA) to conduct skills assessment services for persons seeking temporary or permanent migration. For more information on these programs and the countries in which VU conducts these assessments please refer to: <http://www.vu.edu.au//skilled-migration>. Geelong Learning Links..

Prerequisites: SITXFSA001 - Use hygienic practices for food safety

Description: This unit describes the performance outcomes, skills and knowledge required to prepare and present a limited range of simple menu items following standard recipes. While some cooking may be involved, there is no requirement to use the full range of basic cookery methods. The unit applies to operational personnel in kitchens and catering facilities who require some cooking and food preparation skills, but who are not qualified cooks. It may apply to a hospitality or catering organisation, such as cafes, kiosks, canteens and cafeterias or to organisations where catering forms only a small part of the business operation. Dishes prepared are simple in nature, and may include fast food, takeaway food and items that have been prepared off site and need re-thermalising. It applies to individuals who work with very little independence and under close supervision. They follow predefined organisational procedures and report any discrepancies to a higher level staff member for action.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - prepare six different simple dishes selecting one from each of the following categories of simple fresh and cooked dishes: baked/roasted; deep-fried items; pasta and noodles; poached eggs; salads; sandwiches; - use each of the following applications at least once when preparing above simple dishes: cleaning, peeling and slicing raw food; batters; coatings; garnishes; marinades; - use at least six different cookery methods from the following list when preparing above simple dishes: baking; boiling; braising; deep and shallow frying; grilling; poaching; pressure cooking; steaming; - handle and prepare pre-prepared items requiring: reconstituting; thawing; re-thermalising, and; - prepare each of the above simple dishes. Students will also be expected to demonstrate the following knowledge: - characteristics of the simple dishes described in the performance evidence; - basic cookery methods for simple dishes described in the performance evidence; - methods for presenting types of food described in the performance evidence; - food safety practices for preparing and storing ingredients and simple dishes: - appropriate environmental conditions to ensure food safety; - correct processes for re-heating pre-prepared foods; - appropriate methods to optimise shelf life, and; - safe operational practices using essential functions and features of equipment used to prepare simple dishes.

SITHCCC003 Prepare and present sandwiches

Locations: Industry, Footscray Nicholson, Online, Victoria University is authorised by Trades Recognition Australia (TRA) to conduct skills assessment services for persons seeking temporary or permanent migration. For more information on these programs and the countries in which VU conducts these assessments please refer to: <http://www.vu.edu.au//skilled-migration>. Geelong Learning Links..

Prerequisites: SITXFSA001 - Use hygienic practices for food safety

Description: This unit describes the performance outcomes, skills and knowledge required to prepare and present a variety of sandwiches in a hospitality or catering

organisation, such as cafes, kiosks, canteens and cafeterias, or to organisations where catering forms only a small part of the business. The unit applies to operational personnel who make pre-prepared and on demand sandwiches according to customer requests. Sandwiches may be classical or modern, hot or cold, of varying cultural and ethnic origins and use a variety of fillings and types of bread. It applies to individuals who work with very little independence and under close supervision. They follow predefined organisational procedures and report any discrepancies to a higher level staff member for action.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - follow safe food handling practices when preparing at least one of each of the following hot or cold sandwiches within commercial time constraints: club; filled rolls; focaccia; open; pullman; wraps; - use a variety of fillings and ingredients to prepare above sandwiches using each of the following breads at least once: white, wholemeal, and grain; wraps; sourdough; flatbreads; - present sandwiches in line with organisational presentation requirements, and; - store sandwiches and ingredients to optimise shelf life in line with environmental conditions and food safety practices. Students will also be expected to demonstrate the following knowledge: - culinary terms and trade names for the different types of sandwiches and breads specified in the performance evidence; - contents of stock date codes and rotation labels and their implication for food quality standards; - characteristics of different sandwiches specified in the performance evidence; - meaning and role of mise en place in the process of preparing sandwiches; - methods used in sandwich preparation; - appropriate environmental conditions and methods for storing sandwiches, and; - safe operational practices using essential functions and features of equipment used to produce sandwiches.

SITHCC005 Prepare dishes using basic methods of cookery

Locations:Industry, Footscray Nicholson, Online, Geelong Learning Links..

Prerequisites:SITXFSA001 - Use hygienic practices for food safety

Description:This unit describes the performance outcomes, skills and knowledge required to use a range of basic cookery methods to prepare dishes. The unit applies to cooks working in hospitality and catering organisations. This could include restaurants, educational institutions, health establishments, defence forces, cafeterias, kiosks, cafes, residential caterers, in-flight and other transport caterers, and event and function caterers. It applies to individuals who work with very little independence and under close supervision and guidance of more senior chefs. They follow predefined organisational procedures and report any discrepancies to a higher level staff member for action.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

expected to demonstrate the following required skills: - follow standard recipes for dishes that demonstrate use of each of the following major food types: dairy products; dry goods; frozen goods; fruit; meat; poultry; seafood; vegetables; - demonstrate food safety practices for handling and storing each of the major food types; - use each of the following cookery methods and complete mise en place activities when preparing the above dishes: baking; blanching; boiling; braising; deep-frying; grilling; poaching; roasting; shallow frying (pan-fry, sauté or stir-fry); steaming; stewing; microwaving, and; - prepare the above dishes for at least six different customers. Students will also be expected to demonstrate the following knowledge: - major food types and their characteristics: dairy products; dry goods; frozen goods; fruit; general food items: batters; coatings; condiments and flavourings; garnishes; oils; sauces; meat; poultry; seafood; vegetables; - how the major food types are used in different dishes and the effects on them of the different cookery methods listed in the performance evidence; - meaning and role of mise en place in the process of preparing, cooking and presenting food; - essential culinary terms in, and key principles and practices of, the cookery methods described in the performance evidence; - contents of stock date codes and rotation labels, and; - safe operational practices using essential functions and features of equipment used in the above cookery methods.

SITHCC006 Prepare appetisers and salads

Locations:Industry, Footscray Nicholson, Online, Victoria University is authorised by Trades Recognition Australia (TRA) to conduct skills assessment services for persons seeking temporary or permanent migration. For more information on these programs and the countries in which VU conducts these assessments please refer to: <http://www.vu.edu.au//skilled-migration>. Geelong Learning Links..

Prerequisites:SITXFSA001 - Use hygienic practices for food safety

Description:This unit describes the performance outcomes, skills and knowledge required to prepare appetisers and salads following standard recipes. It requires the ability to select and prepare ingredients, and to use relevant equipment and cookery and food storage methods. The unit applies to cooks working in hospitality and catering organisations. This could include restaurants, educational institutions, health establishments, defence forces, cafeterias, kiosks, cafes, residential caterers, in flight and other transport caterers, and event and function caterers. It applies to individuals who work with very little independence and under close supervision and guidance of more senior chefs. They follow predefined organisational procedures and report discrepancies to a higher level staff member for action.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - follow standard recipes for dishes that demonstrate use of each of the following ingredients: bread and bakery items; condiments; dairy products; dressing ingredients; dry goods; eggs; farinaceous products; frozen goods; fruit; herbs and spices; meat; poultry; seafood; vegetables; - follow standard recipes to prepare the following appetisers and salads: appetisers: antipasto; canapés; hors d'œuvres; tapas; salads: classical; modern; cold; warm; fruit; - use at least four of the following cookery methods and complete mise en place activities when preparing the above dishes: baking; boiling; blanching; frying; grilling; poaching; roasting; steaming, and; - prepare the above dishes for at least six

different customers. Students will also be expected to demonstrate the following knowledge: - culinary terms and trade names for ingredients commonly used in the production of different appetisers and salads; - contents of stock date codes and rotation labels and their implication for food quality standards; - characteristics of different appetisers and salads: appearance and presentation; classical and contemporary variations; freshness and other quality indicators; nutritional value; service style; taste; texture; - quality indicators for appetisers and salads; - cookery methods for appetisers and salads; - dressings, sauces and garnishes for salads; - mise en place requirements for appetisers and salads; - appropriate environmental conditions for storing appetiser and salad products to: ensure food safety; optimise shelf life, and; - safe operational practices using essential functions and features of equipment used to produce appetisers and salads.

SITHCCC007 Prepare stocks, sauces and soups

Locations: Industry, Footscray Nicholson, Online, Victoria University is authorised by Trades Recognition Australia (TRA) to conduct skills assessment services for persons seeking temporary or permanent migration. For more information on these programs and the countries in which VU conducts these assessments please refer to: <http://www.vu.edu.au//skilled-migration>. Geelong Learning Links..

Prerequisites:SITXFSA001 - Use hygienic practices for food safety

Description:This unit describes the performance outcomes, skills and knowledge required to prepare various stocks, sauces and soups following standard recipes. It requires the ability to select and prepare ingredients, and to use relevant equipment and cookery and food storage methods. The unit applies to cooks working in hospitality and catering organisations. This could include restaurants, educational institutions, health establishments, defence forces, cafeterias, kiosks, cafes, residential caterers, in flight and other transport caterers, and event and function caterers. It applies to individuals who work with very little independence and under close supervision and guidance of more senior chefs. They follow predefined organisational procedures and report any discrepancies to a higher level staff member for action.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - follow standard recipes to prepare each of the following stocks: brown beef stocks; chicken stocks; fish stocks; vegetable stocks; - prepare the above stocks for use in different recipes: within commercial time constraints and deadlines; reflecting required quantities to be produced; following procedures for portion control and food safety practices when handling and storing different food types; responding to special customer requests and dietary requirements; - follow standard recipes, from a range of cultural backgrounds, to prepare each of the following sauces: béchamel; chicken and fish velouté; coulis; demi glacé; hollandaise or béarnaise; jus; mayonnaise based sauces; tomato based sauces; - soups both hot and cold: clear; broth; purée; cream, and; - prepare the above sauces or soups for at least six different customers. Students will also be expected to demonstrate the following knowledge: - culinary terms and trade names for ingredients commonly used in the production of different stocks, sauces and soups relating to: convenience products; thickening agents; - contents of stock date codes and rotation labels and their implication for food quality

standards; - characteristics of stocks, sauces and soups listed in the performance evidence: appearance and presentation; classical and contemporary variations; dishes to which they are matched; freshness and other quality indicators; nutritional value; preparation methods; production and cooking durations; service style; taste; texture; - derivatives of base stocks and sauces; - mise en place requirements for stocks, sauces and soups; - appropriate environmental conditions for storing stock, sauces and soups products to: ensure food safety; optimise shelf life, and; - safe operational practices using essential functions and features of equipment used to produce stocks, sauces and soups.

SITHCCC008 Prepare vegetable, fruit, eggs and farinaceous dishes

Locations: Industry, Footscray Nicholson, Online, Victoria University is authorised by Trades Recognition Australia (TRA) to conduct skills assessment services for persons seeking temporary or permanent migration. For more information on these programs and the countries in which VU conducts these assessments please refer to: <http://www.vu.edu.au//skilled-migration>. Geelong Learning Links..

Prerequisites:SITXFSA001 - Use hygienic practices for food safety

Description:This unit describes the performance outcomes, skills and knowledge required to prepare and cook various vegetable, fruit, egg and farinaceous dishes following standard recipes. It requires the ability to select and prepare ingredients, and to use relevant equipment, cookery and food storage methods. The unit applies to cooks working in hospitality and catering organisations. This could include restaurants, educational institutions, health establishments, defence forces, cafeterias, kiosks, cafes, residential caterers, in flight and other transport caterers, and event and function caterers. It applies to individuals who work with very little independence and under close supervision and guidance of more senior chefs. They follow predefined organisational procedures and report any discrepancies to a higher level staff member for action.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - follow standard recipes to prepare dishes for at least six different customers using each of the following types of products: - vegetables and fruit: dried; fresh; frozen; - eggs used for the following applications: aerating; binding; setting; coating; enriching; emulsifying; glazing; clarifying; gamishing; thickening; - farinaceous items: couscous; pasta and noodles; polenta; pulses; rice; - prepare dishes using each of the following cookery methods at least once: boiling; braising; deep and shallow frying; poaching or scrambling; roasting; stewing; - prepare at least three different types of fresh pasta, and; - prepare the above dishes: within commercial time constraints and deadlines; reflecting required quantities to be produced; following procedures for portion control and food safety practices when handling and storing different food types, and; responding to special customer requests and dietary requirements. Students will also be expected to demonstrate the following knowledge: - culinary terms and trade names for ingredients used in standard recipes for vegetable, fruit, egg and farinaceous dishes, relating to: convenience products; fresh products; - contents of stock date codes and rotation labels; - characteristics of different vegetable, fruit, egg and farinaceous dishes: appearance and presentation; classical and contemporary variations; freshness and other quality indicators; nutritional value; service style;

taste; texture; - accompaniments and sauces for vegetable, fruit, egg and farinaceous dishes; - historical and cultural origin of different vegetable, fruit, egg and farinaceous dishes and products; - cookery methods for vegetable, fruit, egg and farinaceous dishes listed in the performance evidence; - health risks associated with raw egg products and alternative egg products; - culinary applications which use eggs as specified in the performance evidence; - mise en place requirements for vegetable, fruit, egg and farinaceous dishes; - appropriate environmental conditions for storing food products to: ensure food safety; optimise shelf life, and; - safe operational practices using essential functions and features of equipment used to produce vegetable, fruit, egg and farinaceous dishes.

SITHCCO11 Use cookery skills effectively

Locations: Industry, Footscray Nicholson, Online, Victoria University is authorised by Trades Recognition Australia (TRA) to conduct skills assessment services for persons seeking temporary or permanent migration. For more information on these programs and the countries in which VU conducts these assessments please refer to: <http://www.vu.edu.au//skilled-migration..>

Prerequisites: SITXFSAO01 - Use hygienic practices for food safety

Description: This unit describes the performance outcomes, skills and knowledge required to use a range of cookery skills during service and production periods. The unit integrates key technical and organisational skills covered in individual units and focuses on the way these must be applied in a commercial kitchen. The unit applies to hospitality and catering operations, including restaurants, educational institutions, health establishments, defence forces, cafeterias, kiosks, cafes, residential caterers, in flight and other transport caterers, and event and function caterers. It applies to individuals who prepare a range of food items using standard recipes, but who may not be fully qualified cooks. Styles of menus may be classical, contemporary or ethnic and may be formal or informal according to organisational requirements.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - safely and hygienically prepare and serve menu items to industry and organisational quality standards for a minimum of twelve complete service periods (shifts) that cover a combination of: breakfast; dinner; lunch, and; special function; - multi-task and integrate technical and other skills to respond to multiple demands simultaneously; - respond to special customer requests; - perform designated kitchen roles as part of a team to achieve production requirements during the above service periods; - work professionally undertaking tasks according to team responsibilities and organisational requirements; - prepare dishes appropriate to each of the above service periods within the typical workplace time constraints of a busy commercial kitchen. Students will also be expected to demonstrate the following knowledge: - culinary terms commonly used in the industry and organisation; - characteristics of different foods from all main food categories prepared in the organisation; - features and interpretation of standard recipes; - basic principles and methods of cookery; - established roles and responsibilities in food preparation and production processes; - organisational procedures for: planning, preparing and storing food; end of shift, and; workplace safety and hygiene; - essential principles and practices related to: food safety and hygiene; kitchen safety and cleanliness, and; - safe operational practices using essential functions and features of equipment in use.

SITHCCO12 Prepare poultry dishes

Locations: Industry, Footscray Nicholson, Online, Victoria University is authorised by Trades Recognition Australia (TRA) to conduct skills assessment services for persons seeking temporary or permanent migration. For more information on these programs and the countries in which VU conducts these assessments please refer to: <http://www.vu.edu.au//skilled-migration>. Geelong Learning Links..

Prerequisites: SITXFSAO01 - Use hygienic practices for food safety

Description: This unit describes the performance outcomes, skills and knowledge required to prepare and cook a range of poultry dishes following standard recipes. It requires the ability to select, prepare and portion poultry, and to use relevant equipment, cookery and food storage methods. The unit applies to cooks working in hospitality and catering organisations. This could include restaurants, educational institutions, health establishments, defence forces, cafeterias, kiosks, cafes, residential caterers, in flight and other transport caterers, and event and function caterers. It applies to individuals who work under the guidance of more senior chefs. They demonstrate autonomy and judgement to complete routine activities and take limited responsibility in known and stable contexts within established parameters.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - follow standard recipes to prepare poultry dishes using each of the following poultry items: chicken; duck; feathered game; turkey; - use each of the following poultry preparation techniques at least once when preparing above poultry dishes, as appropriate: barding; de boning; marinating; rolling; trussing; stuffing; trimming; - prepare the required poultry dishes using each of the following cookery methods at least once: braising; deep frying; grilling; poaching; roasting; sautéing; stewing, and; - prepare above food for at least six different customers. Students will also be expected to demonstrate the following knowledge: - culinary terms and trade names for: ingredients commonly used in the production of different poultry dishes; a variety of classical and contemporary poultry dishes, and; different cuts of poultry and styles of cooking; - contents of stock date codes and rotation labels; - characteristics of poultry products and poultry dishes: appearance; fat content; freshness and other quality indicators; nutritional value; taste; texture; - historical and cultural origin of different poultry products and poultry dishes; - essential characteristics of poultry types listed in the performance evidence and cuts; - preparation techniques for different cuts and types of poultry specified in the performance evidence; - cookery methods for different cuts and types of poultry specified in the performance evidence; - equipment used to produce poultry dishes: - knife care and maintenance; - essential features and functions; - safe operating practices; - mise en place requirements for poultry dishes, and; - appropriate environmental conditions for storing poultry products and dishes to: ensure food safety; optimise shelf life, and; safe operational practices using essential functions and features of equipment used to produce poultry dishes.

SITHCCO13 Prepare seafood dishes

Locations: Industry, Footscray Nicholson, Online, Victoria University is authorised by Trades Recognition Australia (TRA) to conduct skills assessment services for persons seeking temporary or permanent migration. For more information on these programs and the countries in which VU conducts these assessments please refer to:

<http://www.vu.edu.au//skilled-migration>. Geelong Learning Links..

Prerequisites:SITXFSA001 - Use hygienic practices for food safety

Description:This unit describes the performance outcomes, skills and knowledge required to prepare and cook a range of fish and shellfish dishes following standard recipes. It requires the ability to select, prepare and portion seafood, and to use relevant equipment, cookery and food storage methods.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - follow standard recipes to prepare the following seafood classifications: flat and round fish; oily and white fish; ocean and freshwater fish; octopus and squid; crustaceans; molluscs; whole or filleted fish; - use each of the following seafood preparation techniques in preparing above seafood as required: cleaning; de-scaling; pin-bone removal; filleting; portioning; shelling; skinning; - follow standard recipes to prepare fresh, frozen and preserved seafood dishes using the following cookery methods: deep and shallow frying; grilling; poaching; roasting; sautéing; steaming, and; - prepare above food for at least six different customers. Students will also be expected to demonstrate the following knowledge: - culinary terms and trade names; - contents of stock date codes and rotation labels; - seafood classifications; - characteristics of seafood products and fish and shellfish dishes; - preparation techniques for fish and shellfish specified in the performance evidence; - cookery methods for different varieties and cuts of fish and shellfish specified in the performance evidence; - equipment used to produce seafood dishes; - mise en place requirements for seafood dishes; - appropriate environmental conditions for storing and thawing fish and shellfish products, and; - safe operational practices using essential functions and features of equipment used to produce seafood dishes.

SITHCCC014 Prepare meat dishes

Locations:Industry, Footscray Nicholson, Online, Victoria University is authorised by Trades Recognition Australia (TRA) to conduct skills assessment services for persons seeking temporary or permanent migration. For more information on these programs and the countries in which VU conducts these assessments please refer to: <http://www.vu.edu.au//skilled-migration>. Geelong Learning Links..

Prerequisites:SITXFSA001 - Use hygienic practices for food safety

Description:This unit describes the performance outcomes, skills and knowledge required to prepare and cook a range of meat dishes following standard recipes. It requires the ability to select, prepare and portion meat, and to use relevant equipment, cookery and food storage methods. It is important to note that students will be expected to follow standard recipes to prepare meat dishes using each of the following meat items: beef, game (kangaroo, venison, specialty meats), lamb, pork, veal and offal (kidney, liver). Students will be unable to successfully complete unit SITHCCC014 Prepare meat dishes without meeting this requirement.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting

of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - follow standard recipes to prepare meat dishes using each of the following meat items: beef; kangaroo; venison; specialty meats; lamb; pork; veal; kidney; liver; - use each of the following meat preparation techniques at least once when preparing the above dishes, as appropriate: ageing; barding; boning and trimming; cutting and portioning; larding; marinating; mincing; rolling; tenderising; trussing and tying; skewering; - prepare the required meat dishes using each of the following cookery methods at least once: braising; frying; grilling; roasting; stewing, and; - prepare above food for at least six different customers. Students will also be expected to demonstrate the following knowledge: - culinary terms and trade names; - contents of stock date codes and rotation labels; - meat classifications; - characteristics of meat products and meat dishes; - historical and cultural origin of different meat products and meat dishes; - preparation techniques for different cuts and types of meat specified in the performance evidence; - cookery methods for different cuts and types of meat specified in the performance evidence; - equipment used to prepare and produce meat dishes; - mise en place requirements for meat dishes; - appropriate environmental conditions for storing meat and meat products, and; - safe operational practices using essential functions and features of equipment used to produce meat dishes.

SITHCCC015 Produce and serve food for buffets

Locations:Industry, Footscray Nicholson, Online, Geelong Learning Links..

Prerequisites:SITXFSA001 - Use hygienic practices for food safety

Description:This unit describes the performance outcomes, skills and knowledge required to produce and present foods for buffets. It requires the ability to cook buffet foods and to present, serve and replenish them throughout the service period. It does not include the overall design, planning and display of buffets which is covered by the unit SITHKOP003 Plan and display buffets.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - produce or prepare as required each of the following hot and cold buffet foods: breakfast foods; meat or poultry; seafood; salads; pasta or noodles; breads; fruit or vegetables; cheese; smallgoods; dessert and pastry items; accompaniments; glazed foods, galantines and forcemeats; themed foods; foods selected to meet special dietary requirements; - present, serve and replenish at least one buffet for each of the following: indoor venue; outdoor venue; breakfast; lunch or dinner; event or function; - produce a quantity of buffet dishes and items for above buffets that: are consistent in quality, size, shape and appearance for each buffet service period; use appropriate garnish and presentation techniques, and; - prepare above buffets: within commercial time constraints and deadlines; reflecting required quantities to be produced; following procedures for portion control and food safety practices when producing, displaying and serving hot and cold buffet food; using appropriate showpieces and decorations; responding to special customer requests and dietary requirements. Students will also be expected to demonstrate the following knowledge: - culinary terms and trade names; - suitable types of foods and dishes for buffets and their characteristics; -

presentation techniques for food items that comprise buffets; - organisational standards for: serving buffet foods; portion sizing; - mise en place and food safety requirements for producing and presenting foods for buffets; - appropriate environmental conditions for storing ingredients and buffet food items to: ensure food safety; optimise shelf life, and; - organisational food safety procedures for displaying and serving hot and cold buffet foods.

SITHCCC017 Handle and serve cheese

Locations: Industry, Footscray Nicholson, Online, Victoria University is authorised by Trades Recognition Australia (TRA) to conduct skills assessment services for persons seeking temporary or permanent migration. For more information on these programs and the countries in which VU conducts these assessments please refer to: <http://www.vu.edu.au//skilled-migration..>

Prerequisites: SITXFSA001 - Use hygienic practices for food safety

Description: This unit describes the performance outcomes, skills and knowledge required to prepare and present cheese. This requires a comprehensive knowledge of cheese varieties. The unit applies to hospitality and catering organisations where cheese is served as a menu course. Responsibility for cheese may rest with a range of individuals depending on the organisation. It may include cooks or senior food and beverage attendants. 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.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - serve cheeses using each of the following service styles: buffet presentation; cheese plates; table service; - prepare and present cheese from each of the following cheese types with suitable garnishes and accompaniments: cheddar; brie or camembert; blue; washed rind; chèvre; gruyère; flavoured, and; - prepare and serve cheese for at least six different customers. Students will also be expected to demonstrate the following knowledge: - culinary terms related to different cheeses commonly used in the industry; - knowledge of varieties of cheeses and their classification and characteristics; - nutritional knowledge, in particular the food value and composition of cheese; - contexts in which cheeses are served; - food safety practices for handling and storing cheese, and; - hygiene requirements relating to possible bacterial spoilage in the preparation, storage and service of cheese.

SITHCCC018 Prepare food to meet special dietary requirements

Locations: Industry, Footscray Nicholson, Online, Geelong Learning Links..

Prerequisites: SITXFSA001 - Use hygienic practices for food safety

Description: This unit describes the performance outcomes, skills and knowledge required to prepare dishes for people who have special dietary needs for health, lifestyle or cultural reasons. It requires the ability to confirm the dietary requirements of customers, use special recipes, select special ingredients and produce food to satisfy special requirements.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge

and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - follow recipes to prepare six different dishes that cater to customers with different dietary requests, including at least one of each of the following: food restrictions; food preferences; cultural or religious requirements; - modify recipes and menu items to meet dietary requests specified above, excluding or substituting ingredients while maintaining equivalent nutritional value, and; - produce above dishes for at least six different customers. Students will also be expected to demonstrate the following knowledge: - culinary terms and trade names; - understanding of: drug-food interaction; food allergy; food intolerance; cultural and religious dietary sanctions; - main types, culinary characteristics and ingredients of special diets and cultural or religious diets that are part of contemporary Australian society; - key health and legal consequences of failing to address special requirements; - mise en place requirements for special diet foods; - basic principles and practices of nutrition, and; - primary components of Dietary Guidelines for Australians, in particular those for older Australians, children and adolescents.

SITHCCC019 Produce cakes, pastries and breads

Locations: Industry, Footscray Nicholson, Online, Victoria University is authorised by Trades Recognition Australia (TRA) to conduct skills assessment services for persons seeking temporary or permanent migration. For more information on these programs and the countries in which VU conducts these assessments please refer to: <http://www.vu.edu.au//skilled-migration..> Geelong Learning Links..

Prerequisites: SITXFSA001 - Use hygienic practices for food safety

Description: This unit describes the performance outcomes, skills and knowledge required to produce cakes, pastries and breads in a commercial kitchen following standard recipes. It requires the ability to select, prepare and portion ingredients; and to use relevant equipment a range of cookery methods to make and decorate cakes, pastries and breads, and food storage methods.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - follow standard recipes to produce and decorate four of each of the following: cakes from the list in the knowledge evidence; pastries from the list in the knowledge evidence; breads from the list in the knowledge evidence, and; - produce each of the above cakes, pastries and breads of the same type: that are consistent in quality, size, shape and appearance; within commercial time constraints and deadlines; reflecting required quantities to be produced; following procedures for portion control and food safety practices when handling and storing food; responding to special customer requests and dietary requirements. Students will also be expected to demonstrate the following knowledge: - culinary terms and trade names; - contents of stock date codes and rotation labels; - food safety practices for handling and storing cakes, pastries and breads; - classical and contemporary: cakes, pastries, sweet and savoury breads; - characteristics of a variety of classical and contemporary cakes, pastries and breads; - historical and cultural derivations of a variety of cakes, pastries and breads; - basic aspects of yeast fermentation and dough development processes; - nutritional

value of classical and contemporary cakes, pastries and breads; - indicators of freshness and quality of stocked ingredients for cakes, pastries and breads; - cookery methods for cakes, pastries, breads and fillings; - main types, culinary characteristics and uses of fillings for cakes, pastries or breads; - main types, culinary characteristics and uses of decorations for cakes, pastries or breads; - appropriate baking temperatures and cooking times for cakes, pastries, breads and fillings; - appropriate environmental conditions for storing cakes, pastries, breads and re-usable by-products of their preparation; - mise en place requirements for producing cakes, pastries and breads and fillings, and; - safe operational practices using essential functions and features of equipment used to produce cakes, pastries and breads.

SITHCCO20 Work effectively as a cook

Locations: Industry, Footscray Nicholson, Online, Victoria University is authorised by Trades Recognition Australia (TRA) to conduct skills assessment services for persons seeking temporary or permanent migration. For more information on these programs and the countries in which VU conducts these assessments please refer to: <http://www.vu.edu.au//skilled-migration>. Geelong Learning Links..

Prerequisites:SITXFSA001 - Use hygienic practices for food safety

Description:This unit describes the performance outcomes, skills and knowledge required to work as a cook. It incorporates all aspects of organising, preparing and cooking a variety of food items across different service periods and menu types; using a range of cooking methods and team coordination skills. The unit integrates key technical and organisational skills required by a qualified commercial cook. It brings together the skills and knowledge covered in individual units and focuses on the way they must be applied in a commercial kitchen.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - safely and hygienically prepare, cook and present menu items for a minimum of 48 complete food service periods that cover: breakfast; dinner; lunch; special function; - prepare, cook and present items for at least three of the following different menu styles: à la carte; set menu; table d'hôte; buffet; cyclical; - prepare, cook and serve items from the following food types that meet quality requirements: appetisers and salads; fish and shellfish; hot and cold desserts; meat, poultry and game; pastries, cakes and yeast goods; stocks, sauces and soups; vegetables, fruit, eggs and farinaceous products; - multi-task and integrate technical and other skills to respond to multiple demands simultaneously; - work professionally as part of a team and coordinate team activities in line with kitchen roles and responsibilities, and organisational requirements; - respond to special customer requests and dietary requirements, and; - prepare dishes for customers within the typical time constraints of a busy commercial kitchen. Students will also be expected to demonstrate the following knowledge: - basic principles and methods of cookery; - culinary terms commonly used in the industry and organisation; - characteristics of foods from all main food categories served in the organisation; - features of standard recipes; - organisational procedures for: planning, preparing and storing food; workplace safety and hygiene; end of shift; - essential principles and practices related to: planning and organising work; food safety and hygiene; kitchen safety and cleanliness; - varying requirements of

different food service periods and menu types, and; - safe operational practices using essential functions and features of commercial kitchen equipment in use.

SITHCCO21 Prepare specialised food items

Locations:Footscray Nicholson, Geelong Learning Links..

Prerequisites:SITXFSA001 - Use hygienic practices for food safety

Description:This unit describes the performance outcomes, skills and knowledge required to prepare and cook food items that are more unusual in nature than those in standard recipes. It requires the ability to select and prepare ingredients, use relevant equipment, specialised cookery and food storage methods.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - apply specialised cookery methods to prepare six different dishes that make use of specialised food items and specialised preparation techniques; - use appropriate specialised methods when preparing selected dishes above, and; - prepare above specialised items for customers: within commercial time constraints and deadlines; reflecting required quantities to be produced; following procedures for portion control and food safety practices when handling and storing one or more specialised food items; responding to special customer requests and dietary requirements. Students will also be expected to demonstrate the following knowledge: - culinary terms and trade names for ingredients used in the relevant specialised area; - contents of stock date codes and rotation labels; - characteristics of relevant specialised items; - food safety practices for handling and storing one or more specialised food items; - main types and culinary characteristics of specialised food items used in contemporary cooking; - main types of preparation and cookery methods for the relevant specialised items; - mise en place requirements for specialised food items; - appropriate environmental conditions for storing products, and; - safe operational practices using essential functions and features of equipment used to produce specialised dishes.

SITHFABO01 Clean and tidy bar areas

Locations:Footscray Nicholson.

Prerequisites:SITXFSA001 - Use hygienic practices for food safety

Description:This unit describes the performance outcomes, skills and knowledge required to clean bars and public areas, clear and clean glasses, and safely dispose of waste. The unit applies to any hospitality organisation that operates a bar, including hotels, restaurants, clubs, cafes and wineries. It applies to people who work with very little independence and under close supervision, including those commonly known as 'bar usefuls'. The unit can also apply to bar attendants.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - clean the following areas and equipment according to applicable cleaning schedules and within required timeframe

on three different occasions, and; - demonstrate the following safe work practices while cleaning the above areas and equipment. Students will also be expected to demonstrate the following knowledge: - different types of cleaning agents and chemicals for bar areas and equipment - common commercial bar equipment; - safe practices for using and storing hazardous substances; - appropriate disposal methods for recyclables; - content of safety data sheets (SDS) for cleaning agents and chemicals and of workplace documents or diagrams that interpret the content of those SDS; - cleaning sanitising and disinfecting methods; - correct use of the following personal protective equipment when cleaning the areas and equipment specified in the performance evidence; - safe manual handling techniques for cleaning bar and public areas; - potential dangers associated with inert gases used in beverage dispensing systems, and their impact on staff members and customers; - appropriate signage to be used for areas of restricted access; - environmentally sound methods for using cleaning agents, chemicals, water and energy when cleaning bar surfaces, public areas and equipment, and; - safe operational practices using essential functions and features of equipment used to clean bars, public areas and equipment.

SITHFAB002 Provide responsible service of alcohol

Locations: Industry, Footscray Nicholson, Online, Victoria University is authorised by Trades Recognition Australia (TRA) to conduct skills assessment services for persons seeking temporary or permanent migration. For more information on these programs and the countries in which VU conducts these assessments please refer to: <http://www.vu.edu.au//skilled-migration>. Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to responsibly sell or serve alcohol. Responsible practices must be undertaken wherever alcohol is sold or served, including where alcohol samples are served during on-site product tastings. This unit, therefore, applies to any workplace where alcohol is sold or served, including all types of hospitality venues, packaged liquor outlets and wineries, breweries and distilleries. The unit applies to all levels of sales personnel involved in the sale, service and promotional service of alcohol in licensed premises. Those selling or serving alcohol may include food and beverage attendants; packaged liquor sales persons selling in person, over the phone or online; winery, brewery and distillery cellar door staff, and supplier sales representatives. The unit also applies to security staff who monitor customer behaviour and to the licensee who is ultimately responsible for responsible service of alcohol (RSA) management. The unit incorporates the knowledge requirements, under state and territory liquor licensing law, for employees engaged in the sale or service of alcohol. Certification requirements differ across states and territories. In some cases all people involved in the sale, service and promotional service of alcohol in licensed premises must be certified in this unit. This can include the licensee and security staff. This unit covers the RSA skill and knowledge requirements common to all States and Territories. Some legislative requirements and knowledge will differ across borders. In some cases after completion of this unit, state and territory liquor authorities require candidates to complete a bridging course to address these specific differences. Those developing training to support this unit must consult the relevant state or territory liquor licensing authority to determine any accreditation arrangements for courses, trainers and assessors.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each

unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - interpret the legal requirements for responsible sale or service of alcohol for the local state or territory law; - document organisational policies and procedures that must be followed for the responsible sale or service of alcohol; - identify at least three early indicators of intoxication and identify suitable intervention strategies to prevent intoxication; - demonstrate procedure to refuse sale or service of alcohol and assist each of the following groups of intoxicated customers: those in emotional or physical distress; those with no food consumption during extended service of alcohol; those who appear to be under the effect of illicit substances or other drugs, and; - demonstrate organisational or house requirements and use effective communication and conflict-resolution skills when asking the following different intoxicated customers to leave the premises: one compliant customer; one difficult customer refusing to leave. Students will also be expected to demonstrate the following knowledge: - public interest reasons for implementing responsible service of alcohol (RSA) practices: government and community concern with alcohol misuse and abuse; alcohol-impaired driving accidents, crime, public violence, family violence and anti social behaviour associated with alcohol abuse; - ways of assessing intoxication: observing changes in behaviour; observing emotional and physical state; monitoring noise levels and drink purchases; - customers to whom sale or service must be refused according to state and territory legislation: minors and those purchasing on behalf of minors; intoxicated persons; persons affected by the consumption of illicit and other drugs; - impact of excessive drinking on: local neighbourhood and community; the night-time economy; premises and staff; customers; - particular types of customers who are at heightened risk: Aboriginal and Torres Strait Islanders; minors; people affected by the consumption of illicit and other drugs; women, particularly pregnant women; young people; - physical and mental health of individuals who drink to excess; - productivity of individuals who drink to excess; - those around the person drinking to excess; - government agencies; - key agencies and how to source relevant information on laws, regulations and codes of practice or conduct; - methods of supplying information on responsible sale or service of alcohol to customers, and; - current promotional and strategic community education campaigns developed and conducted by agencies and industry groups.

SITHFAB003 Operate a bar

Locations: Industry, Footscray Nicholson.

Prerequisites: SITHFAB002 - Provide responsible service of alcohol/SITXFSA001 - Use hygienic practices for food safety

Description: This unit describes the performance outcomes, skills and knowledge required to prepare a bar for service, take drink orders, prepare and serve alcoholic and non-alcoholic beverages and close the bar down. Customer service and selling skills are found in other units. The unit applies to any hospitality organisation that operates a bar, including hotels, restaurants, clubs, cafes, and wineries. The unit applies to bar attendants who operate with some level of independence and under limited supervision. The sale and service of alcohol is subject to the provisions of liquor legislation law in each state and territory of Australia. Skills and knowledge for compliance with this law are covered by the prerequisite unit SITHFAB002 Provide responsible service of alcohol.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge

and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - safely and efficiently set up, operate and close down a bar over at least three different service periods, including at least one peak service period; - prepare alcoholic and non-alcoholic beverages that meet customer requests within required timeframe during the above service periods; - use the correct equipment, ingredients and standard measures to prepare the above alcoholic and non-alcoholic beverages, and; - interact with a diverse range of customers during the above service periods, determining their preferences and offering suitable products in a clear and professional manner. Students will also be expected to demonstrate the following knowledge: - different types of bars and bar service for different industry sectors and those relevant to events and functions; - meaning and role of mise en place for the service of alcoholic beverages; - organisational procedures for operating the bar; - items requirements for set-up of bar; - major types of beverages, their characteristics, preparation and service; - requirements and procedures for different types of bar service; - available options to meet specific customer preferences; - operational features, safety and hygiene issues for the following bar equipment; - organisational procedures for noting relevant information during handover duties on completion of shift; - safety issues and safe work practices of specific relevance to bar operations; - environmentally sound methods to use cleaning agents and equipment, water and energy when operating a bar, the impact of these on the environment, and minimal impact practices to reduce their use, and; - correct and environmentally sound disposal methods for bar waste.

SITHFAB004 Prepare and serve non-alcoholic beverages

Locations: Footscray Nicholson.

Prerequisites: SITXFSA001 - Use hygienic practices for food safety

Description: This unit describes the performance outcomes, skills and knowledge required to prepare and serve a range of teas, non-espreso coffees and other non-alcoholic beverages. It requires the ability to select ingredients and equipment and to use a range of methods to make and present drinks. It does not include making espreso coffee beverages, which is covered in SITHFAB005 Prepare and serve espreso coffee. This unit applies to any hospitality organisation that serves coffee, tea and other non-alcoholic beverages, including cafes, restaurants, bars, clubs, and function and event venues. The unit applies to kitchen staff and operational food and beverage attendants who work with very little independence and under the guidance of others.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - prepare and present non-alcoholic beverages to meet different customer requests, over a minimum of three different service periods, including at least one peak service period; - prepare and present at least six different non-alcoholic beverages from the following list on three occasions each: carbonated drinks; children's specialty drinks; non-espreso coffees; cordials and syrups; flavoured milks; frappés; freshly squeezed juices; health drinks; hot chocolate; iced chocolate or coffee; milkshakes; mocktails; smoothies, and; teas;

- prepare above non-alcoholic beverages within commercial timeframes and with consistent quality, volume and appearance and in line with organisational procedures, and; - use the correct equipment, ingredients and standard measures in preparing the above beverages. Students will also be expected to demonstrate the following knowledge: - culinary terms for and characteristics of ingredients commonly used to produce non-alcoholic beverages specified in the performance evidence; - major types and characteristics of non-espreso coffees, teas and other non-alcoholic beverages specified in performance evidence; - preparation methods of non-espreso coffees, teas and other non-alcoholic beverages; - organisational procedures suitable to beverages specified in the performance evidence; - range of options to meet specific customer preferences; - safe operational practices using essential functions and features of equipment used to produce the non-alcoholic beverages specified in the performance evidence, and; - dangers of inert gases used in post-mix dispensing systems and the measures required to ensure worker and customer safety.

SITHFAB005 Prepare and serve espreso coffee

Locations: Industry, Footscray Nicholson, Werribee, Online, Victoria University is authorised by Trades Recognition Australia (TRA) to conduct skills assessment services for persons seeking temporary or permanent migration. For more information on these programs and the countries in which VU conducts these assessments please refer to: <http://www.vu.edu.au//skilled-migration>. Geelong Learning Links..

Prerequisites: SITXFSA001 - Use hygienic practices for food safety

Description: This unit describes the performance outcomes, skills and knowledge required to extract and serve espreso coffee beverages using commercial espreso machines and grinders. It requires the ability to advise customers on coffee beverages, select and grind coffee beans, prepare and assess espreso coffee beverages and to use, maintain and clean espreso machines and grinders. Complex repairs of equipment would be referred to specialist service technicians.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - prepare and present each of the following espreso-based coffee beverages on three different occasions within commercial timeframes: coffee latte; cappuccino; espreso (short black); flat white; long black; piccolo latte; mocha; ristretto, and; short and long macchiato; - monitor quality indicators for extraction as listed in the knowledge evidence during preparation of the above espreso coffee beverages and make adjustments to restore extraction to required standard; - present the above espreso coffee beverages and accompaniments demonstrating consistency and quality of: appearance; aroma; body; crema on top of the espreso; flavour; taste; strength, and; volume, and; - use the correct equipment, ingredients and measures to prepare the above espreso coffee beverages. Students will also be expected to demonstrate the following knowledge: - major types and characteristics of espreso coffee beverages specified in the performance evidence; - different types of milk, their characteristics and uses for different types of coffee beverages; - characteristics of different types of beans, blends and roasts; - mise en place requirements for preparing coffee beverages; - methods and techniques for preparing and serving espreso coffee beverages; - sequencing orders for the preparation of coffee beverages; - quality indicators for espreso coffee extraction; - available options to meet specific customer preferences

relating to: accompaniments; blends; service-ware; strength, and; sweeteners; - factors relevant to quality of espresso coffee; - extraction rates for the different espresso coffee beverages specified in the performance evidence; - how and when adjustments are required to the following to ensure quality of espresso coffee: dose; grind; tamping technique; water flow, and; water pressure; - organisational procedures and industry standards; - appropriate environmental conditions for storing coffee beans, ground coffee, milk and other ingredients; - essential features and functions of different espresso machines and grinders used to prepare espresso coffee beverages; - basic maintenance and cleaning methods for espresso grinders, machines and equipment, and; - content of safety data sheets (SDS) for cleaning agents and chemicals, or workplace documents or diagrams that interpret the content of SDS.

SITHFAB007 Serve food and beverage

Locations: Industry, Footscray Nicholson, Online, Victoria University is authorised by Trades Recognition Australia (TRA) to conduct skills assessment services for persons seeking temporary or permanent migration. For more information on these programs and the countries in which VU conducts these assessments please refer to: <http://www.vu.edu.au//skilled-migration>. Geelong Learning Links..

Prerequisites: SITHFSAO01 - Use hygienic practices for food safety

Description: This unit describes the performance outcomes, skills and knowledge required to serve food and beverages to customers in a casual dining setting. It covers the fundamental technical skills required to prepare the outlet for the service period, interact with customers to take orders, serve and clear food and beverage, and complete end of service tasks.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - provide effective food and beverage service during five different service periods, including at least one peak period; - demonstrate effective use of techniques for: service style appropriate to organisation; carrying and placing plates containing meals; clearing and carrying multiple used plates and other service-ware; processing customer accounts as required; - demonstrate procedures for: table and room set-up; end of shift activities; - interact with and positively respond to diverse demands and requests by multiple customers during above service periods, and; - perform above service within realistic commercial timeframes. Students will also be expected to demonstrate the following knowledge: - specific organisation food and beverage features: workflow structure for food and beverage service; ordering systems and procedures; workflow between kitchen and front of house areas; service procedures; set up procedures; end of shift procedures; - common styles of food and beverage service: bar; bistro; café; counter; espresso coffee bar; plate service; table; - techniques for: carrying and placing plates containing meals; clearing and carrying multiple used plates and other service-ware; - key features of food and beverage items on the menu; - common organisational procedures used when processing accounts, and; - correct and environmentally sound disposal methods for food and beverage waste.

SITHFAB009 Conduct a product tasting for alcoholic beverages

Locations: Industry, Footscray Nicholson.

Prerequisites: SITHFAB002 - Provide responsible service of alcohol

Description: This unit describes the performance outcomes, skills and knowledge required to set up and conduct product tastings of alcoholic beverages and provide information on the key characteristics of the alcohol on offer for tasting. It requires the ability to taste and self-evaluate products on offer, set up and conduct tastings, interact with customers and maintain products at optimum quality throughout the product tasting.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - set up and conduct at least three different tasting sessions for at least two of the following types of alcoholic beverages: beer; fortified wines; liqueurs; sparkling wines; spirits, and; still wines; - maintain products at optimum quality throughout the above product tasting sessions; - provide accurate product information in the above product tasting sessions on key characteristics of the specific alcoholic beverages on offer for tasting, and; - respond to customer questions in a professional manner. Students will also be expected to demonstrate the following knowledge: - common equipment required for conducting a product tasting and its uses; - sensory evaluation techniques and their relevance to wines, beers, spirits and liqueurs; - attributes of tasting areas that appeal to customers, allow for free flowing customer traffic, and provide a safe environment for staff and customers; - ways of ensuring conducive environment for tasting; - organisational procedures; - key characteristics of: Australian and imported wine types and main Australian wine producing areas; - key characteristics of the following main grape varieties and wine types; - key characteristics of Australian and imported beers, spirits and liqueurs, and ready to drink products; - indicators of common faults with products; - hygiene practices; - organisational procedures for the responsible service of alcohol during product tastings, and; - correct and environmentally sound disposal methods for tasting waste, especially for recyclable glass and plastic bottles and sampling glasses.

SITHFAB011 Provide advice on beers, spirits and liqueurs

Locations: Industry, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to evaluate a range of local and imported beers, spirits and liqueurs; provide advice to customers on their selection; and continuously extend personal product knowledge. The unit applies to hospitality, retail, breweries and wholesale organisations that sell beers, spirits and liqueurs. It applies to personnel who operate independently or with limited guidance from others and who have substantial specialist knowledge of beers, spirits and liqueurs. This includes beverage sales consultants, bar specialists, sommeliers, and senior bar and food and beverage attendants. The sale and service of alcohol is subject to the provisions of Responsible Service of Alcohol (RSA) law in each state and territory of Australia. Skills and knowledge for compliance with this law are covered by the prerequisite unit SITHFAB002 Provide responsible service of alcohol.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge

and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - discuss the characteristics of each of the following local and imported beverage products with different customers on three different occasions: basic spirits; mid and top range spirits; beer of different strengths; beer of different types; traditional and contemporary liqueurs; - demonstrate the correct application of each of the following sensory evaluation techniques to evaluate beers, spirits and liqueurs: smell or nose appraisal; taste appraisal; visual appraisal; - provide current, accurate and relevant advice to each of the above customers to meet different taste and price preferences, and; - maintain and continuously extend personal product knowledge to enhance workplace activities. Students will also be expected to demonstrate the following knowledge: - sensory evaluation techniques and their relevance to different types of beers, spirits and liqueurs; - past, current and emerging trends in beverage service trends in the Australian liquor industry; - overview of international trends in beers, spirits and liqueurs; - key structural components of beers, spirits and liqueurs; - characteristics of both Australian and imported beers, spirits and liqueurs; - organisational activities for which knowledge of beers, spirits and liqueurs is required; - factors that affect the quality of different beers, spirits and liqueurs; - indicators of impaired quality of beer, spirit and liqueur products; - storage requirements for different beers, spirits and liqueurs; - safety and hygiene issues of particular relevance to handling and storage of beers, spirits and liqueurs; - overview of types of foods that match successfully with different beers, spirits and liqueurs, and; - formal and informal research methods to extend and update knowledge.

SITHFAB014 Provide table service of food and beverage

Locations: Industry, Footscray Nicholson.

Prerequisites:SITHFAB002 - Provide responsible service of alcohol/SITXFSA001 - Use hygienic practices for food safety

Description:This unit describes the performance outcomes, skills and knowledge required to provide quality table service of food and beverage in à la carte or fine-dining settings. It covers high order service techniques to prepare the restaurant for the service period, provide food and beverage advice to customers, serve and clear food and beverages, and complete end of service tasks. Fundamental technical skills for food and beverage service are covered by the unit SITHFAB007 Serve food and beverage. This unit applies to hospitality organisations where table service of food and beverage is provided, such as restaurants, dining rooms and function venues. It applies to food and beverage attendants who work with some independence and under limited supervision. They may provide operational advice and support to team members. The sale and service of alcohol is subject to the provisions of Responsible Service of Alcohol (RSA) law in each state and territory of Australia. Skills and knowledge for compliance with this law are covered by the prerequisite unit SITHFAB002 Provide responsible service of alcohol.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - prepare for and provide table

service of food and beverage over a minimum of 12 service periods; - provide full explanations and advice on food and beverage menu options during each service period; - interact with and respond to customers during above service periods in a professional manner and in response to demands and requests relating to: information on beverages and food; location of customer facilities; menu choices and availability; recommendations for food and beverage specials, and; - demonstrate ability to: work with speed and efficiency; deal with numerous service and operational tasks simultaneously, and; work cooperatively as part of the service team to maximise work flow and service efficiency. Students will also be expected to demonstrate the following knowledge: - work flow structures for service in food and beverage service environments; - roles and responsibilities of a range of food and beverage attendants; - meaning of mise en place for food and beverage service and mise en place requirements for service styles specified in the performance evidence and different menu options; - organisational procedures to set up a dining venue; - organisational and traditional standards for table settings of glassware, crockery and cutlery; - ways of dressing and setting tables for service styles specified in the performance evidence for restaurants and functions; - napkin folding styles for different restaurant and function settings and occasions; - organisational and traditional dining room set-ups for different types of restaurant and function venues; - organisational end of shift duties; - food and beverage service styles and types of menus used in different hospitality contexts; - comprehensive product knowledge of food and beverage items offered during the service specified in the performance evidence; - features and uses of different types of glassware for different beverages techniques; - features of industry and organisation-specific; - environmental impacts of food and beverage service and minimal impact practices to reduce them, especially those that relate to reusable resources, water and energy use, and; - correct and environmentally sound disposal methods for food and beverage waste.

SITHFAB016 Provide advice on food

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the performance outcomes, skills and knowledge required to provide accurate information and advice on different menu options. It requires the ability to evaluate organisational menu items, provide advice to customers on their menu selection, contribute to menu design, and continuously extend personal product knowledge of food and cuisines. The unit applies to hospitality organisations that serve food, including hotels, restaurants, cafes, wineries, fine food outlets and clubs. It applies to food and beverage attendants who operate with some level of independence and under limited supervision to provide advice to others about menu selection.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - discuss the characteristics of each of the major food types listed in the knowledge evidence with at least three different customers; - demonstrate the correct application of each of the following sensory evaluation techniques to evaluate food: smell or nose appraisal; taste appraisal, and; visual appraisal; - provide current, accurate and relevant advice to each of the above customers on their selection to meet different taste and price

preferences, and; - maintain and continuously extend personal food and menu knowledge to enhance workplace activities. Students will also be expected to demonstrate the following knowledge: - major food types and their characteristics; - information relating to the major food types; - past, current and emerging trends in the Australian food industry; - organisational activities for which knowledge of major food types is required; - groups that have specific dietary requirements to be considered; - business considerations in the provision of information and advice on food; - formal and informal research methods to extend and update knowledge; - key health and legal consequences of failing to address special dietary requirements, and; - primary components of Dietary Guidelines for Australians, in particular those for older Australians, children and adolescents.

SITHFAB017 Provide advice on food and beverage matching

Locations: Industry, Footscray Nicholson.

Prerequisites: SITHFAB002 - Provide responsible service of alcohol

Description: This unit describes the performance outcomes, skills and knowledge required to evaluate a range of beverages and their compatibility with different food items and cuisines, provide advice to customers on their selection, and continuously extend personal product knowledge to enhance customer service. Beverages can include wine, beer, spirits and liqueurs. The unit applies to hospitality organisations that serve food and beverage, including hotels, restaurants, wineries, fine food outlets and clubs. Advice on food and beverage matching might also be provided by wholesalers to hospitality outlets and by retail liquor outlets to retail customers. The unit applies to frontline sales and operational personnel who operate with some level of independence and under limited supervision to provide advice to others about the matching of beverages to food items and cuisines. This includes beverage sales consultants, bar specialists, sommeliers, and other senior bar and food and beverage attendants. The sale and service of alcohol is subject to the provisions of Responsible Service of Alcohol (RSA) law in each state and territory of Australia. Skills and knowledge for compliance with this law are covered by the prerequisite unit SITHFAB002 Provide responsible service of alcohol.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - discuss the characteristics of each of the major food types listed in the knowledge evidence and their compatibility with different beverages with at least three different customers; - explain to the above customers how the following features affect compatible food and beverage matches: aroma, taste of flavour, temperature, texture and cookery method; - provide current, accurate and relevant advice to each of the above customers on their selection to meet different taste and price preferences, and; - maintain and continuously extend personal food, beverage and menu knowledge to enhance workplace activities. Students will also be expected to demonstrate the following knowledge: - major food types, their characteristics and how those characteristics affect compatibility with beverages; - major methods of cookery and their impact in regard to food and beverage matching; - beverage production techniques and their impact in regard to food and beverage matching; - compatibility of the beers, spirits and liqueurs with various food items and cuisines; - compatibility of Australian and imported wines with major food items and cuisines; - overview of the chemistry of primary food and beverage components; - different ways that alcohol is used in

cooking and the impact on food items; - traditional and contemporary food and beverage matches across above cuisines, food types and beverage styles; - current and emerging trends in food and beverage matching in Australia and internationally; - organisational activities for which knowledge of major food types is required; - business considerations in the provision of information on food and beverage matching; - formal and informal research methods to extend and update knowledge, and; - factors to consider in achieving a balance between food and beverages on a menu.

SITHFAB019 Plan and monitor espresso coffee service

Locations: Industry, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to coordinate operational aspects of espresso coffee service for an outlet. It requires the ability to develop menus, provide specialist advice to customers and staff, monitor the overall quality of espresso beverages, and maintain equipment. The unit applies to any hospitality organisation that serves espresso coffee beverages, including cafes, restaurants, bars, clubs, function and event venues. It applies to senior personnel who operate independently or with limited guidance from others and who have substantial specialist knowledge of coffee, its history and presentation.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - coordinate the operational aspects of espresso coffee preparation for an outlet over at least six service periods; - monitor the consistency and quality of the following characteristics of espresso coffee beverages during above service, and; - maintain commercial grade espresso coffee machines and grinders throughout each of the above service periods. Students will also be expected to demonstrate the following knowledge: - knowledge of current and emerging espresso coffee service trends through various sources; - major types of espresso coffee beverages and their characteristics; - different types of milk, their characteristics and uses for different types of coffee beverages; - impacts on flavour of coffee beverages; - organisational and industry standards; - appropriate environmental conditions for storing coffee beans, ground coffee, milk and other ingredients; - methods to ensure efficient use of ingredients and to minimise wastage; - equipment used to prepare espresso coffee beverages; - work practices for managing large coffee beverage orders; - methods for evaluating espresso coffee beverage quality; - cost and profit issues associated with providing espresso coffee service; - factors to consider when purchasing new equipment or service-ware, and; - information to educate customers about espresso coffee.

SITHIND001 Use hygienic practice for hospitality service

Locations: Industry, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to use personal hygiene practices to maintain the health and wellbeing of self and others. The unit applies to all hospitality service environments. Individuals at all levels use this skill in the workplace during the course of their daily activities.

Required Reading: The qualified trainer and assessor will provide teaching and

learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: Establish a procedure to: - integrate at least eight personal hygiene practices in day-to-day preparation for work, and; - check at least two of the following for contamination and cleanliness during day-to-day work functions and adjust as required: hands, uniform, clothing, personal protective items. Students will also be expected to demonstrate the following knowledge: - personal and professional reasons for maintaining personal hygiene in hospitality service environments; - personal hygiene practices to care for personal health and wellbeing prior to and during service periods; - meaning of: airborne diseases; infectious diseases; - ways of transferring micro-organisms and spreading airborne and infectious diseases and illness to self and others, and; - employee responsibilities in following hygienic practices and maintaining the hygiene of the workplace.

SITHIND002 Source and use information on the hospitality industry

Locations: Industry, Footscray Nicholson, Online, Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to source and use current and emerging information on the hospitality industry. This includes industry structure, technology, laws and ethical issues specifically relevant to the hospitality industry. Hospitality personnel integrate this essential knowledge on a daily basis to work effectively in the industry. The unit applies to all hospitality sectors and people working at different levels. Managers will use more formal research to attain specialised and comprehensive knowledge to support product planning, marketing and strategic management activities. This is covered in other units of competency. This unit is not about having in-depth knowledge but focuses on the ability to source and interpret information relevant to day-to-day activities in order to maximise work performance.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - source and document current and emerging industry information on the hospitality industry using at least three information sources listed in the knowledge evidence; - source and interpret information on the following from the above sources and share with colleagues to improve knowledge of the hospitality industry: current and emerging products and services; current issues; career opportunities; relationship between other related industries; compliance issues and quality assurance; new products, technology, techniques and services; work ethic required to work in the industry, and; - identify ways to integrate current hospitality industry information into daily work activities to enhance the quality of work performance. Students will also be expected to demonstrate the following knowledge: - sources of information on the hospitality industry; - structure of the hospitality industry and its different sectors; - information

of relevance to the hospitality industry; - key ways that information is used to enhance the quality of work performance; - key characteristics and main functions of allied and related industries; - primary functions of: major cross-industry and sector-specific industry associations especially those with which the business has a relationship; trade unions in the industry; - basic aspects of ethical issues specifically relevant to the hospitality industry; - basic aspects of hospitality industry quality assurance processes; - basic aspects of state, territory and commonwealth laws specifically relevant to the hospitality industry and actions that must be adhered to by hospitality businesses; - basic aspects of industrial relations, and; - current and emerging technology used in the hospitality industry.

SITHIND003 Use hospitality skills effectively

Locations: Industry, Footscray Nicholson, Online, Victoria University is authorised by Trades Recognition Australia (TRA) to conduct skills assessment services for persons seeking temporary or permanent migration. For more information on these programs and the countries in which VU conducts these assessments please refer to: <http://www.vu.edu.au//skilled-migration>. Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to provide effective hospitality service to customers during service periods.

It requires the ability to integrate a range of individual technical skills while dealing with numerous sales, service or operational tasks simultaneously to meet the needs of multiple and diverse customers. It incorporates preparation, service and end of service tasks. The unit applies to individuals working in a range of different departments such as accommodation services, food and beverage, gaming operations and housekeeping, in various hospitality industry settings, including bars, hotels, cafes, restaurants, clubs, pubs and motels. It applies to frontline operational service personnel who deal directly with customers on a daily basis. They work with very little independence and under close supervision, applying little discretion and judgement as they follow predefined organisational procedures and report discrepancies to a higher level staff member for action.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - integrate technical skills and provide hospitality service to customers for a minimum of 12 complete service periods (shifts) that individually or in combination involve: interacting with and positively responding to diverse demands and requests of multiple customers throughout the service periods; working with speed and efficiency to deal with numerous service and operational tasks simultaneously; identifying issues and problems, referring to supervisor when appropriate, and participating in their resolution; working cooperatively as part of a service team, and taking limited responsibility for the service process, workflow and own work outcomes. Students will also be expected to demonstrate the following knowledge: - basic organisational information; - information relevant to customers; - common operational tasks; - end of shift procedures; - roles and responsibilities of service team members, and; - organisational policies and procedures.

SITHIND004 Work effectively in hospitality service

Locations: Industry, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to work effectively in a hospitality environment and provide service to customers during service periods. It requires the ability to integrate a range of individual technical skills while dealing with numerous sales, service or operational tasks simultaneously to meet the needs of multiple and diverse customers. It incorporates preparation, service and end of service tasks. The unit applies to individuals working in a range of different departments such as accommodation services, food and beverage, gaming operations and housekeeping, in various hospitality industry settings, including bars, hotels, cafes, restaurants, clubs, pubs and motels. It applies to those frontline service personnel who deal directly with customers on a daily basis and who operate with some level of independence and under limited supervision.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - integrate technical skills and provide hospitality service to customers for a minimum of 36 complete service periods (shifts) that individually or in combination involve: - interacting with and positively responding to diverse demands and requests of different customers; - working with speed and efficiency to deal with numerous service and operational tasks simultaneously; - identifying issues and problems, determining solutions and taking appropriate action to resolve; - working cooperatively as part of a service team, monitoring the service process and workflow, and taking responsibility for own work outcomes, and; - providing technical advice and support to other team members. Students will also be expected to demonstrate the following knowledge: - information relevant to customers; - common operational tasks; - end of shift procedures; - roles and responsibilities of service team members, and; - organisational policies and procedures.

SITHKOP001 Clean kitchen premises and equipment

Locations: Industry, Footscray Nicholson, Online, Geelong Learning Links..

Prerequisites: SITXFSA001 - Use hygienic practices for food safety

Description: This unit describes the performance outcomes, skills and knowledge required to clean food preparation areas, storage areas, and equipment in commercial kitchens to ensure the safety of food. It requires the ability to work safely and to use resources efficiently to reduce negative environmental impacts. This unit is particularly important within a food safety regime and applies to all hospitality and catering organisations with kitchen premises, including permanent or temporary kitchens or smaller food preparation areas. These can be found within restaurants, cafes, kiosks, cafeterias, clubs, hotels, attractions and in catering facilities. The unit applies to kitchen personnel who work with very little independence and under close supervision, including kitchen attendants and stewards. It can also apply to cooks and chefs in small organisations.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each

unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - efficiently follow cleaning schedules to clean food preparation and food storage areas in a commercial kitchen on at least six different occasions; - clean each of the following large and small equipment items on at least six occasions according to cleaning schedules: cooking equipment; dishwashers; garbage bins; glasswashers; measures; mechanical food preparation equipment; - clean and replenish the following commercial service-ware and utensils on at least six occasions: cutting boards; containers; cooking utensils; crockery and dishes; cutlery; glassware; graters and peelers; knives; - sort soiled linen and prepare for collection by laundry staff according to organisational procedures on at least six occasions: cleaning cloths; clothing; napkins; serving cloths; tablecloths; tea towels; - perform the above cleaning work demonstrating use of: different types of cleaning agents and chemicals for kitchens and equipment; cleaning, sanitising and disinfecting methods for kitchens and equipment; correct and environmentally sound disposal methods for waste and hazardous substances, and; efficient use of energy, water and other resources, and; - complete above cleaning tasks: within commercial time constraints. Students will also be expected to demonstrate the following knowledge: - hygiene and cross-contamination issues for kitchens and the importance and purpose of cleaning regimes; - different types of cleaning and sanitising products and chemicals for kitchens and equipment; - uses of different types of cleaning and sanitising products and chemicals for kitchens and equipment; - safe practices for using and storing different types of cleaning and sanitising products, chemicals and hazardous substances; - safe operational practices using essential functions and features of equipment used to clean kitchen premises and equipment; - content of safety data sheets (SDS) for cleaning agents and chemicals, or plain English workplace documents or diagrams that interpret the content of SDS; - cleaning, sanitising and disinfecting methods that avoid risk to food for the following food preparation and storage areas: kitchen floors, shelves and walls; kitchen equipment, service-ware and utensils; - purpose of the following personal protective equipment used when cleaning: face masks; gloves; goggles; rubber aprons; - safe manual handling techniques for cleaning equipment and premises, especially bending, lifting and carrying heavy equipment; - environmental impacts of cleaning commercial kitchens and equipment and minimal impact practices to reduce them, especially those that relate to water and energy use; - correct and environmentally sound disposal methods for kitchen waste, and; - organisation-specific information.

SITHKOP002 Plan and cost basic menus

Locations: Industry, Footscray Nicholson, Online, Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to plan and cost basic menus for dishes or food product ranges for any type of cuisine or food service style. It requires the ability to identify customer preferences, plan menus to meet customer and business needs, cost menus and evaluate their success.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

food preferences of customer groups with differing characteristics and use to inform menu planning; - develop and cost each of the following menu types based on above information; - evaluate success of the above menus by obtaining at least two of the following types of feedback: customer satisfaction discussions; customer surveys; improvements; regular staff meetings that involve menu discussions; seeking staff suggestions for menu items, and; - develop the above menus within commercial time constraints. Students will also be expected to demonstrate the following knowledge: - organisation-specific information; - methods and formulas for calculating portion yields and costs from raw ingredients; - hospitality and catering industry desired profit margins, mark-up procedures and rates; - different types and styles of menus for dishes or food production ranges for different types of food outlets; - range of food preferences relating to: contemporary eating habits; cultural and ethnic influences; popular menu items; quick service foods; seasonal dishes; variety of food products; - differing characteristics of customer groups; - influence of seasonal products and commodities on menu content; - naming conventions and culinary terms for a variety of cuisines; - formats for and inclusion of menus presented to customers, and; - methods of assessing the popularity of menu items.

SITHKOP003 Plan and display buffets

Locations: Industry, Online, Victoria University is authorised by Trades Recognition Australia (TRA) to conduct skills assessment services for persons seeking temporary or permanent migration. For more information on these programs and the countries in which VU conducts these assessments please refer to: <http://www.vu.edu.au//skilled-migration..>

Prerequisites: SITHFSA001 - Use hygienic practices for food safety

Description: This unit describes the performance outcomes, skills and knowledge required to design, plan and display buffets. It requires the ability to consult on buffet requirements, design the total buffet concept, plan and document operational requirements, display a buffet creatively and supervise food service. It does not include the preparation of food items for buffets which is covered by the unit SITHCCO15 Produce and serve food for buffets. The unit applies to all hospitality and catering organisations that serve buffet food including restaurants, hotels, clubs, and event and function venues. The buffet could be a one-off for a special event or function or a series of regular buffets offered by the organisation. This unit applies to those people who operate independently or with limited guidance from others such as senior and supervising cooks and chefs, catering supervisors and managers.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - design, plan and display at least one buffet for each of the following: indoor venue; outdoor venue; breakfast; lunch or dinner; event or function; - the above buffet must incorporate use of at least six of the following hot and cold buffet foods: breakfast foods; meat or poultry; seafood; salads; breads; fruit or vegetables; cheese; smallgoods; dessert and pastry items; accompaniments; glazed foods, galantines and forcemeats; themed foods; foods selected to meet special dietary requirements; - present buffet with artistic flair, incorporating at least six of the following main elements: candles or lighting; showpieces and decorations; linen; food and food items; service equipment; service-ware; table arrangements; themed foods; - document operational requirements and supervise food preparation and service for above buffets; - prepare above buffets: -

within commercial time constraints and deadlines; - reflecting required quantities to be produced; - following procedures for portion control and food safety practices when producing, displaying and serving hot and cold buffet food, and; - responding to special customer requests and dietary requirements. Students will also be expected to demonstrate the following knowledge: - suitable types of foods and dishes for buffets and their characteristics; - culinary terms for a variety of classical and contemporary buffet items; - appropriate conditions and temperatures for display and service to maintain optimum quality and food safety; - appropriate portions; - presentation techniques for food items that make up a buffet; - design considerations for buffets: - appropriateness of food items for buffets, and; - showpieces and decorations for buffets.

SITHKOP004 Develop menus for special dietary requirements

Locations: Industry, Footscray Nicholson, Online, Victoria University is authorised by Trades Recognition Australia (TRA) to conduct skills assessment services for persons seeking temporary or permanent migration. For more information on these programs and the countries in which VU conducts these assessments please refer to: <http://www.vu.edu.au//skilled-migration>. Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to develop menus and meal plans for people who have special dietary needs for health, lifestyle and cultural reasons. It requires the ability to identify the dietary requirements of customers, develop special menus and meal plans to meet those requirements, cost menus and to monitor and evaluate the success of menu performance.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - develop and cost at least six menus or meal plans that individually or in combination meet at least six different special dietary requirements as specified in the knowledge evidence; - two of the above menus or meal plans must reflect one or more cultural or religious dietary requirements as specified in the knowledge evidence; - two of the above menus or meal plans must address the special dietary requirements of different customer groups as specified in the knowledge evidence; - evaluate each of the above menus by obtaining at least two of the following types of feedback: customer satisfaction; customer surveys; improvements; regular staff meetings that involve menu discussions; - satisfaction discussions; seeking staff suggestions for menu items, and; - develop above menus and menu plans within commercial time constraints, demonstrating: methods for responding to feedback and adjusting menus; basic principles and practices of nutrition. Students will also be expected to demonstrate the following knowledge: - culinary terms and trade names; - main types and culinary characteristics of special diets that are part of contemporary Australian society; - main types and culinary characteristics of cultural or religious diets that are part of contemporary Australian society; - main types of customer groups that have special dietary requirements; - meaning of: drug-food interactions; food allergy; food intolerance; - key health and legal consequences of failing to address special requirements; - basic principles and practices of nutrition; - primary components of Australian Dietary Guidelines, in particular those for older Australians, children and

adolescents and their use in menu planning, and; - methods and formulas for calculating portion yields and costs from raw ingredients.

SITHKOP005 Coordinate cooking operations

Locations: Industry, Footscray Nicholson, Online, Victoria University is authorised by Trades Recognition Australia (TRA) to conduct skills assessment services for persons seeking temporary or permanent migration. For more information on these programs and the countries in which VU conducts these assessments please refer to: <http://www.vu.edu.au//skilled-migration..>

Prerequisites: SITXFSA001 - Use hygienic practices for food safety

Description: This unit describes the performance outcomes, skills and knowledge required to coordinate the production of food in commercial kitchens. It requires the ability to plan the production of food, organise required food supplies for food production period, supervise food production processes and monitor the quality of kitchen outputs.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - supervise food production processes and monitor and report on the quality of kitchen outputs for a minimum of twelve complete service periods (shifts) including: kitchen workflow schedules; mise en place lists; food preparation lists; calculating and ordering food supplies for at least four of the types of food service styles listed in the knowledge evidence; - coordinate cooking operations within commercial time constraints for food production processes, which must include at least two of the following categories: bulk cooking; cook chill for extended life; cook chill for five day shelf life; cook freeze; fresh cook. Students will also be expected to demonstrate the following knowledge: - comprehensive details of food production processes for: receiving; mise en place; preparing or cooking; post-cooking storage; reconstitution; re-thermalisation; serving; - critical control points in food production where food hazards must be controlled; - menus and recipes for items produced in performance evidence; - indicators of quality food products; - types of food service styles; - use of designated decorations, garnishes or sauces; - types of food production systems and their characteristics for different production methods specified in the performance evidence, and; - range of formats and content for: kitchen workflow schedules; mise en place plans; food preparation lists.

SITHKOP006 Plan catering for events or functions

Locations: Industry, Footscray Nicholson, Online, Victoria University is authorised by Trades Recognition Australia (TRA) to conduct skills assessment services for persons seeking temporary or permanent migration. For more information on these programs and the countries in which VU conducts these assessments please refer to: <http://www.vu.edu.au//skilled-migration..>

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to plan catering for events or functions. It requires the ability to identify the purpose and scope of the event, prepare catering proposals to meet customer requirements, and finalise operational plans for the delivery of catering. It does not include food preparation, which is covered by commercial cookery units. The unit applies to catering for any type of event in the cultural, community, hospitality,

sporting, tourism and event industries. It applies to catering and event personnel who operate independently or with limited guidance from others. This unit is relevant to a caterer or other cookery specialist involved in event catering, but also to non-catering specialists including event, function and banquet coordinators.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - prepare catering proposals in response to diverse customer requirements for at least six different event or function types as specified in the knowledge evidence; - prepare practical operational plans for each of the above events and functions that specify arrangements for all basic requirements for catering delivery as specified in the knowledge evidence; - ensure above operational plans include consideration of the different operational factors that affect catering delivery as specified in the knowledge evidence; - implement above operational plans through the delivery of catering for three of the above events and functions, and; - complete proposals and plans and coordinate the delivery of catering for events and functions within commercial time constraints. Students will also be expected to demonstrate the following knowledge: - major characteristics of the events and functions listed in the performance evidence: - purpose and format; - roles and responsibilities of different family members, officials and venue personnel; - event running order; - entertainment and speeches; - service order and timing for food and beverage items to complement event or function activities; - service expectations; - different types of events or functions where catering is required: balls; banquets; conferences; corporate events; defence operations; exhibitions; industry and other awards presentations; meetings or seminars; parties; product launches; religious celebrations; social celebrations; sporting events; themed events; trade shows; training events; wakes; weddings; - catering and service styles for above different types of events with varying numbers; - operational factors influencing catering for different venues and climatic conditions; - space and equipment requirements for above different styles of catering and varying numbers; - basic requirements for delivery of catering for events or functions: ancillary products and services; beverage; food: classic; cultural food requirements; modern; special dietary needs; menu type: à la carte; buffet; set menu; table d'hôte; - link between food service and other aspects of the event; - style of service; - timing of service; - operational factors that affect catering delivery for an event or function: - conflicting activities in venue food preparation and storage areas; - costing of components and total catering; - food production timelines and staffing roles and responsibilities: - production kitchen, and; - venue or service kitchen.

SITHPAT001 Produce cakes

Locations: Industry, Online, Victoria University is authorised by Trades Recognition Australia (TRA) to conduct skills assessment services for persons seeking temporary or permanent migration. For more information on these programs and the countries in which VU conducts these assessments please refer to: <http://www.vu.edu.au//skilled-migration..>

Prerequisites: SITXFSA001 - Use hygienic practices for food safety

Description: This unit describes the performance outcomes, skills and knowledge required to produce cakes and sponges following standard recipes. It requires the ability to select, prepare and portion ingredients and to use equipment and a range

of cookery methods to make and decorate cakes and sponges. It does not include making specialised cakes, which is covered in SITHPAT002 Produce gateaux, torten and cakes. The unit applies to hospitality and catering organisations that produce and serve specialist patisserie products, including hotels, restaurants and patisseries. It applies to pâtissiers who usually work under the guidance of more senior chefs.

Required Reading: Not applicable.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - follow classical and contemporary standard recipes to produce and decorate each of the following types of cakes and sponges: basic aerated sponges; fruit cakes; Genoise sponges; Madeira cakes; Swiss rolls; - use at least five of the following fillings when producing the above cakes and sponges: creams; custard; fresh and crystallised fruit; fruit purées; jams; mousse; nuts; - use at least five of the following decorations when producing the above cakes and sponges: chocolate; coloured and flavoured sugar; fresh, preserved or crystallised fruits; fruit purées; glazes and jellies; icings; sprinkled icing sugar; whole or crushed nuts; - use appropriate preparation and cookery methods from the list in the knowledge evidence when producing the above cakes and sponges; - produce above cakes and sponges: - that are consistent in quality, size, shape and appearance; - within commercial time constraints; - reflecting required quantities to be produced; - following procedures for portion control and food safety practices when handling and storing cakes and sponges, and; - responding to special customer requests and dietary requirements. Students will also be expected to demonstrate the following knowledge: - culinary terms and trade names; - ingredients commonly used to produce cakes and sponges; - classical and contemporary cakes and sponges; - contents of stock date codes and rotation labels; - cookery methods used when producing cakes, sponges and fillings; - adding fats and liquids to dry ingredients; - preparing and using pre-bake finishes and decorations; - selecting and preparing appropriate cake tins and moulds; - stirring and aerating to achieve required consistency and texture; - using required amount of batter according to desired characteristics of finished products; - weighing or measuring and sifting dry ingredients; - whisking, folding, piping and spreading; - expected product characteristics of the classical and contemporary cakes and sponges; - historical and cultural derivations of a variety of cakes and sponges; - appropriate baking temperatures and cooking times for cakes, sponges and fillings; - indicators of freshness and quality of stocked ingredients for cakes and sponges; - mise en place requirements for producing cakes, sponges and fillings; - appropriate environmental conditions for storing cakes and sponges and re-usable by-products of their preparation to: ensure food safety; optimise shelf life, and; - safe operational practices using essential functions and features of equipment used to produce cakes and sponges.

SITHPAT002 Produce gateaux, torten and cakes

Locations: Industry, Footscray Nicholson, Online.

Prerequisites: SITXFSA001 - Use hygienic practices for food safety

Description: This unit describes the performance outcomes, skills and knowledge required to use standard recipes to produce specialised cakes that require finish, decoration and presentation of a high order. It requires the ability to select, prepare and portion ingredients, and to use equipment and a range of cookery methods to make, fill, assemble and decorate specialised cakes. The making of basic cakes is covered in SITHPAT001 Produce cakes. Specialised cakes include sponges, gateaux,

torten, sweet pastes and meringues. This unit applies to hospitality and catering organisations that produce and serve specialised patisserie products, including hotels, restaurants and patisseries. The unit applies to pâtissiers who usually work under the guidance of more senior chefs.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - follow classical and contemporary recipes to produce at least five different types of specialised cakes from the following list: cakes and sponges used as bases; commercial sponges; croquembouche; gateaux; macarons; novelty cakes; Saint Honoré; sponge fingers; torten; special occasion cakes, such as wedding or birthday cakes or those for specific cultural or religious occasions; - use at least five of the following fillings when producing the above specialised cakes: cheese; creams; custard; fresh or crystallised fruit; jams; meringues; mousse; nuts; sweet pastes; - use at least five of the following decorations when producing the above specialised cakes: chocolate; coloured and flavoured sugar; fresh, preserved or crystallised fruits; glazes and jellies; icings; marzipan coatings; sprinkled icing sugar; whole or crushed nuts; - use appropriate preparation and cookery methods from the list in the knowledge evidence when producing the above specialised cakes; - produce above specialised cakes for at least three different customers; - that are consistent in quality, size, shape and appearance; - within commercial time and cost constraints and deadlines; - reflecting required quantities to be produced; - following procedures for portion control and food safety practices when handling and storing gateaux, torten and cakes, and; - responding to special customer requests and dietary requirements. Students will also be expected to demonstrate the following knowledge: - culinary terms and trade names; - ingredients commonly used to produce specialised cakes; - classical and contemporary specialised cakes specified above in the performance evidence; - contents of stock date codes and rotation labels; - cookery methods used when producing specialised cakes: - adding fats and liquids to dry ingredients; - preparing and using pre-bake finishes and decorations; - selecting and preparing appropriate cake tins and moulds; - stirring and aerating to achieve required consistency and texture; - using required amount of batter according to desired characteristics of finished products; - weighing or measuring and sifting dry ingredients; - whisking, folding, piping and spreading; - expected product characteristics of a variety of the classical and contemporary specialised cakes; - appropriate baking temperatures and cooking times for specialised cakes and fillings; - decoration techniques for specialised cakes; - fine icing techniques; - cigarette paste decoration techniques; - indicators of freshness and quality of stocked ingredients for specialised cakes; - mise en place requirements for producing specialised cakes and fillings; - appropriate environmental conditions for storing gateaux, torten and cakes and re-usable by-products of their preparation to: ensure food safety; optimise shelf life, and; - safe operational practices using essential functions and features of equipment used to produce specialised cakes.

SITHPAT003 Produce pastries

Locations: Industry, Online.

Prerequisites: SITXFSA001 - Use hygienic practices for food safety

Description: This unit describes the performance outcomes, skills and knowledge

required to produce pastries and pastry products following standard recipes. It requires the ability to select, prepare and portion ingredients and to use equipment and a range of cookery methods to make, fill and decorate pastries. The unit applies to hospitality and catering organisations that produce and serve specialised patisserie products, including hotels, restaurants and patisseries. It applies to patissiers who usually work under the guidance of more senior chefs.

Required Reading:Not applicable.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - follow classical and contemporary standard recipes to produce, fill and decorate at least one pastry or pastry product from each of the following five main categories: short and sweet paste; Scotch shortbread; choux paste; puff paste; filo or strudel; - use at least two sweet and two of the savoury fillings when preparing the above pastries; - use at least five of the following decorations when producing the above pastries or pastry products: fresh, preserved or crystallised fruits; glazes; icings; jellies; sprinkled icing sugar; whole or crushed nuts; - use preparation and cookery methods, when producing the above pastries and pastry products, and; - produce above pastries or pastry products. Students will also be expected to demonstrate the following knowledge: - culinary terms and trade names; - ingredients commonly used to produce pastries and pastry products; - classical and contemporary pastries and pastry products specified above in the performance evidence; - contents of stock date codes and rotation labels; - cookery methods used when producing pastries and pastry products; - expected product characteristics of the classical and contemporary pastries and pastry products; - historical and cultural derivations of a variety of pastries and pastry products; - appropriate baking temperatures and cooking times for pastries, pastry products and fillings; - indicators of freshness and quality of stocked ingredients for pastries and pastry products; - mise en place requirements for producing pastries, pastry products and fillings; - appropriate environmental conditions for storing pastries and re-usable by-products of their preparation to: ensure food safety; optimise shelf life, and; - safe operational practices using essential functions and features of equipment used to produce pastries and pastry products.

SITHPAT004 Produce yeast-based bakery products

Locations:Industry, Online.

Prerequisites:SITXFSA001 - Use hygienic practices for food safety

Description:This unit describes the performance outcomes, skills and knowledge required to produce yeast-based bakery products following standard recipes. It requires the ability to select, prepare and portion ingredients and to use equipment and a range of cookery methods to make and decorate sweet and savoury breads, rolls, buns and yeast raised pastries. The unit applies to hospitality and catering organisations that produce and serve specialist patisserie products, including hotels, restaurants and patisseries. It applies to patissiers who usually work under the guidance of more senior chefs.

Required Reading:Not applicable.

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

expected to demonstrate the following required skills: - follow standard recipes to produce and decorate sweet and savoury yeast-based bakery products; - use at least six different fillings from the following list, including at least two sweet and two savoury fillings, when producing yeast-based bakery products: cheese; chocolate; cream; butter or fresh custard; frangipane; ganache; fresh or crystallised fruit; jam; bacon; cheese; fish; ham; meat; poultry; vegetables; spices; whole or crushed nuts; - use appropriate preparation and cookery methods from the list in the knowledge evidence when producing the above yeast-based bakery products, and; - prepare yeast-based bakery products. Students will also be expected to demonstrate the following knowledge: - culinary terms and trade names; - ingredients commonly used to produce yeast-based bakery products; - classical and contemporary yeast-based bakery products; - contents of stock date codes and rotation labels; - cookery methods used when producing yeast-based bakery products; - expected product characteristics of the classical and contemporary yeast-based bakery products; - historical and cultural derivations of a variety of yeast-based bakery products; - appropriate baking temperatures and cooking times for yeast-based bakery products; - indicators of freshness and quality of stocked ingredients for yeast-based bakery products; - properties of yeast; - mise en place requirements for producing yeast-based bakery products; - appropriate environmental conditions for storing yeast-based bakery products and re-usable by products of their preparation to: ensure food safety; optimise shelf life, and; - safe operational practices using essential functions and features of equipment used to produce yeast-based bakery products.

SITHPAT005 Produce petits fours

Locations:Industry, Footscray Nicholson, Online.

Prerequisites:SITXFSA001 - Use hygienic practices for food safety

Description:This unit describes the performance outcomes, skills and knowledge required to produce, using standard recipes, specialised petits fours which require finishing, decoration and presentation of a high order. It requires the ability to select, prepare and portion ingredients and to use equipment and a range of cookery methods to make, fill, assemble and decorate specialised petits fours. The unit applies to hospitality and catering organisations that produce and serve specialised patisserie products, including hotels, restaurants and patisseries. It applies to patissiers who usually work under the guidance of more senior chefs.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - follow classical and contemporary standard recipes to safely and hygienically produce and decorate two different types of petits fours from each of the following main groups: iced petits fours; fresh petits fours; marzipan petits fours; caramelised petits fours; - use each of the following flavoured fillings at least once when preparing the above petits fours: cream; custard; ganache; - use each of the following coatings at least once when preparing the above petits fours: caramel; cocoa butter; food lacquer; - use each of the following decorations at least once when decorating the above petits fours: chocolate; fresh fruits; glazes; - use appropriate preparation and cookery methods from the list in the knowledge evidence when producing the above petits fours, and; - prepare petits fours. Students will also be expected to demonstrate the following knowledge: - culinary terms and trade names; - ingredients commonly used to

produce petits fours; - classical and contemporary petits fours specified in the performance evidence; - contents of stock date codes and rotation labels; - preparation and cookery methods used when producing petit four fillings, coatings and decorations; - expected product characteristics of the classical and contemporary petits fours; - historical and cultural derivations of a variety of petits fours; - appropriate cooking temperatures and times for petits fours and fillings; - indicators of freshness and quality of stocked ingredients for petits fours; - mise en place requirements for producing petits fours and fillings; - common bases used for producing petits fours; - types of caramelised petits fours; - types of marzipan based petits fours; - decoration techniques for petits fours; - appropriate environmental conditions for storing petits fours and re-usable by-products, and; - safe operational practices using essential functions and features of equipment used to produce petits fours.

SITHPAT006 Produce desserts

Locations: Industry, Footscray Nicholson, Online, Geelong Learning Links..

Prerequisites: SITXFSA001 - Use hygienic practices for food safety

Description: This unit describes the performance outcomes, skills and knowledge required to produce hot, cold and frozen desserts following standard and special dietary recipes. It requires the ability to select, prepare and portion ingredients and to use equipment and a range of cookery methods to make and present desserts.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - follow standard and special recipes to produce at least ten different desserts from the common desserts listed in the knowledge evidence; - ensure that at least two of the above desserts are produced to meet requirements of different special dietary requirements as listed in the knowledge evidence; - produce and use each of the following sauces at least once when preparing above range of desserts: chocolate based sauces; custards and crèmes; flavoured butters and creams; fruit purées, sauces or coulis; fruit syrups; sabayon and zabaglione; sugar syrups; - use each of the garnishes and decorations listed in the knowledge evidence at least once when preparing above desserts; - use appropriate cookery methods from the list in the knowledge evidence when producing the above desserts; - present desserts, accompaniments and garnishes attractively and decoratively, and; - prepare above desserts. Students will also be expected to demonstrate the following knowledge: - culinary terms and trade names; - ingredients commonly used to produce desserts; - substitute ingredients used to produce desserts for special dietary recipes; - common special dietary requirements which must be considered when producing desserts; - meaning of: food allergy and food intolerance; - key health and legal consequences of failing to address special requirements; - contents of stock date codes and rotation labels; - cookery methods used when preparing desserts; - expected product characteristics of the classical and contemporary desserts specified in the performance evidence; - common garnishes and decorations used when preparing desserts; - appropriate cooking temperatures and times for desserts; - techniques to garnish, decorate, plate and present attractive desserts; - indicators of freshness and quality of stocked ingredients for desserts; - mise en place requirements for producing desserts; - appropriate environmental conditions for storing desserts and re-usable by products of their preparation, and; -

safe operational practices using essential functions and features of equipment used to produce desserts.

SITHPAT007 Prepare and model marzipan

Locations: Industry, Online, Victoria University is authorised by Trades Recognition Australia (TRA) to conduct skills assessment services for persons seeking temporary or permanent migration. For more information on these programs and the countries in which VU conducts these assessments please refer to: <http://www.vu.edu.au/skilled-migration..>

Prerequisites: SITXFSA001 - Use hygienic practices for food safety

Description: This unit describes the performance outcomes, skills and knowledge required to prepare marzipan from manufactured marzipan paste; produce and decorate a variety of modelled figures, shapes and flowers, and to ice specialised cakes with marzipan.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - model marzipan to produce at least three different products in each of the below categories: - figures; - shapes; - flowers; - demonstrate the use of each of the following when sealing above finished products: - cocoa butter; - food lacquer; - glaze; - ice at least one of each of the following with marzipan: - cakes; - gateaux; - petits fours; - torten; - model marzipan shapes and ice cakes: - with consistent quality, size, shape and appearance of marzipan products; - within commercial time and cost constraints and deadlines; - reflecting available supplies in stock and required quantities to be produced; - following procedures for portion control and food safety practices when handling and storing marzipan. Students will also be expected to demonstrate the following knowledge: - culinary terms and trade names for: - ingredients commonly used to make marzipan icing and model marzipan shapes; - marzipan shapes and icings specified in the performance evidence; - contents of stock date codes and rotation labels; - techniques to model and mould marzipan shapes; - expected product characteristics of the marzipan shapes and icings specified in the performance evidence: - appearance; - colour; - consistency; - moisture content; - shape; - size; - structure; - taste; - texture; - indicators of freshness and quality of stocked ingredients for marzipan; - mise en place requirements for modelling and moulding marzipan; - appropriate environmental conditions for storing marzipan shapes and icing to: - ensure food safety; - optimise shelf life; - safe operational practices using essential functions and features of equipment used to model and mould marzipan shapes.

SITHPAT008 Produce chocolate confectionery

Locations: Industry, Online, Victoria University is authorised by Trades Recognition Australia (TRA) to conduct skills assessment services for persons seeking temporary or permanent migration. For more information on these programs and the countries in which VU conducts these assessments please refer to: <http://www.vu.edu.au/skilled-migration..>

Prerequisites: SITXFSA001 - Use hygienic practices for food safety

Description: This unit describes the performance outcomes, skills and knowledge required to temper couverture (pure coating chocolate) to produce individual chocolates. It requires the ability to select, prepare and portion ingredients and to use equipment and a range of cookery methods to mould and fill individual chocolates

with hard or soft fillings and centres.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - prepare individual chocolates from three different types listed in the knowledge evidence with each of the following: - hard centres; - soft centres; - fillings; - use at least six different centres or fillings listed in the knowledge evidence when producing above chocolates; - use at least one of the tempering methods for couverture when producing above chocolates; - produce above individual chocolates in commercial quantities: - that are consistent in quality, size, shape and appearance; - within commercial time constraints; - following procedures for portion control and food safety practices when handling and storing chocolate ingredients and chocolates; - responding to special customer requests and dietary requirements. Students will also be expected to demonstrate the following knowledge: - culinary terms and trade names for: - ingredients commonly used to produce chocolate confectionery; - classical and contemporary individual chocolates specified above in the performance evidence; - contents of stock date codes and rotation labels; - types of chocolates: - cut or dressed; - hand coated; - machine enrobed; - made with prepared hollow shells; - moulded; - classical and contemporary centres and fillings used when producing chocolates: - caramel; - croquant; - flavoured fondant; - ganache; - jellies; - liqueurs; - marzipan; - nougat; - nuts and fruits; - historical and cultural derivations of a variety of chocolates; - indicators of freshness and quality of stocked ingredients for chocolates; - mise en place requirements for producing chocolate confectionery; - tempering methods for couverture: - controlling the formation of seed crystals; - tabling method; - use of heated water jackets; - use of microwave; - vaccination or addition method; - appropriate temperatures to melt and temper couverture; - properties of tempered couverture: - flow properties; - setting properties; - viscosity; - expected product characteristics of solidified couverture specified in the performance evidence: - colour; - gloss; - sheen; - snap; - methods to coat centres: - hand coating; - hand dipping; - machine enrobed; - complementary tastes and textures of dark, milk and white couverture for fillings and centres; - decoration techniques for individual chocolates; - appropriate environmental conditions for storing ingredients and individual chocolates to: - ensure food safety; - optimise shelf life; - safe operational practices using essential functions and features of equipment used to: - produce chocolate confectionery; - protect polished chocolate moulds from contamination and damage.

SITHPAT009 Model sugar-based decorations

Locations:Industry, Online, Victoria University is authorised by Trades Recognition Australia (TRA) to conduct skills assessment services for persons seeking temporary or permanent migration. For more information on these programs and the countries in which VU conducts these assessments please refer to:
<http://www.vu.edu.au//skilled-migration..>

Prerequisites:SITXFSA001 - Use hygienic practices for food safety

Description:This unit describes the performance outcomes, skills and knowledge required to prepare liquid sugar and to model sugar-based decorations for cakes and desserts. It requires the ability to design decorations and to pull, cast and blow sugar.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - design creative decorations for at least six different cakes or desserts; - use each of the following techniques at least once when modelling sugar-based decorations for different cakes and desserts: - pulling sugar; - casting sugar; - blowing sugar; - use each of the cookery methods in the knowledge evidence at least once when preparing sugar solutions; - produce above sugar-based decorations: - that are consistent in quality, size, shape and appearance; - within commercial time constraints; - reflecting required quantities to be produced; - following procedures for food safety practices when handling and storing sugar products. Students will also be expected to demonstrate the following knowledge: - culinary terms and trade names for: - ingredients commonly used to produce sugar-based decorations for cakes and desserts; - classical and contemporary sugar-based decorations specified above for cakes and desserts; - types of designs commonly used for sugar-based decorations for cakes and desserts; - cookery methods for preparing sugar solutions: - combining ingredients; - appropriate temperatures and cooking times; - cooling methods and times; - historical and cultural derivations of a variety of sugar-based decorations for cakes and desserts; - mise en place requirements for modelling sugar-based decorations; - required consistency of sugar solution for pulling, blowing and casting; - shaping techniques for boiled sugar: - pouring into framework; - free-flowing shapes; - pouring into moulds; - causes of premature crystallisation of boiled sugar and methods to avoid it; - properties of the ingredients used and their interaction and changes during production; - temperature requirements, cooking times and techniques for pulling, casting and blowing sugar; - dangers of handling boiled sugar at high temperatures and methods to avoid injury: - avoiding drips and dribbles; - covering exposed skin; - ensuring all equipment has secure handles; - using insulated pot rests; - using protective gloves and mitts; - appropriate environmental conditions for storing sugar-based decorations to: - ensure food safety; - optimise shelf life; - equipment used to prepare liquid sugar and to model sugar-based decorations for cakes and desserts: - essential features and functions; - safe operational procedures; - influence of cleanliness of equipment on the boiling process and quality outcome.

SITHPAT010 Design and produce sweet buffet showpieces

Locations:Industry, Online, Victoria University is authorised by Trades Recognition Australia (TRA) to conduct skills assessment services for persons seeking temporary or permanent migration. For more information on these programs and the countries in which VU conducts these assessments please refer to:
<http://www.vu.edu.au//skilled-migration..>

Prerequisites:SITXFSA001 - Use hygienic practices for food safety

Description:This unit describes the performance outcomes, skills and knowledge required to design and produce showpieces for display with sweet buffets. It requires the ability to make all individual decorative components from individual or combined sugar, chocolate, pastillage and marzipan materials and to assemble the complete showpiece for display.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - design, produce and assemble three sweet buffet showpieces, each containing at least two different components and using each of the following materials at least once when making the above decorative components, either individually or in combination: - chocolate; - marzipan; - pastillage; - sugar; - produce and assemble the above sweet buffet showpieces: - within commercial time constraints; - reflecting required quantities to be produced; - following procedures for food safety practices. Students will also be expected to demonstrate the following knowledge: - culinary terms and trade names for: - ingredients commonly used to produce showpiece components; - classical and contemporary showpiece components specified in the performance evidence; - historical and cultural derivations of a variety of showpiece components for sweet buffets; - types of designs used for the sweet buffet showpieces specified in the performance evidence; - mise en place requirements for producing sweet buffet showpieces; - cookery methods for preparing showpiece materials specified in the Performance Evidence; - properties of the ingredients used in the showpieces and their interaction and changes during production; - techniques used to: - handle and mould chocolate, pastillage and marzipan, individually and in combination; - blow, cast or pull sugar; - assemble the entire sweet buffet showpiece; - appropriate environmental conditions for storing showpieces and their components to: - ensure optimum appearance; - optimise shelf life; - safe operational practices using essential functions and features of equipment used to produce showpiece components and assemble the entire showpiece.

SITTIND001 Source and use information on the tourism and travel industry

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to source and use current and emerging information on the tourism and travel industry. This includes industry structures, technology, laws and ethical issues specifically relevant to the tourism and travel industry. Tourism and travel personnel integrate this essential knowledge on a daily basis to work effectively in the industry.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - source and document current industry information on the tourism and travel industry using at least three information sources listed in the knowledge evidence; - source and interpret information on the following from the above sources and share with colleagues to improve knowledge of the tourism and travel industry: current and emerging products and services; current issues; career opportunities; relationships between other related industries; compliance issues and quality assurance; new products, technology, techniques and services; work ethic required to work in the industry, and; - identify ways to integrate current tourism and travel industry information into daily work activities to: enhance the quality of work performance, and; conduct ethical practice within the travel and tourism industry. Students will also be expected to demonstrate the following knowledge: - sources of industry information; - structure, functions and key characteristics of the tourism and travel industry; - roles and general responsibilities for different jobs, functions and the interrelationship of different sectors in the industry; - general nature of allied and related industries; - primary

functions of: major cross-industry and sector-specific industry associations especially those with which the organisation has a relationship; trade unions in the industry; local, regional, state and national tourism information service and marketing organisations; tourism research bodies; - basic aspects of tourism and travel industry quality assurance processes; - basic aspects of state, territory and commonwealth laws specifically relevant to the tourism and travel industry and actions that must be adhered to by tourism organisations; - for inbound tour operators and guides, basic aspects of and actions that must be adhered to by tourism organisations, and; - current and emerging technology used in the tourism industry.

SITTPD003 Coordinate and operate sustainable tourism activities

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to organise and operate tourism activities with minimal negative environmental and social impact. The emphasis of this unit is on short-term operational action planning and implementation, and does not include a strategic management focus. The unit applies to the tour operations, cruise, attractions, and holiday parks and resort sectors, and to those working in senior operational or supervisory roles. This could include senior guides or activities coordinators, or owner-operators of small tourism organisations. The unit is particularly relevant to those who provide tourism experiences in environmentally sensitive areas, including nature or ecotourism-based experiences.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - organise and operate tourism activities with minimal negative environmental and social impact in at least two different environments, one of which must be in an environmentally sensitive area, and; - develop and use minimal impact procedures for activities in above tourism and operating environments. Students will also be expected to demonstrate the following knowledge: - global environmental issues, in particular a layperson understanding of the science associate; - environmental and social impacts of tourism in relation to global environmental issues, in particular impacts on sites and communities; - issues of responsibility for environmental and social sustainability; - practical sustainability considerations for tourism operations; - laws, regulations and land management requirements and guidelines; - minimal impact techniques and procedures in relation; - biophysical and socio-cultural elements in an environment and the relationship between them; - changes in the natural environment requiring monitoring, and; - information collection techniques for monitoring environmental and social impact.

SITTPD007 Research and analyse tourism data

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to conduct tourism research. It requires the ability to identify research needs, conduct research, interpret the data, and apply the results.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify and plan a tourism research project, based on an organisational or situational analysis that includes at least two of the following research objectives: comparative analysis; competitor activity; customer preferences; distribution networks; hypothesis testing; identification of trends; industry pricing policies; visitation patterns, and; - conduct a tourism research project, showing effective application of: research and data collection methods; information from suitable range of sources; reliable data analysis; research presentation techniques. Students will also be expected to demonstrate the following knowledge: - role of research for different purposes in a tourism industry context; - research techniques and methodologies and their application to different industry situations; - ethical research practices related to intellectual property, confidentiality and privacy; - research and data collection methods, their features and suitability for different purposes; - methods of data analysis; - major tourism research bodies, types of research produced by those agencies and its value to different tourism operators, and; - types of technology used in the conduct of research projects.

SITTPD008 Develop tourism products

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to manage the strategic product development process from initial research through to product establishment and monitoring. The unit applies to all industry sectors and to senior personnel working in strategic planning and product development roles. This could include product development managers, marketing managers, operations or general managers, regional tourism managers, account managers, events managers, resort or hotel managers and owner-operators.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - research, assess and develop a new product or service for a tourism operation. Students will also be expected to demonstrate the following knowledge: - features and inclusions of a product development plan; - tourism industry structures, interrelationships and networks; - tourism industry information sources; - distribution and marketing networks that support tourism products in the relevant context; - key stakeholders in local, regional, state and national tourism organisations and the structures of these organisations at each level; - current market trends, products and service styles that meet certain market requirements and quality expectations; - current tourism product base for the proposed destination and market to be serviced; - current and proposed products and services of competitors; - features of the destination at which the product will be delivered; - aspects of laws that impact on tourism operations and actions required of tourism operators; - factors impacting organisational capacity to provide proposed product; - financial operating costs in tourism organisations; desired profit margins and achievement of high yield in order to determine an appropriate selling price; -

expenditure items relevant to the development of tourism products, and; - industry commission and mark-up procedures and rates appropriate in the relevant industry context.

SITTSLO01 Operate online information systems

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to operate an online information system to source information for various operational purposes. It requires the ability to identify information requirements and locate, check and download information. The unit applies to any tourism, travel, hospitality, or events industry sector. The online system used will vary according to the organisation and industry sector but can include the internet, and any internal or external information database. This unit mainly applies to frontline sales and operations personnel who operate with some level of independence and under limited supervision. It does, however, describe a basic operational function of minimal complexity and those individuals who work with very little independence under close supervision would also use this skill. This includes visitor information officers, travel consultants, tour coordinators, account managers for professional conference organisers, event coordinators, tour guides, hotel guest relations officers, tour desk officers, and reservation sales agents.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - source and retrieve information using an online information system regarding each of the following: destination information for one international destination and one Australian destination; - booking requirements for a service; - commission payable for a product or service; - features and benefits of a product or service; - rates for a product or service; - schedules for a service, and; - complete information retrieval activities within commercial time constraints and deadlines determined by the customer or organisation. Students will also be expected to demonstrate the following knowledge: - types of online information systems; - features and functions of different types of online information systems; - information available from online information systems relevant to the tourism and travel industry, and; - aspects of state, territory or commonwealth copyright and intellectual property requirements for copying online information.

SITTSLO02 Access and interpret product information

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to access product information on tourism, travel, hospitality, or events products to fulfil sales or operational needs. It requires the ability to identify sources of information and to interpret specific details of the products. The product can include any international or domestic product sold by any tourism, travel, hospitality, or events business. The breadth and depth of product knowledge and its application will vary according to the industry sector, workplace and job role. This unit is not about having an in-depth knowledge of products, but focuses on the ability to source

and interpret information. The unit mainly applies to frontline sales and operations personnel who operate with some level of independence and under limited supervision. It does, however, describe a fundamental operational function and those individuals who work with very little independence under close supervision would also use this skill. This includes visitor information officers, travel consultants, corporate consultants, inbound tour coordinators, account managers for professional conference organisers, event coordinators, tour guides, hotel guest relations officers, tour desk officers, and reservations sales agents. Personnel selling travel insurance to a client must meet the requirements of the Financial Services Reform Act (2001).

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - research and interpret current, relevant and accurate product information in response to at least three different sales-related and operations-related enquiries; - use at least two of the following sources to access product information for each of the above enquiries: computerised reservations systems (CRS); internet or intranet; global distribution systems (GDS); international government tourism authority information systems; organisation-designed information systems, such as inventory control databases; principal or supplier of the product; product library; social media websites; state and federal government tourism authority information systems; - interpret and correctly use industry terminology and common abbreviations in response to each of the above enquiries for product information; - share and interpret product information with colleagues, and; - complete activities within commercial time constraints and deadlines determined by the customer or organisation. Students will also be expected to demonstrate the following knowledge: - sources of product information and specific product types; - industry accepted terminology, codes and abbreviations for the major categories of tourism, travel, hospitality or event products and services; - features and benefits of tourism, travel, hospitality or event products; - major product categories; - sales or operational needs for product information in the tourism, travel, hospitality or event industry; - travel insurance products; - methods to obtain product information; - sources of specific product information; - special jargon or specifications; - risks relating to the sale or operation of tourism, travel, hospitality and event products; - safety risk to customer in participating in activities; - seasonal non-availability of the product; - unclear product provision, deposit, payment and cancellation terms and conditions, and; - unclear product, tax and levy costs.

SITTSLO03 Provide advice on international destinations

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the performance outcomes, skills and knowledge required to source and provide customer information and advice relating to international destinations and their features. It requires the ability to identify appropriate information sources and research destinations in order to develop and update a general destination knowledge base.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge

and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - provide tailored information to meet the requests of at least three different customers each requiring information on at least five different features of different international tourism destinations; - obtain above information by accessing at least three different information sources from the following list: computerised reservations systems (CRS); global distribution systems (GDS); international government tourism authority information systems; internet or intranet; organisation-designed information systems; principal or supplier information; destination and product libraries; social media websites; - ensure information provided is current, relevant and accurate, and; - complete above activities within commercial time constraints and deadlines determined by the customer or organisation. Students will also be expected to demonstrate the following knowledge: - formal and informal research methods; - sources of information on regions and destinations and general types of product offered; - sources of information on current health and safety issues for destinations; - sources of information on regulatory issues for destinations; - specific industry sector and organisation; - features of international destinations; - each of the destinations of interest to the customers specified in the performance evidence; - formats and inclusions used to present information to customers, and styles that cater for those with special needs, and; - different methods for storing destination information.

SITTSLO04 Provide advice on Australian destinations

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the performance outcomes, skills and knowledge required to source and provide customer information and advice relating to Australian destinations and their features. It requires the ability to identify appropriate information sources and research destinations in order to develop and update a general destination knowledge base.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - provide tailored information to meet the requests of at least three different customers each requiring information on at least five different features of one or more tourism destinations within Australia; - obtain above information by accessing at least three different information sources from the following list: computerised reservations systems (CRS); destination and product libraries; global distribution systems (GDS); internet or intranet; organisation-designed information systems; principal or supplier information; regional tourism office information systems; social media websites; state and federal government tourism authority information systems; - ensure information provided is current, relevant and accurate, and; - complete above activities within commercial time constraints and deadlines determined by the customer or organisation. Students will also be expected to demonstrate the following knowledge: - formal and informal research methods; - sources of information on regions and destinations and types of product offered; - sources of information on current health and safety issues for the destination; - specific industry sector and organisation; - features of Australian

destinations; - each of the destinations of interest to the customers specified in the performance evidence; - formats and inclusions used to present information to customers, and styles that cater for those with special needs, and; - different methods for storing destination information.

SITTSL005 Sell tourism products and services

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to proactively sell tourism, travel, hospitality or event products. It requires the ability to identify specific customer needs, suggest a range of products to meet those needs, provide current and accurate product information and close the sale. The unit only covers sales skills and not related product and destination knowledge which is covered in other units.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - proactively sell international and domestic destination products from the list in the knowledge evidence to meet the requirements of at least three different customers; - demonstrate the following skills during each of the above customer service interactions: communication with customers to correctly interpret their requirements; use of different sales techniques in response to different customer types; integration of product knowledge into the sales process, and; - complete sales within commercial time constraints and deadlines determined by the customer or the organisation. Students will also be expected to demonstrate the following knowledge: - types of international and domestic destination products; - sales techniques; - ethical and legal commitments relating to the sale of tourism products; - those dealing with Australian-based customers, the general characteristics of the main social and cultural groups in Australian society and the key aspects of their cultural and religious protocols and preferences for tourism products; - those working in inbound tourism, the general characteristics of the main inbound tourist markets and the key aspects of their cultural and religious protocols and preferences for Australian tourism products; - regarding the specific industry sector and organisation; - inbound tour operators and guides selling and delivering Queensland-based products; - where travel insurance is a product, and; - formats and inclusions used to present information to customers and, styles that cater for those with special needs.

SITTSL008 Book supplier products and services

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to make and administer customer bookings for products and services. It requires the ability to identify customer booking requirements, request and confirm them with suppliers, and administer all bookings through to finalisation.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each

unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - process three bookings for different products or services listed in the knowledge evidence from initial request to finalisation of the bookings, including at least one for: a single product or service; a combination of at least four products or services making up one complete package or itinerary; - service requests and return confirmations efficiently for each of the above bookings; - issue the following paper-based or electronically transmitted customer documents tailored to each of the above bookings: confirmation letters; credit notes; information packs; invoices; receipts; - keep accurate records of above bookings and confirmations, and; - complete activities within commercial time constraints and deadlines determined by the customer and the organisation. Students will also be expected to demonstrate the following knowledge: - the specific industry sector and organisation; - different types of reservations and operations systems used to administer the booking of supplier services; - different supplier services that are booked; - industry terminology and common abbreviations used in bookings and confirmations; - primary components of consumer protection laws that relate to the provision of products and services, specifically organisational responsibility; - processes involved in updating the financial status of bookings; - supplier payment actions; - key booking details; - return confirmation inclusion details, and; - formats and inclusions used in supplier booking requests, and styles that cater for those with special needs.

SITTSL009 Process travel-related documentation

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to use a computerised reservations or operations system to create, maintain and administer bookings for products and services. The unit covers the required computer skills to use all system functions and capabilities and not the related sales skills, which are found in other units.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - operate a computerised reservations or operations system to create and administer at least five different product or service reservations or operations from the following list: accessing product information; booking a supplier service for a customer; constructing airfares; hiring special equipment; issuing air tickets, crew documentation, or customer documentation; planning functions; preparing quotations; processing and monitoring event registrations; providing specific product information and advice for destinations, foods and beverages, or events and functions; purchasing promotional products; selling tourism, hospitality or event products to the customer; - demonstrate the correct use of the full range of features when completing each of the above activities, and; - complete activities within commercial time constraints and deadlines determined by the customer or the organisation. Students will also be expected to demonstrate the following knowledge: - different types of computer systems used for reservations and operations; - products and services controlled by different computer systems; - reservations terminology and jargon; - role of computerised reservations

and operations systems; - any organisation-specific computerised reservations or operations system; - industry-wide systems used by agencies when booking supplier services; - types of reservations; - customer groups for whom reservations are made; - specific reservations and operations system; - updates and amendments made through computerised reservations or operations systems, and; - accounting processes for which computerised reservation or operations systems are used,.

SITTSLO10 Use a computerised reservations or operations system

Locations: Footscray Park, Industry, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to use a computerised reservations or operations system to create, maintain and administer bookings for products and services. The unit covers the required computer skills to use all system functions and capabilities and not the related sales skills, which are found in other units.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - operate a computerised reservations or operations system to create and administer at least five different product or service reservations or operations from the following list: accessing product information; booking a supplier service for a customer; constructing airfares; hiring special equipment; issuing air tickets, crew documentation, or customer documentation; planning functions; preparing quotations; processing and monitoring event registrations; providing specific product information and advice for destinations, foods and beverages, or events and functions; purchasing promotional products; selling tourism, hospitality or event products to the customer; - demonstrate the correct use of the full range of features when completing each of the above activities, and; - complete activities within commercial time constraints and deadlines determined by the customer or the organisation. Students will also be expected to demonstrate the following knowledge: - different types of computer systems used for reservations and operations; - products and services controlled by different computer systems; - reservations terminology and jargon; - role of computerised reservations and operations systems; - any organisation-specific computerised reservations or operations system; - industry-wide systems used by agencies when booking supplier services; - types of reservations; - outbound to book supplier service from; - customer groups for whom reservations are made; - specific reservations and operations system; - diary entries and use of system-created deadlines for payments and issuing documents; - use of the following reports required for product or service reservations or operations specified in required skills; - updates and amendments made through computerised reservations or operations systems, and; - accounting processes for which computerised reservation or operations systems are used.

SITTSLO12 Construct normal international airfares

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to create flight itineraries and construct normal international airfares. It requires the ability to interpret flight information and conditions applicable to specific fares and to construct airfares that meet customer needs according to International

Air Transport Association (IATA) regulations.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - create practical air itineraries and construct normal international airfares to meet the requirements of five different customers including: at least one adult and one child airfare; at least one airfare for travel to each of the following destinations: New Zealand, USA/Canada, Europe, Asia, Africa, South West Pacific, South America; - source information for the above itineraries and airfares using each of the following at least once across the above customers: computerised reservations system (CRS); global distribution system (GDS); information from airlines and consolidators; the internet; - demonstrate correct application of the following types of calculations and checks in constructing each of the above airfares: global indicators (GI); local currency fares (LCF); mileage system; neutral units of construction or currency (NUC) conversion; - interpret and document for each of the above customers: information on international fares, fare rules, conditions applicable to specific fares, and International Air Transport Association (IATA) regulations, and; - complete activities within commercial time constraints and deadlines determined by the customer or the organisation. Students will also be expected to demonstrate the following knowledge: - sources of information; - international fare conditions; - content and format of information provided by airlines and consolidators; - key elements of and procedures for international fare calculations and checks, and; - formats used to calculate and record international airfares.

SITTSLO13 Construct promotional international airfares

Locations: Footscray Nicholson.

Prerequisites: SITTSLO12 - Construct normal international airfares

Description: This unit describes the performance outcomes, skills and knowledge required to create flight itineraries and construct promotional or 'special' international airfares. It requires the ability to interpret flight information and conditions applicable to specific fares and to construct airfares that meet customer needs according to International Air Transport Association (IATA) regulations.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - create practical air itineraries and construct promotional international airfares to meet the requirements of eight different customers; - source information for the above itineraries and airfares using each of the following at least once across the eight customers: computerised reservations system (CRS); global distribution system (GDS); information from airlines and consolidators; the internet; - demonstrate correct application of the following types of calculations and checks in constructing each of the above airfares: global indicators (GI); local currency fares (LCF); mileage system; neutral units of construction or currency (NUC) conversion; - interpret and document for each of the

above customers: information on international fares, fare rules, conditions applicable to specific fares, and International Air Transport Association (IATA) regulations, and; - complete activities within commercial time constraints and deadlines determined by the customer or the organisation. Students will also be expected to demonstrate the following knowledge: - sources of information for: international flights; airline codes; airport codes; international fares; fare conditions; fare rules; global indicators; IATA areas; IATA regulations; IATA terminology and definitions; IATA terminology and definitions; payment and ticketing deadline; taxes, fees and surcharges; - international fare conditions; - content and format of information provided by airlines and consolidators; - key elements of and procedures for advanced fare calculations and checks, and; - formats used to calculate and record promotional international airfares.

SITXCCS002 Provide visitor information

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to access general information on facilities, products and services available in the local area and to provide this to visitors. The unit applies to frontline service personnel working in a range of tourism, travel, hospitality, entertainment and cultural contexts. Information is often provided face-to-face, but may be by telephone or other remote mechanisms. It applies to frontline service personnel who routinely respond to visitor requests for general local area information. They may be working independently or with guidance from others in restaurants, hotels, wineries, attractions, entertainment venues, tour operations, visitor information centres and at tour desks.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role; - provide current, accurate and relevant information about local area features to three different visitors on three different occasions; - provide above information and assistance in a culturally appropriate manner and according to organisational service standards; - extend personal knowledge of relevant facilities, products and services, and; - seek formal and informal feedback from visitors on services. Students will also be expected to demonstrate the following knowledge: - sources of information on the available local area facilities, products and services; - information on the local area features; - organisational service procedures and standards; - awareness of customs and practices of various social and cultural groups of visitors to assist with meeting visitor needs and expectations, and; - informal and formal methods of collecting feedback.

SITXCCS003 Interact with customers

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to deliver fundamental customer service to both internal and external customers. It requires the ability to greet and serve customers, and respond to a range of basic customer service enquiries, including routine customer problems. The

unit applies to frontline service personnel who operate under close supervision and with guidance from others. They provide routine customer service and would not be expected to respond to complex customer requests or complaints. The unit applies to individuals working in a range of tourism, travel, hospitality and events contexts.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify customer requirements and provide effective customer service to two different internal and two different external customers to meet requirements; - interact with above customers in line with organisational customer service standards and within designated organisational response times; - demonstrate procedures to respond to three different customer problems according to organisational policies and procedures; - identify situations where problems are beyond own level of responsibility, and process to escalate in line with organisational policies and procedures, and; - seek informal feedback from customers on above activities. Students will also be expected to demonstrate the following knowledge: - importance of the customer in the service industries; - customer service standards expected in the service industries; - profiles of different types of customers; - value and role of customer feedback in improving service delivery; - presentation standards; - customer service policies and procedures, and; - procedures for responding to routine customer problems.

SITXCCS006 Provide service to customers

Locations: Industry, Footscray Nicholson, Online, Victoria University is authorised by Trades Recognition Australia (TRA) to conduct skills assessment services for persons seeking temporary or permanent migration. For more information on these programs and the countries in which VU conducts these assessments please refer to: <http://www.vu.edu.au//skilled-migration>. Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to communicate effectively with and provide quality service to both internal and external customers. It requires the ability to establish rapport with customers, determine and address customer needs and expectations, and respond to complaints. The unit applies to those frontline service personnel who deal directly with customers on a daily basis and who operate with some level of independence and under limited supervision. This includes individuals working in a range of tourism, travel, hospitality and events contexts.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify customer requirements and provide quality customer service to three different internal and three different external customers to meet requirements; - provide service to above customers in line with organisational customer service standards and within

designated organisational response times; - demonstrate procedures to respond to and resolve three different customer complaints according to organisational policies and procedures; - demonstrate effective communication with the above internal and external customers, including any with special needs, and; - seek formal and informal feedback from customers on above service. Students will also be expected to demonstrate the following knowledge: - principles of quality customer service and positive communication; - appropriate non-verbal communication for customer service; - methods for enhancing service delivery in response to staff and customer feedback; - specific industry sector; - particular organisation; - customer service policies and procedures; - awareness of special needs, customs and practices of various social and cultural groups of customers; - methods of collecting feedback, and; - essential features, conventions and usage of different types of communication techniques and equipment.

SITXCCS007 Enhance customer service experiences

Locations:Footscray Park, Industry, Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the performance outcomes, skills and knowledge required to provide professional and personalised customer service experiences. It requires the ability to determine and meet customer preferences, develop customer relationships, respond to difficult service situations, and take responsibility for resolving complaints. The unit applies to those who deal directly with customers on a daily basis and who operate independently or with limited guidance from others. It includes senior frontline sales personnel, supervisors and managers who use discretion and judgement to provide quality customer service experiences. This includes individuals working in a range of tourism, travel, hospitality and events contexts.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify customer requirements and provide professional and personalised customer service experiences to two different internal and two different external customers to meet requirements; - demonstrate procedures to respond to and resolve three different customer complaints according to organisational policies and procedures; - demonstrate effective communication with the above internal and external customers, including any with special needs; - seek formal and informal feedback from customers on quality of above service, and; - provide above service to above customers in line with organisational customer service standards and within designated organisational response times. Students will also be expected to demonstrate the following knowledge: - principles and benefits of enhanced customer service experiences and positive communication; - techniques to anticipate customer preferences, needs and expectations throughout the service experience; - conflict resolution techniques; - methods for enhancing service delivery in response to staff and customer feedback; - various extras and add-ons to enhance the customer experience; - specific industry sector; - particular organisation; - procedures for responding to the following common customer complaints; - methods of compensating dissatisfied customers; - factors to consider when determining compensation of dissatisfied customers; - awareness of special needs, customs and practices of various social and cultural groups of

customers; - methods of collecting feedback, and; - essential features, conventions and usage of different types of communication techniques and equipment.

SITXCCS008 Develop and manage quality customer service practices

Locations:Industry, Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the performance outcomes, skills and knowledge required to develop, monitor and adjust customer service practices. It requires the ability to consult with colleagues and customers, develop policies and procedures for quality service provision, and manage the delivery of customer service.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - research and develop customer service policies and procedures for at least three different areas of the business that meet industry standards; - implement and monitor practices for quality customer service in line with above policies and procedures over four service periods; - evaluate practices for quality service provision and identify any failings, and; - review policies and procedures, adjust as necessary, and communicate any new practices to staff. Students will also be expected to demonstrate the following knowledge: - principles of quality customer service; - specific industry sector; - roles and responsibilities of management, supervisors and operational personnel in providing quality service; - sources of information on current service trends and changes that affect service delivery; - internal and external environmental changes and their effect on planning for quality customer service; - methods of formal and informal customer research; - methods of implementing quality service provision; - methods of assessing the effectiveness of customer service practices; - methods of obtaining feedback from customers; - industry schemes, accreditation schemes and codes of conduct aimed at improving customer service; - areas where organisational policies and procedures assist in ensuring quality customer service, and; - objectives, components and comprehensive details of consumer protection laws that relate to customer service, and the business' responsibility.

SITXCOM001 Source and present information

Locations:Industry, Footscray Nicholson, Online, Geelong Learning Links..

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. The unit applies to all industry sectors and to any individual who needs to use very basic research and presentation skills in the workplace. People working under supervision would undertake this role.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - find and review current

information on at least three of the following topics: availability of products or services; customer service research, such as feedback from customers about a particular product or service; information from other departments in the organisation, such as available products or services; product supplier information; new workplace systems or equipment; product and service styles that would meet different customer and market requirements, and; - prepare a presentation on the above information in a logical, well organised and professional manner within designated timeframes. Students will also be expected to demonstrate the following knowledge: - types of information resources available and how to access them; - methods of presenting information; - importance of presenting information in a logical sequence and at an appropriate depth, and; - alternative presentation formats for special needs groups.

SITXCOM002 Show social and cultural sensitivity

Locations: Industry, Footscray Nicholson, Online, Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to be socially aware when serving customers and working with colleagues. It requires the ability to communicate with people from a range of social and cultural groups with respect and sensitivity, and to address cross-cultural misunderstandings should they arise. The unit applies to all tourism, travel, hospitality and event sectors. All personnel at all levels use this skill in the workplace during the course of their daily activities.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communicate in a non-discriminatory way with colleagues and customers from at least three different social and cultural groups: demonstrating attempts to overcome language barriers; communicating in line with appropriate social and cultural conventions, and; demonstrating respect and sensitivity, and; - identify when assistance is required in the above communication, and seek help using the appropriate channels. Students will also be expected to demonstrate the following knowledge: - key principles of fairness and equity in relation to interaction with colleagues and customers; - key cultural and religious protocols of main social and cultural groups in Australian society, including Australian Indigenous people; - key cultural and religious protocols of main inbound tourist markets to Australia; - different types of disability and their implications for the workplace; - anti-discrimination policies for the industry and specific organisation; - basic aspects of state, territory and commonwealth laws covering anti-discrimination, including requirements to: treat customers and colleagues fairly and equitably; not discriminate, show partiality or grant any special favours on the basis of social and cultural attributes, and; not threaten, humiliate or intimidate people because of their social or cultural attributes; - sources of assistance in communicating with colleagues and customers from diverse social and cultural groups, and; - approaches to overcoming language barriers in the workplace.

SITXCOM005 Manage conflict

Locations: Industry, Footscray Nicholson, Online, Victoria University is authorised by Trades Recognition Australia (TRA) to conduct skills assessment services for persons seeking temporary or permanent migration. For more information on these programs and the countries in which VU conducts these assessments please refer to:

<http://www.vu.edu.au//skilled-migration..>

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to resolve complex or escalated complaints and disputes with internal and external customers and colleagues. It requires the ability to use effective conflict resolution techniques and communication skills to manage conflict and develop solutions. It does not cover formal negotiation, counselling or mediation.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - resolve escalated complaints or disputes with customers in relation to at least three of the following matters: delays or poor timing of product or service supply; incorrect pricing of product or service; delays or errors in providing product or service; misunderstanding of customer request or communication barrier; problem or fault with product or service; refused entry or ejection from premises; - resolve team member disputes in relation to at least two of the following complex matters: dispute or argument among work colleagues; job duties or rosters; lack of competence; worker mistake; dismissal; cultural misunderstanding; - take appropriate action in response to at least two of the following threat or conflict situations: customer refusing to leave or be pacified; drug or alcohol-affected person; person who appears to be violent or are threatening; people involved in physical violence; person with gun or arms; situation where someone has been or may be hurt, and; - use a range of conflict-resolution techniques and communication skills when seeking to resolve above situations. Students will also be expected to demonstrate the following knowledge: - commonly occurring conflict situations in the tourism, travel, hospitality and event industries and their typical causes; - conflict theory: signs; stages; levels; factors involved; results; - conflict-resolution techniques: assertiveness; negotiation; use of appropriate communication; - resources to assist in managing conflict: counsellors; internal security staff; mediators; other staff members; police; senior staff; - communication techniques: active listening; empathising with the person's situation while upholding organisational policy; non-verbal communication and recognition of non-verbal signs; language style; questioning techniques; those appropriate to different social and cultural groups, and; - organisational policies and procedures for complaint, conflict and dispute resolution.

SITXCR1002 Manage a business continuity crisis

Locations: Industry, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to identify the ramifications of a crisis on business continuity and to respond with strategies that ensure the financial viability of the organisation. It requires the ability to identify and interpret information relevant to the crisis and the business operation, and to assess and adapt business operations to manage the crisis. Managing business continuity is a complex process which involves the use of a range of interrelated skills, such as financial analysis, budgeting, developing operational plans and adapting the provision of products to meet the needs of a market in crisis. These skills are covered in other units. This unit applies to all tourism, travel, hospitality and event sectors and to any size organisation. The crisis could be of a

magnitude that affects the operation of an entire organisation, department or particular project. It applies to senior managers and owner-operators who operate with significant autonomy and are responsible for making a range of strategic management decisions.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify and assess ramifications of at least two internal and two external crises on business continuity, and; - demonstrate the following for each of the above internal or external crises on business continuity: develop a clear, accurate and complex emergency operational plan; assess and adapt business operations to manage business continuity; implement the emergency operational plan and monitor, evaluate and adapt the plan based on outcomes. Students will also be expected to demonstrate the following knowledge: - trigger factors for downturns in tourism, travel, hospitality and event business; - ramifications of an internal crisis on business continuity; - ramifications of an external crisis on business continuity; - specific industry sector; - specific organisation; - key people involved in the assessment of a business continuity crisis; - organisational documents to determine current financial and operational status of a business; - possible recommendations to ensure financial viability of businesses in continuity crisis; - formats for and inclusions in emergency operational plans, and; - features and functions of financial software programs for preparing and monitoring financial reports.

SITXBS001 Use social media in a business

Locations: Industry, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to establish a social media presence in a business. It requires an understanding of the use of social media tools and platforms to enhance customer engagement and market a business. The unit is relevant to businesses operating in many industry contexts, including the tourism, travel, hospitality, events and other service industry sectors. It applies to individuals using social media for business at an operational level under limited supervision.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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. Students will be expected to demonstrate the following required skills: - identify at least six content items suitable for use on a social media platform, demonstrating use of both internal content development and external content sourcing; - use social media tools on at least five occasions to engage with different customers by: - asking questions to determine customer needs; - responding to questions and complaints within timelines and according to organisational policy and procedures; - referring customers to relevant information as needed; - responding to customer reviews and

other user-generated content; - communicating effectively in writing to a variety of audiences; - respond to customers from each of the following different social media customer responder categories, through at least two different social media platforms; - market and promote a business using social media tools over a period of one month by: - managing a business account on at least one social media platform; - following monthly content calendar to pre-plan a variety of content; - curating content appropriate to business needs, and; - monitoring and reporting on organisational measurement metrics according to social media plan. Students will also be expected to demonstrate the following knowledge: - key elements of an organisational social media plan; - organisational policy and procedures for social media use; - types of social media platform, tools and their operation; - rules and regulations and terms of use of specific social media platforms; - legal and ethical practices for use of social media; - categories of social media responders specified in the performance evidence and how to effectively engage with them; - types of crisis issues or conflicts that can arise on social media locally, nationally and internationally; - crisis management processes and chain of command; - current tools that facilitate social listening/monitoring; - current tools for social media scheduling; - value of building a community of advocates on a social media platform; - importance of consumer reviews and user-generated content; - what makes good content for a social media community; - sources of information for social media content; - how to and where to source photo content from the internet; - importance of tone in online communication; - customer behaviour in relation to social media use, and; - characteristics of a well written blog.

SITXBS002 Develop, implement and monitor the use of social media in a business

Locations: Industry, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to manage the development and implementation of social media in a business and monitor its effectiveness. It requires an understanding of social media tools and platforms in order to develop a social media plan, and supporting organisational policies for social media use. This unit does not address the skills and knowledge required to set up social media accounts or its day-to-day business use. The unit is relevant to businesses operating in many industry contexts, including the tourism, travel, hospitality, events and other service industry sectors. It applies to owners or managers of businesses who are responsible for the planning, development and monitoring of social media use in a business context.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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. Students will be expected to demonstrate the following required skills: - research at least three different social media tools or platforms for organisational use and select a tool or platform that best meets the business needs; - develop and implement organisational policies and procedures for the use of the above selected social media tools or platforms in a business that addresses: - guidelines for audience engagement; - guidelines for appropriate use of social media; - appropriate content; - crisis management; - develop a social media plan, to be executed over a two month period that: - addresses profiled target audiences; - addresses consumer and

stakeholder needs; - outlines metrics and performance indicators for success; - promotes the business, and; - monitor and evaluate effectiveness of social media according to metrics and performance indicators devised above and identify strategies to address any gaps. Students will also be expected to demonstrate the following knowledge: - types of social media platforms and tools, and their operation; - how various social media platforms and tools are used by customers and the general public; - rules, regulations and terms of use of specific social media platforms and tools; - legal and ethical practices for use of social media; - categories of online customer responders and how to deal with them; - types of social media conflicts and complaints and appropriate responses; - crisis management processes and chain of command; - current tools that facilitate social media listening; - reports for monitoring social media activity; - value of building a community of advocates on a social media platform; - importance of consumer reviews and user-generated content; - policy and procedure development, and; - organisational marketing and promotional plans.

SITXEBS003 Build and launch a small business website

Locations: Industry, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to build a basic website to meet business needs, including selecting a hosting service and appropriate web development software, planning the website structure, and constructing the site. It requires the technical skills and knowledge typically needed by a business that chooses to develop its own site rather than access the services of IT professionals. The unit applies to all industry sectors, and is particularly relevant to small businesses that develop their own websites. People undertaking this role work independently or with limited guidance. Depending on the business context, this could include owner-operators.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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. Students will be expected to demonstrate the following required skills: - build a website by applying appropriate business and technical skills that meet a business need and integrating the following: - content features: - business history and profile; - catalogues and brochures; - client testimonials; - frequently asked questions (FAQs); - products and services; - published materials; - staff profiles; - thumbnails; - visual enhancement features: - colour; - frames; - graphics; - photographic images; - text enhancement; - at least one of the following security requirements: - limited downloading of images or image encoding; - limited viewing of rates; - password protection, and; - payment mechanisms. Students will also be expected to demonstrate the following knowledge: - current e-business environment for a particular business context; - different services and operation systems used by internet service providers; - general principles of website architecture and design; - role of a website in the marketing mix; - website features and capabilities; - factors which impact ease of operation of website; - key features and functions of a marketing-oriented website; - features of browsers, search engines and web crawlers, and how they impact on website design, decisions and meta-tags; - relationships between content and site design; - possible inclusions in page presentation; - techniques for using colour and enhancing text in a website; - techniques for manipulating digital images and graphics, and their insertion into a website; -

functions and features of micro-content elements; - underlying impact of HTML and cascading style sheets on site design; - features and uses of frames, forms and tables in a website; - components of linked web pages, and; - privacy issues, codes of practice and legislative requirements in relation to website development.

SITXFNO01 Process financial transactions

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to accept and process cash and other payments for products and services, and reconcile takings at the end of the service period or day. The unit applies to all tourism, travel, hospitality and event sectors. This unit mainly applies to frontline sales and operations personnel who operate with some level of independence and under limited supervision. It does, however, describe a fundamental operational function and those people who work with very little independence under close supervision would also use this skill.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - process at least six different financial transactions using at least three different types of financial transactions listed in the knowledge evidence to address different types of customer payments - process each of the above financial transactions: - in line with security and other relevant procedures; - in a logical sequence; - within customer time constraints so that all customers are served effectively, and; - complete reconciliations of three different work or service periods within designated timelines. Students will also be expected to demonstrate the following knowledge: - types of financial transactions that commonly take place in tourism, travel, hospitality and event organisations; - procedures for processing and recording different types of transactions; - features and functions of point-of-sale software; - role and importance of the reconciliation process to organisational financial management system; - security procedures for transporting and securing cash floats, cash and other payments, and; - different products and services that attract GST.

SITXFNO02 Interpret financial information

Locations: Industry, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to interpret financial information and reports used by organisations to monitor business performance and provide information on operational or departmental financial activities.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

the following financial information documents or reports used to monitor overall business performance: account summaries and balances; balance sheets; bank deposit documentation; bank statements; banking summaries; business activity statements; credit card transaction statements; invoices; journal entries; merchant statements; merchant summaries; profit and loss statements; trial balance, and; - provide financial information using correct financial terminology on six different operational or departmental financial activities listed in the knowledge evidence. Students will also be expected to demonstrate the following knowledge: - specific industry sector and organisation; - operational or departmental financial activities relevant to the sector; - types of financial reports and their purpose; - key elements of financial record-keeping and key terminology; - key elements of accounting and how it provides information for business management; - reconciliations; - concept of costing, and fixed and variable costs, and; - accounting for and reporting goods and services tax (GST) . .

SITXFIN003 Manage finances within a budget

Locations: Footscray Park, Industry, Footscray Nicholson, Online, Victoria University is authorised by Trades Recognition Australia (TRA) to conduct skills assessment services for persons seeking temporary or permanent migration. For more information on these programs and the countries in which VU conducts these assessments please refer to: <http://www.vu.edu.au//skilled-migration..>

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to take responsibility for budget management where others may have developed the budget. It requires the ability to interpret budgetary requirements, allocate resources, monitor actual income and expenditure, and report on budgetary deviations.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - manage a budget for a business over a three-month period that meets the specific business' needs; - undertake at least two of the following to inform management of the above budget: discussions with existing suppliers; evaluation of staffing and rostering requirements; evaluation of impact of potential roster changes; review of operating procedures; sourcing new suppliers; - monitor income and expenditure and evaluate budgetary performance over the above budgetary life cycle, and; - complete financial reports related to the above budget within designated timelines and using correct budget terminology. Students will also be expected to demonstrate the following knowledge: types of financial records: bank deposit documentation; bank statements; banking summaries; business activity statements; cheque books; credit card transaction statements; invoices; journal entries; labour and wages reports; merchant statements; merchant summaries; transaction reports; - types of budgets: cash budgets; cash flow budgets; departmental budgets; event budgets; project budgets; purchasing budgets; sales budgets; wage budgets; whole of organisation budgets; - factors for consideration in the preparation of financial and statistical reports: cash flow; commercial account activity; commission earnings; covers and financial return; daily, weekly and monthly transactions; expenditure; income; occupancy rates and financial return; performance of department, project and/or products and services; sales performance; sales returns; staff costs; stock levels;

variance in income and/or expenditure; wastage; yield; - use, contents of and formats for: budgets; financial reports, and; statistical reports; - budget terminology, and; - specific industry sector and organisation: use of budgets to control costs and enhance profitability; importance of budget control; techniques for maximising budget performance; financial reporting procedures and cycles; features and functions of accounting software programs used to manage budgets.

SITXFIN004 Prepare and monitor budgets

Locations: Industry, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to analyse financial and other business information to prepare and monitor budgets. It requires the ability to draft and negotiate budgets, identify deviations, and manage the delivery of successful budgetary performance. The unit applies to all tourism, travel, hospitality and event sectors. The budget may be for an entire organisation, for a department or for a particular project or activity. It applies to senior personnel who operate independently or with limited guidance from others and who are responsible for making a range of financial management decisions.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - prepare a budget for a business that meets the specific business' needs; - demonstrate the following when preparing the above budget: consultation on components; analysis of factors that impact on the budget, and; completion of draft and final versions of budget within designated timelines, and; - monitor and review the above budget against performance over its life cycle. Students will also be expected to demonstrate the following knowledge: - types of budgets; - whole of organisation budgets; - budget terminology; - specific industry sector and organisation; - internal and external factors that impact on budget development; - budget preparation and monitoring practices and techniques; - sources and contents of data required for budget preparation; - techniques for making budget estimates, and; - common reasons for deviations and budget deviation management.

SITXFIN005 Manage physical assets

Locations: Industry, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to manage the physical assets of an organisation. It requires the ability to establish systems and practices for asset monitoring, maintenance and acquisition. It applies to senior managers who operate with significant autonomy and who are responsible for making a range of strategic management decisions. The unit applies to all tourism, hospitality and event sectors.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - develop a plan for the acquisition, maintenance and replacement of at least three different types of physical assets listed in the knowledge evidence; - monitor the utility of assets to meet business needs; - provide regular financial reports on the assets; - record formal and informal customer and staff feedback; - integrate day-to-day condition reports; - schedule internal or external inspections or audits; - schedule management reports, and; - develop and maintain a current register for assets. Students will also be expected to demonstrate the following knowledge: - business objectives relevant to the management of physical assets; - types of physical assets required by tourism, hospitality and event organisations and the organisation; - maintenance requirements for different types of physical assets; - considerations for long-term assessment of physical assets; - equipment specifications to guide acquisition process; - formats for and inclusions of asset registers specified in performance evidence; - features and benefits of different financing options for asset acquisition; - depreciation that can be applied to different types of physical assets, and; - data used in the estimation of asset acquisition.

SITXFIND006 Manage revenue

Locations: Industry, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to make, implement, and monitor pricing decisions to maximise yield and business profitability. The unit applies to senior personnel who work autonomously and are responsible for making strategic business decisions. It applies to supplier organisations in the tourism, travel and hospitality industries, in particular to the accommodation, tour operations and tour wholesaling sectors.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - using each of the following at least once, develop, implement and monitor a total of six different pricing initiatives for: products; services; trading periods; market segments, and; - demonstrate consideration of the following factors when determining each of the above pricing initiatives: revenue management principles; industry distribution and marketing considerations. Students will also be expected to demonstrate the following knowledge: - key principles and terminology of revenue management; - types of business performance data used in revenue management; - mechanisms and collateral that support initiatives in different market segments; - mechanisms and collateral that support initiatives in different market segments, and; - aspects of consumer protection law that impact on pricing and distribution.

SITXFSA001 Use hygienic practices for food safety

Locations: Footscray Park, Industry, Footscray Nicholson, Online, Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to use personal hygiene practices to prevent contamination of food that might cause food-borne illnesses. It requires the ability to follow predetermined organisational procedures and to identify and control food hazards. The unit applies

to all organisations with permanent or temporary kitchen premises or smaller food preparation or bar areas.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - demonstrate use of safe food handling practices in food handling work functions in line with organisational hygiene procedures on at least three occasions, and; - demonstrate procedures to: identify food hazards; report unsafe practices, and; report incidents of food contamination. Students will also be expected to demonstrate the following knowledge: - basic aspects of commonwealth, state or territory food safety laws, standards and codes; - health issues likely to cause a hygiene risk relevant to food safety; - hygiene actions that must be adhered to in order to avoid food-borne illnesses; - hand washing practices; - basic aspects of hazard analysis and critical control points (HACCP) method of controlling food safety, and; - specific industry sector and organisation.

SITXFSA002 Participate in safe food handling practices

Locations: Industry, Footscray Nicholson, Online, Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to handle food safely during the storage, preparation, display, service and disposal of food. It requires the ability to follow predetermined procedures as outlined in a food safety program. The unit applies to all organisations with permanent or temporary kitchen premises or smaller food preparation areas. This includes restaurants, cafes, clubs, and hotels; tour operators; attractions; function, event, exhibition and conference catering; educational institutions; aged care facilities; correctional centres; hospitals; defence forces; cafeterias, kiosks, canteens and fast food outlets; residential catering; in-flight and other transport catering. Safe food handling practices are based on an organisation's individual food safety program. The program would normally be based on the hazard analysis and critical control points (HACCP) method, but this unit can apply to other food safety systems. It applies to food handlers who directly handle food during the course of their daily work activities. This includes cooks, chefs, caterers, kitchen hands and food and beverage attendants. Food handlers must comply with the requirements contained within the Australia New Zealand Food Standards Code. In some States and Territories businesses are required to designate a food safety supervisor who is required to be certified as competent in this unit through a registered training organisation. Food safety legislative and knowledge requirements may differ across borders. Those developing training to support this unit must consult the relevant state or territory food safety authority to determine any accreditation arrangements for courses, trainers and assessors.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

expected to demonstrate the following required skills: - demonstrate use of safe food handling practices in food handling work functions on at least three occasions, and; - demonstrate the correct methods of controlling food hazards at each of the following critical control points. Students will also be expected to demonstrate the following knowledge: - key features of commonwealth, state or territory and local food safety compliance requirements as they impact workers at an operational level; - hazard analysis and critical control points (HACCP) or other food safety system principles, procedures and processes as they apply to particular operations and different food types; - contents of organisational food safety program, especially procedures, associated requirements, and monitoring documents; - food safety monitoring techniques; - methods to ensure the safety of food served and sold to customers; - safe food handling practices for the following different food types; - equipment operating procedures, especially how to calibrate, use and clean a temperature probe and how to identify faults; - choice and application of cleaning, sanitising and pest control equipment and materials, and; - cleaning, sanitising and maintenance requirements relevant to food preparation and storage.

SITXFSAO04 Develop and implement a food safety program

Locations: Industry, Footscray Nicholson, Online, Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to develop, implement and evaluate a food safety program for all stages in the food production process, including receipt, storage, preparation, service and disposal of food. It requires the ability to determine program requirements and prepare policies and procedures for other personnel to follow. The unit applies to all organisations with permanent or temporary kitchen premises or smaller food preparation areas.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - develop and implement a complete food safety program for a service industry food preparation organisation in line with regulatory requirements outlined in: the organisation's policies and procedures; product specifications; monitoring documentation; - ensure that the above food safety program reflects the following organisational characteristics: average clientele and at risk client groups with a higher than average risk of harm from food contamination; equipment; existing prerequisite programs; facilities; food items prepared and sold; re-thermalisation and service requirements; size and nature of organisation; - provides suitable food safety systems and options for the organisation for which it has been prepared, and; - monitor, evaluate and identify improvements to the above food safety program. Students will also be expected to demonstrate the following knowledge: - options for the structure and implementation of a food safety program, using the hazard analysis and critical control points (HACCP) method as the basis; - consultative and communication mechanisms used by organisations to develop and implement procedural systems; - key features of commonwealth, state or territory and local food safety compliance requirements as they impact food safety program development; - contents of organisational food safety program, especially policies and procedures; - hazards; - personal considerations; - food safety monitoring techniques; - food safety management

documents; - HACCP or other food safety system principles, procedures and processes as they apply to particular operations and different food types; - choice and application of cleaning, sanitising and pest control equipment and materials, and; - high risk customer groups who are more susceptible to harm from food contamination.

SITXGLCO01 Research and comply with regulatory requirements

Locations: Footscray Park, Industry, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to comply with laws and licensing requirements for specific business operations. It requires the ability to access and interpret regulatory information, determine scope of compliance, and develop, implement and continuously review and update policies and practices for business compliance. The unit applies to regulatory requirements for day-to-day business operations in all tourism, travel, hospitality and event sectors and to special requirements for one-off events. It applies to senior personnel who operate independently or with limited guidance from others and who are responsible for making a range of operational business and regulatory compliance decisions.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - access and interpret regulatory information and determine the scope of compliance for the operations of a specific tourism, travel, hospitality or events business in relation to at least six different areas of compliance; - develop policies and procedures for legal compliance with each of the above areas of compliance, and; - integrate into compliance planning activities and documentation: sources of detailed information and advice on regulatory compliance; objectives and primary components of a broad range of local, state, territory and commonwealth government laws relevant to the specific to the business operations; use of policies and procedures in managing regulatory compliance. Students will also be expected to demonstrate the following knowledge: - legal responsibilities and liabilities of managers and directors in varying business structures; - sources of information and advice on regulatory compliance; - functions and general operating procedures of regulatory authorities of particular relevance to the tourism, hospitality and events industries; - methods of receiving updated information on laws and licensing requirements; - use of policies and procedures in managing regulatory compliance; - formats for and inclusions in policies and procedures; - objectives and primary components of local, state, territory and commonwealth government laws to which all types of businesses must comply; - objectives and primary components of laws, codes, standards and licensing requirements that impact on specific operators in the tourism, hospitality and event industries; chosen to be applicable to the individual's context; - relevant law, code, standard and licensing requirements, and; - opportunities to maintain knowledge of regulatory requirements.

SITXHRM001 Coach others in job skills

Locations: Industry, Footscray Nicholson, Online, Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge

required to provide on-the-job coaching to colleagues. It requires the ability to explain and demonstrate specific skills, knowledge and procedures and monitor the progress of colleagues until they are able to operate independently of the coach. The unit applies to experienced operational personnel and to supervisors and managers who informally train other people in new workplace skills and procedures. It applies to all tourism, hospitality and event sectors.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - provide effective on-the job coaching to four different colleagues;- address identified performance problems or difficulties experienced by colleagues in each of the above coaching sessions and rectify or refer as appropriate;- evaluate colleagues' performance and provide constructive feedback as part of above coaching sessions, and;- demonstrate the following during each of the above coaching activities: clear communication and demonstration of the organisational tasks required of the colleague; completion of training within commercial time constraints, and; application of the key principles of training. Students will also be expected to demonstrate the following knowledge: - communication techniques suitable to a workplace training context;- objectives and scope of the coaching;- factors which impact need for coaching;- key principles of training;- legislative work health and safety and hygiene requirements, and;- possible causes of performance problems or difficulties.

SITXHRM002 Roster staff

Locations:Industry, Footscray Nicholson, Online, Victoria University is authorised by Trades Recognition Australia (TRA) to conduct skills assessment services for persons seeking temporary or permanent migration. For more information on these programs and the countries in which VU conducts these assessments please refer to: <http://www.vu.edu.au//skilled-migration..>

Prerequisites:Nil.

Description:This unit describes the performance outcomes, skills and knowledge required to develop, administer and communicate staff rosters. It requires the ability to plan rosters according to industrial provisions, operational efficiency requirements, and within wage budgets. This unit applies to individuals responsible for developing staff rosters for situations involving potentially large numbers of staff working across a range of different service periods or shifts. It does not apply to small office environments. It applies to senior personnel who operate independently or with limited guidance from others, including dedicated specialist staff or operational supervisors and managers. The unit applies to all tourism, travel, hospitality and event sectors.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - prepare staff rosters that

meet diverse operational requirements across three different roster periods; - demonstrate the following when preparing each of the above staff rosters: - sufficient staff to ensure the delivery of required services within wage budget constraints; - appropriate skills mix of the team; - compliance with industrial provisions and organisational policy, and; - completion of rosters within commercial and staff time constraints. Students will also be expected to demonstrate the following knowledge: - sources of information on awards and other industrial provisions; - industrial agreements and other considerations which impact the preparation of staffing rosters: - key elements of applicable awards and enterprise agreements: - organisational policies which impact the preparation of staffing rosters, and; - industry sector and specific organisation.

SITXHRM003 Lead and manage people

Locations:Footscray Park, Industry, Footscray Nicholson, Online, Victoria University is authorised by Trades Recognition Australia (TRA) to conduct skills assessment services for persons seeking temporary or permanent migration. For more information on these programs and the countries in which VU conducts these assessments please refer to: <http://www.vu.edu.au//skilled-migration..>

Prerequisites:Nil.

Description:This unit describes the performance outcomes, skills and knowledge required to lead and manage people including in teams and support and encourage their commitment to the organisation. It requires the ability to lead by example and manage performance through effective leadership.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - monitor individual or team performance demonstrating at least four of the following leadership and management roles: decision making; delegation of tasks; information provision; provision of feedback; motivation through recognition and rewards; planning and organising, and;- seek and respond to feedback from team members during the above service periods, in line with organisational goals and policies in the following areas: allocation or performance of work; effectiveness of communication within team, between other teams or within organisation; efficiency or deficiency in workplace practices. Students will also be expected to demonstrate the following knowledge: - roles of and functions performed by supervisors and managers: decision making; delegating tasks; monitoring staff, and; planning and organising;- providing information: organisation performance; changes in organisational policies; marketing information and targets; overall organisational objectives; plans for new equipment; rationale for management decisions; technology updates; training developments;- expectations, roles and responsibilities of team members: adhering to policies and procedures; cooperative and open communication; nature and scope of work; relationships with others in the workplace and interdependent areas of activity; reporting requirements;- considerations in the individual development of staff: change in job responsibilities; external training and professional development; formal promotion; internal training and professional development; opportunity for greater autonomy or responsibility;- features of different leadership styles;- features of open and supportive communication;- characteristics of effective leadership;- principles of teamwork and: characteristics of effective teams; roles and attributes of team members; organisation of teams; potential team problems; benefits of effective

teamwork; - role and theories of motivation as they apply to the management of individuals and teams; - the role of group dynamics in successful team management; - forms of recognition and reward applicable to leading staff: acknowledging individual good performance to the whole team; incentive initiatives; informal acknowledgement; presenting awards; written reports to management, and; - types of organisational plans and planning processes.

SITXHRM004 Recruit, select and induct staff

Locations: Industry, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to coordinate the recruitment, selection and induction of new staff members within the framework of existing human resource policies and procedures. It requires the ability to identify recruitment needs, develop selection criteria, process and evaluate applications, select people according to their attitude, aptitude and fit to the position and coordinate induction programs. The unit applies to senior personnel who operate independently or with limited guidance from others, including dedicated specialist staff or operational or senior managers. It applies to all tourism, travel, hospitality and event sectors.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - administer the recruitment, selection and induction process for each of the following recruitment needs at least once: casual, contract or temporary; full time or part-time permanent; volunteer; - develop selection criteria for each of the above recruitment needs; - conduct fair and equitable selection interviews for each of the above recruitment situations, and; - evaluate at least one applicant in each of the above selection processes to select individuals that meet a specific organisational need. Students will also be expected to demonstrate the following knowledge: - specific industry sector knowledge; - specific organisation knowledge including: roles and responsibilities of different personnel in the recruitment and induction process; required make-up of interview panels; procedures for employment checks; full content of recruitment and human resource policies; - key elements of equal employment opportunity (EEO) employment laws and how they must be implemented in recruitment and selection processes; - records required of recruitment and selection process; - special arrangements required in the organisation of selection procedures; - information for inclusion in induction programs; - key organisational policies and procedures; - industrial arrangements for the organisation; - policies and procedures specific to the job role, and; - work health and safety information.

SITXHRM006 Monitor staff performance

Locations: Industry, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to monitor staff performance within the framework of established performance management systems. It requires the ability to monitor the day-to-day effectiveness of staff and conduct structured performance appraisals and formal counselling sessions. The unit applies to senior personnel who operate independently or with limited guidance from others, including dedicated specialist staff or

operational supervisors and managers. It applies to all tourism, travel, hospitality and event sectors.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - monitor the effectiveness of staff in relation to at least six of the following standards of performance: adherence to procedures; cost minimisation; customer service standards; level of accuracy in work; personal presentation; productivity; punctuality; response times; team interaction, and waste minimisation; - provide supportive feedback and guidance for improving standards of performance to above staff; - conduct structured performance appraisals and formal counselling and training sessions for staff members, in line with established organisational procedures, and; - recognise outstanding performance according to organisational policies. Students will also be expected to demonstrate the following knowledge: - role and importance of monitoring staff performance and providing feedback and coaching; - key elements of performance standards and performance management systems; - forms of guidance and support to enhance staff performance; - potential solutions to staff performance issues; - performance appraisal practices; - specific organisation knowledge including: procedures for performance appraisal interviews and procedures for formal performance management and counselling sessions, and; - grievance procedures.

SITXINV001 Receive and store stock

Locations: Industry, Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to check and take delivery of stock and appropriately store, rotate and maintain the quality of stock items. It does not include specialist stock control processes for perishable foodstuffs which are covered by SITXINV002 Maintain the quality of perishable items. The unit is relevant to organisations where stock control is an integral and essential part of business operations, and where there are control issues to be considered. The unit is not appropriate for situations where stock management is very simple, such as controlling stationery supplies in a small office. It applies to operational personnel who work with very little independence and under close supervision. They apply little discretion and judgement and follow predefined organisational procedures to report any stock-related discrepancies to a higher level staff member for action. The unit applies to all tourism, travel, hospitality and event sectors and to any type of stock.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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. Students will be expected to demonstrate the following required skills: - receive, store and maintain six different stock deliveries; - correctly interpret stock orders and delivery documentation for items received in the above deliveries; - complete stock

documentation relating to each of the above stock deliveries, and; - integrate into the above work activities: security procedures; manual handling techniques; commercial time constraints. Students will also be expected to demonstrate the following knowledge: - principles of stock control; - stock control systems; - stock control procedures and template documents and reports; - storage requirements for different kinds of stock; - use of stock control equipment and software where appropriate; - specific industry sector, types of: computerised stock control systems; their functions and features; electronic equipment used for stock control; their functions and features; stock recording documentation; stock security systems; storage and their suitability for different kinds of stock; - relevant stock; - product life and storage requirements for specific goods; - procedures for security, recording incoming stock, reporting on discrepancies, deficiencies, and excess stock; - order and delivery documentation; - safe manual handling techniques for the receipt, transportation and storage of stock; - safe and correct use of equipment, and; - correct and environmentally sound disposal methods for all types of waste and in particular for hazardous substances.

SITXINV002 Maintain the quality of perishable items

Locations: Industry, Footscray Nicholson, Online, Geelong Learning Links..

Prerequisites: SITXFSA001 - Use hygienic practices for food safety

Description: This unit describes the performance outcomes, skills and knowledge required to maintain the quality of perishable supplies for food and beverage, commercial cookery or catering operations. It requires the ability to store perishable supplies in optimum conditions to minimise wastage and avoid food contamination. It does not include general stock control processes which are covered by SITXINV001 Receive and store stock. The unit is particularly important within a food safety regime and applies to hospitality and catering organisations, including hotels, restaurants, clubs, educational institutions, health establishments, defence forces, cafeterias, residential caterers, in flight and other transport caterers, event and function caterers. Personnel at many levels use this skill in the workplace during the course of their daily activities, including cooks, chefs, caterers, and kitchen attendants.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - conduct temperature and quality checks on each of the following delivered goods to establish whether they are within allowable tolerances: cold or chilled foods; frozen foods; raw foods; reheated foods or ingredients; - maintain quality of at least six of the following range of perishable supplies for food and beverage, commercial cookery or catering operations: beverages; dairy products; frozen goods; fruit; meat; poultry; seafood; vegetables, and; - identify spoilt stock and dispose of according to organisational procedures. Students will also be expected to demonstrate the following knowledge: - contents of stock date codes and rotation labels; - meaning of: wastage to a commercial catering organisation and reasons to avoid it; contaminant, contamination and potentially hazardous foods as defined by the Australia New Zealand Food; - reasons for protecting food from contamination; - different types of contamination; - methods of rejecting contaminated food; - potential deficiencies of delivered perishable food items; - correct environmental storage conditions; - food safety procedures and standards for storage of perishable supplies; - indicators of

spoilage and contamination of perishable supplies, and; - indicators of quality of perishable items.

SITXINV003 Purchase goods

Locations: Industry, Footscray Nicholson, Online, Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to determine the purchasing requirements for goods, source suppliers, discuss requirements, and assess the quality of goods before purchase. It does not cover the specialist skills to systematically purchase and control the supply of goods for an organisation. These skills are covered by: - SITXINV004 Control stock - SITXINV005 Establish stock purchasing and control systems. The unit applies to all tourism, travel, hospitality and event industry sectors where the purchase of any type of good takes place, including food and beverage supplies. Purchasing goods may involve placing an order for future delivery or purchasing goods face-to-face and taking immediate delivery. The unit applies to operational personnel who operate with some level of independence and under limited supervision. This includes tour coordinators, account managers for professional conference organisers, event coordinators and banquet coordinators. In a kitchen environment it can apply to chefs of all levels, including commis chefs, but in larger organisations purchasing often remains the responsibility of sous chefs and executive chefs.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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. Students will be expected to demonstrate the following required skills: - determine and confirm purchasing requirements for at least six of the goods listed in the knowledge evidence; - make purchase arrangements for the goods to meet different: end product requirements; customer specifications; - assess supplier capacity to meet price, quality and delivery expectations for each of the above goods, and; - complete above purchasing activities following organisational requirements for stock ordering, including procedures and documentation. Students will also be expected to demonstrate the following knowledge: - specific industry sector and organisation: - sources of information to determine purchase requirements; - goods that need to be purchased by a business; - considerations in determining quality and suitability of stock on hand; - organisational procedures for the supply of goods; - assessment of supplier capacity to meet price, quality and delivery expectations, and; - determinants of the quality of goods.

SITXMGT001 Monitor work operations

Locations: Footscray Park, Industry, Footscray Nicholson, Online, Victoria University is authorised by Trades Recognition Australia (TRA) to conduct skills assessment services for persons seeking temporary or permanent migration. For more information on these programs and the countries in which VU conducts these assessments please refer to: <http://www.vu.edu.au//skilled-migration..>

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to oversee and monitor the quality of day-to-day work. It requires the ability to communicate effectively with team members, plan and organise operational functions, and solve problems.

Required Reading: The qualified trainer and assessor will provide teaching and

learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - plan and organise workflow for a team operation or activity that takes into account at least six of the following contingencies: delays and time difficulties; difficult customer service situations; equipment breakdown or technical failure; financial resources; staffing levels and skill profiles; rostering requirements; staff performance; procedural requirements; product development and marketing; - monitor and respond to team-based operational and service issues during the above operation or activity, and; - complete each of the following organisational records for the above operation or activity: performance reports; staff records. Students will also be expected to demonstrate the following knowledge: - work organisation and planning methods appropriate to the industry sector; - leadership and management roles and responsibilities in the relevant industry sector; - operational functions in the relevant industry sector; - procedures and systems to support work operations: administration; health and safety; human resources; service standards; technology, and; work practices; - concepts of quality assurance and how it is managed and implemented in the workplace; - sustainability considerations for frontline operational management: relationship between operational efficiency and financial sustainability; ways of minimising waste in the relevant work context; social responsibilities of the operation; - time management principles and their application to leaders and managers for planning own work and the work of others; - principles of effective delegation and delegation techniques in a frontline management context: clear communication of what is required; gaining commitment; no undue interference; regular reporting; selecting the right person; - problem-solving and decision making processes and techniques and their application to typical workplace issues; - industrial or legislative issues that affect short-term work organisation appropriate to the industry sector: - relationship of relevant industrial awards to hours and conditions of work, and; - ensuring systems and procedures meet work health and safety requirements.

SITXMGTO02 Establish and conduct business relationships

Locations: Footscray Park, Industry, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to establish and manage positive business relationships. It requires the ability to use high-level communication and relationship building skills to conduct formal negotiations and make commercially significant business-to-business agreements.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - establish and maintain business relationships with at least two of the following: cooperative partner with organisation; contractor; customer; networks, and; supplier; - conduct formal negotiations, or make and manage agreements and contracts in relation to the two

relationships established above, relevant to the specific business context, and; - demonstrate the use of high-level communication and relationship building skills when conducting formal negotiations and making commercially significant business-to-business agreements in the above business relationships. Students will also be expected to demonstrate the following knowledge: - commercial context for business relationships in the relevant industry sector and related: industry structure and interrelationships; sources of supply; distribution and marketing networks, and; professional networks; - opportunities to maintain regular contact with customers and suppliers: association membership; cooperative promotions; industry functions; informal social occasions; program of regular telephone contact, and; social media; - principles of negotiation, stages in the negotiating process, and different negotiation techniques that can be applied; - nature of agreements and contracts in the relevant industry sector and their key role, features and inclusions; - key components of contract law at an overview level: terms and obligations of contract; methods of contractual agreement; exclusion clauses; dispute resolution clause; termination of contracts, and; - other legal requirements that impact negotiations and agreements in the relevant industry.

SITXMGTO03 Manage projects

Locations: Footscray Park, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to develop project plans, implement project activities, monitor progress to ensure objectives are achieved, and evaluate all aspects of projects.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - develop and implement a plan for a project, addressing one or more of the following objectives: community or industry development; economic or social benefits; education or training; profit; research; - administer and monitor the following components of the above project: dedicated project budget and financial control system; administrative components involving individual responsibility and reporting hierarchy for at least two of the following: advisory or reference group; consultants, contractors and suppliers; organisational management; project management committee; secretariat; progress against project objectives; quality control system; risk, regulatory and sustainability issues; - lead a project team and liaise with a wide range of stakeholders during the planning and implementation phases of the above project, providing at least two of the following forms of support and assistance as appropriate: additional resources; formal training opportunities; informal coaching and feedback; moderation and joint planning sessions; regular meetings and briefings; representing team interests in wider forums, and; - demonstrate sound administrative processes when planning and implementing the above project within required timeframes. Students will also be expected to demonstrate the following knowledge: - project management processes and the project life cycle; - project management plan inclusions; - industry sector and organisation; - risk, regulatory and sustainability issues for project management, particularly those related to: financial management; human resource management, and; physical resource management, and; - potential stakeholders in a project.

SITXMPRO03 Plan and implement sales activities

Locations: Industry, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to plan and implement sales activities. It requires the ability to identify and analyse market and customer needs, proactively target current and new customers, plan the operation of sales calls, make calls and prepare sales reports. The unit applies to all industry sectors, and to those responsible for coordinating sales activities within the parameters of an established sales strategy. Individuals working independently with limited supervision undertake this role. This could include sales and marketing personnel or managers and owner-operators of small businesses.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - plan and implement sales activities according to organisational requirements for at least two different operations, products or services, including conducting at least one sales call as part of the activities for each operation, product or service; - use effective communication skills during sales calls that are part of above sales activities, and; - prepare a report on each of the above sales activities. Students will also be expected to demonstrate the following knowledge: - principles of selling, sales communication and relationship building; - industry structures and interrelationships, industry networks and information sources; - industry and market knowledge appropriate to the sector and organisation; - structure and content of marketing plans and the role of sales in the overall marketing mix; - information inputs into sales planning process; - sales call strategies and tactics; - legal issues that impact on sales activities and sales personnel; - ethical considerations for sales personnel, and; - sustainability considerations for sales activities.

SITXMPRO04 Coordinate marketing activities

Locations: Industry, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to plan and coordinate a range of marketing and promotional activities at an operational level. The unit incorporates knowledge of marketing principles. The unit applies to all industry sectors, and to individuals who are responsible for coordinating marketing activities within the parameters of an established marketing strategy. Individuals working independently with limited supervision undertake this role. This could include marketing coordinators or managers and owner-operators of small businesses.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - plan and coordinate at least

two different marketing activities for an operation, product or service; - use industry networks, information sources, and distribution and marketing networks when planning and coordinating the above activities; - reflect types of marketing activities used in the relevant industry sector and major industry promotional events in the above activities; - apply marketing principles to each marketing activity, and; - evaluate and report on each of the above marketing activities against the following criteria: consistency with overall marketing direction; exposure that was achieved; matching attendees to target market; cost-effectiveness of financial and human resources; completion within established timeframe. Students will also be expected to demonstrate the following knowledge: - content and structure of marketing plans; - key marketing principles; - industry structure and interrelationships, industry networks and information sources; - industry and market knowledge appropriate to the sector and organisation; - features, benefits and practical application of marketing activities commonly used in the service industries; - information inputs into the planning process; - considerations in evaluating the suitability of marketing activities; - operational details relevant to the coordination of marketing activities; - legal issues that impact on the marketing of products and services; - ethical considerations for marketing activities, and; - sustainability considerations for marketing activities. .

SITXMPRO07 Develop and implement marketing strategies

Locations: Footscray Park, Industry, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to analyse internal and external business environments, and develop and evaluate marketing strategies and plans for products and services. The unit applies to all industry sectors, and to individuals in senior marketing or management roles.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - develop a marketing strategy and plan for a product or service, including: identifying current and relevant marketing issues; detailed, realistic implementation and monitoring program specific to the product or service; details of marketing techniques and distribution networks specific to the product or service; opportunities presented by new technologies; - research and critically analyse internal and external business environments relevant to the above product or service, and; - evaluate and report on the above marketing strategy and plan against the following criteria: consistency with overall marketing direction; exposure achieved; penetration of target market; cost-effectiveness of financial and human resources; completion of strategy within established timeframe; recommendations for strategic responses based on evaluation. Students will also be expected to demonstrate the following knowledge: - data collection tools and research methodologies of particular relevance to marketing; - marketing planning techniques and formats and key features of a marketing plan; - internal and external issues that impact on market planning in a given industry context; - internal capabilities and resource considerations; - comparative market information relevant to marketing strategies; - industry marketing and distribution networks in the relevant context; - new and innovative marketing strategies in the relevant industry context, and in particular current and emerging marketing technologies and the opportunities they present, and; - sustainability considerations, opportunities and constraints for marketing in the relevant context, and those related to: cultural and social

sustainability; economic sustainability of marketing initiatives; resource conservation and waste minimisation.

SITXMPR501 Obtain and manage sponsorship

Locations: Footscray Park, Industry.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to obtain and manage sponsorship for a business activity, product, service or event. It requires the ability to determine sponsorship requirements, source and negotiate with potential sponsors and manage sponsorship arrangements.

Required Reading: Lecturer will provide teaching and learning materials as required in the form of VU produced workbooks.

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. Students will be expected to demonstrate the following required skills: - communication skills to liaise and negotiate with sponsors and manage their participation; - critical thinking skills to evaluate a potential sponsor's best fit with the business activities or projects; - initiative and enterprise skills to identify and action opportunities to obtain sponsorship; - literacy skills to: - read and interpret details of the business activities or projects to be sponsored and complex sponsorship contracts or agreements; - research potential sponsors that are aligned with the business activities or projects; - write sponsorship materials and agreements expressing complex business ideas and proposals; - numeracy skills to evaluate budgets and interrogate or use a range of financial data to inform sponsorship activities; - planning and organising skills to organise sponsorship activities according to agreements; - problem-solving skills to monitor activities, identify sponsorship servicing deficiencies and make required adjustments; - self-management skills to take responsibility for sourcing and managing sponsorship arrangements; - teamwork skills to brief colleagues on details of sponsorship arrangements; - technology skills to design effective sponsorship proposals. Students will also be expected to demonstrate the following knowledge: - for the particular industry sector and business type: - a range of business activities or events which would appeal to sponsors; - potential sponsorship opportunities and sources of finance; - protocols for sponsor contact; - packages that can be offered to sponsors; - a range of formats for and inclusions of sponsorship proposals; - features of sponsorship contracts and agreements: - legal requirements to supply services as contracted and ramifications of failure to comply; - sponsor reporting expectations and requirements.

SITXWHS001 Participate in safe work practices

Locations: Footscray Park, Industry, Footscray Nicholson, Online, Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to incorporate safe work practices into own workplace activities. It requires the ability to follow predetermined health, safety and security procedures and to participate in organisational work health and safety (WHS) management practices. The unit applies to all tourism, travel, hospitality and event sectors and to any small, medium or large organisation. All personnel at all levels use this skill in the workplace during the course of their daily activities. The unit incorporates the requirement for all employees under state and territory WHS legislation, to participate in the management of their own health and safety, that of their colleagues and anyone else in the workplace. They must cooperate with their

employer and follow practices to ensure safety at work.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - demonstrate the use of predetermined health, safety and security procedures and safe work practices in work functions on at least three occasions; - demonstrate correct procedures to respond in line with organisational security and emergency procedures during one emergency or potential emergency situation, seeking assistance where appropriate, and; - participate in one of the following work health and safety (WHS) consultation activities: discussion with, or formal report to, WHS representatives regarding a WHS matter; discussion with supervisor or manager regarding a WHS matter, and; staff meeting that involves WHS discussion. Students will also be expected to demonstrate the following knowledge: - basic aspects of the relevant state or territory occupational health and safety (OHS) or WHS legislation, and; - specific industry sector and organisation: workplace hazards and associated health, safety and security risks; contents of health, safety and security procedures; format and use of template reports for hazards and incident and accident reporting; safe work practices for individual job roles, and; procedures for WHS management practices.

SITXWHS002 Identify hazards, assess and control safety risks

Locations: Footscray Park, Industry, Footscray Nicholson, Online, Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to identify hazards, assess the associated workplace safety risks, take measures to eliminate or minimise those risks, and document all processes.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - use organisational work health and safety (WHS) plan to identify each of the following types of actual or foreseeable workplace hazards: physical environment; plant; work practice, and; security issue; - assess the safety risk associated with each of the above hazards, using appropriate risk assessment tools and template documents, and; - take measures to eliminate or control the risks identified for each of the above hazards in line with organisational procedures. Students will also be expected to demonstrate the following knowledge: - basic aspects of the relevant state or territory occupational health and safety (OHS) or WHS legislation, specifically requirements for: when, where and how hazards must be identified; when, where and how risk assessments must be conducted; consultation in the hazard identification and risk assessment process; WHS committees or WHS representatives as mechanisms for consultation, and; record keeping; - specific industry sector and organisation; - appropriate methods to identify hazards, and; - people involved in the assessment of risk.

SITXWHS003 Implement and monitor work health and safety practices

Locations: Industry, Footscray Nicholson, Online, Victoria University is authorised by Trades Recognition Australia (TRA) to conduct skills assessment services for persons seeking temporary or permanent migration. For more information on these programs and the countries in which VU conducts these assessments please refer to: <http://www.vu.edu.au//skilled-migration..>

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to implement predetermined work health and safety practices designed, at management level, to ensure a safe workplace. It requires the ability to monitor safe work practices and coordinate consultative arrangements, risk assessments, work health and safety training, and the maintenance of records.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - implement and monitor adherence to workplace health and safety procedures in three of the following real or simulated situations: evacuation of staff and customers; security management of cash, documents, equipment, keys or people; handling chemicals and hazardous substances; hazard identification and reporting; incident and accident reporting; risk assessment and reporting; - coordinate consultative processes for managing the above workplace health, safety and security issues; - coordinate risk assessments, WHS training, and the maintenance of records relating to above situations; - monitor the effectiveness of the WHS system and identify: required adjustments; staff training needs, and; - demonstrate management practices that must be implemented for compliance with state or territory occupational health and safety (OHS) or WHS legislation during above situations. Students will also be expected to demonstrate the following knowledge: - primary components of relevant state or territory OHS or WHS legislation: actions that must be taken for legal compliance; employer responsibilities to provide a safe workplace; requirement to consult, and acceptable consultation mechanisms; requirements for the use of WHS representatives and committees, and their roles and responsibilities; requirements for hazard identification, risk assessment, risk control and acceptable mechanisms; requirements for record keeping and acceptable record keeping mechanisms; requirement to provide information and training; employee responsibilities to ensure safety of self, other workers and other people in the workplace; employee responsibility to participate in WHS practices; ramifications of failure to observe OHS or WHS legislation and organisational policies and procedures; - specific organisation: full content of WHS policies and procedures; and consultation, hazard identification, risk assessment and reporting documents, and; methods used for WHS consultation, hazard identification and risk assessment; - options for the provision of training: coaching or mentoring in safe work practices; formal training programs in safe work practices; - hazard identification, risk assessment and control; - WHS policy and procedure induction; - WHS representative or committee; - provision of information, fact sheets and signage to ensure safe work practices; - WHS information: - consultative arrangements for WHS; - employee roles and responsibilities in WHS management practices; - legal obligations and ramifications of failure to comply; - location of first aid kit and emergency evacuation plan, and; - WHS training information and updates.

SITXWHS004 Establish and maintain a work health and safety system

Locations: Industry, Footscray Nicholson.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to develop, implement and sustain effective, professional and contemporary work health and safety (WHS) management practices. It requires the ability to establish and review systems, policies and procedures designed to ensure a safe workplace. The unit applies to all tourism, travel, hospitality and event sectors and to any small, medium or large organisation. It applies to those senior managers who operate with significant autonomy and are responsible for making a range of strategic management decisions. This unit incorporates the requirement, under state and territory WHS legislation, for businesses to take a systematic approach to managing the safety of their workers and others in the workplace.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - establish and implement a complete work health and safety (WHS) system that covers the following components: adequate facilities for the welfare of employees; appropriate management of incidents or accidents and notification to WHS government regulators; availability of information, instructions, training and supervision that ensure employees' health and safety; - evaluate and identify improvements to WHS practices within the above system; - develop comprehensive WHS system documents to support above system, and; - demonstrate management practices that must be established and maintained for compliance of above system with state or territory occupational health and safety (OHS) or WHS legislation. Students will also be expected to demonstrate the following knowledge: - structure, characteristics and needs of the organisation that the WHS system must address; - objectives, components and comprehensive details of relevant state or territory OHS or WHS legislation; - objectives, components and comprehensive details of WHS codes of practice and standards developed by industry or regulatory bodies; - ramifications of failure to observe OHS or WHS laws and codes of practice; - methods of receiving updated information on OHS or WHS laws and codes of practice; - components of WHS management systems; - considerations in the formulation of WHS policies and procedures; - consultative processes; - time requirements for hazard identification; - approaches to assessing the effectiveness of WHS management systems; - methods used by the specific industry sector and organisation; - sources of assessment criteria for assessing risks; - WHS information, and; - WHS record requirements.

S0011 Sociology 1

Locations: Footscray Nicholson.

Prerequisites: Nil.

Description: This unit uses sociological methodology to explore the social category of youth and the social institution of family. Sociologists draw on methods of science to understand how and why people behave the way they do when they interact in a group. Sociology attempts to understand human society from a holistic point of view, including consideration of society's composition, how it is reproduced over time and the differences between societies. When sociologists investigate a topic, they attempt to do so with a reflective, critical mindset. Sociologists are guided

by theories, or frameworks, to explain and analyse how social action, social processes and social structures work. Area of Study 1 explores the way youth is constructed as a social category, in the light of differing experiences of young people. There is a range of potential negative impacts of categorisation, including stereotyping, prejudice and discrimination. In Area of Study 2, students investigate the social institution of the family. In a multicultural society like Australia, different communities have different kinds of families and experiences of family life. Factors such as changing demographics, feminism, individualism, technology, changes in the labour market and government policies have been identified as influencing the traditional view of the family. There is a range of theoretical approaches used by sociologists to explain the purpose and experiences of family life, including functionalist and feminist approaches. Comparative methodologies also enable a comparison of family types and family experiences across time and space. This unit is delivered in Year 11.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge in accordance with each unit's learning outcomes, including the setting of practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following knowledge: Outcome 1 On completion of this unit the student should be able to describe the nature of sociological inquiry and discuss, in an informed way, youth as a social category. Outcome 2 On completion of this unit the student should be able to analyse the institution of family. Assessment will follow the requirements set out in the VCE Sociology Study Guide: The award of satisfactory completion for a unit is based on whether the student has demonstrated the set of outcomes specified for the unit. A variety of learning activities and assessment tasks will provide a range of opportunities for students to demonstrate the key knowledge and key skills in the outcomes. Assessment will be a part of the regular teaching and learning program and will be completed mainly in class and within a limited time-frame. All assessments at Units 1 and 2 are school-based. For this unit students are required to demonstrate achievement of two outcomes. As a set these outcomes encompass all areas of study in the unit.

S0022 Sociology 2

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:In this unit students explore the concepts of deviance and crime. The study of these concepts from a sociological perspective involves ascertaining the types and degree of rule breaking behaviour, examining traditional views of criminality and deviance and analysing why people commit crimes or engage in deviant behaviour. It also involves consideration of the justice system, how the understanding of crime and deviance has changed over time, and the relationship between crime and other aspects of a society, such as gender and ethnicity. In Area of Study 1 students explore the concept of deviance. There are different explanations of what constitutes deviant behaviour. Generally, it is defined as involving actions that are considered to be outside the normal range of behaviour according to the majority of members of a society. Students investigate the functionalist, interactionist, social control and positive theories of deviance. Students also explore the phenomenon known as moral panic. This refers to the belief that a subculture or group poses a threat to the social values and culture of broader society. The event is often presented in a stereotypical fashion by the mass media. In Area of Study 2, students investigate crime and punishment. They explore patterns of crime and

consider the significance of a range of factors, such as class, gender, age, race and ethnicity. Students explore different methods of punishment and the extent to which each of these methods serves its aims. This unit is delivered in Year 11.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge in accordance with each unit's learning outcomes, including the setting of practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following knowledge: Outcome 1 On completion of this unit the student should be able to analyse a range of sociological theories explaining deviant behaviour and the impact of moral panic on those considered deviant. Outcome 2 On completion of this unit the student should be able to discuss crime in Australia and evaluate the effectiveness of methods of punishment in the judicial system for shaping human behaviour. Assessment will follow the requirements set out in the VCE Sociology Study Guide: The award of satisfactory completion for a unit is based on whether the student has demonstrated the set of outcomes specified for the unit. A variety of learning activities and assessment tasks will provide a range of opportunities for students to demonstrate the key knowledge and key skills in the outcomes. Assessment will be a part of the regular teaching and learning program and will be completed mainly in class and within a limited time-frame. All assessments at Units 1 and 2 are school-based. For this unit students are required to demonstrate achievement of two outcomes. As a set these outcomes encompass all areas of study in the unit.

S0033 Sociology 3

Locations:Footscray Nicholson.

Prerequisites:Nil.

Description:This unit explores expressions of culture and ethnicity within Australian society in two different contexts - Australian Indigenous culture, and ethnicity in relation to migrant groups. Area of Study 1 involves a critical exploration of the historical suppression of, and increasing public awareness of, Australian Indigenous culture. This requires some knowledge of the past and its influence on subsequent generations, as well as knowledge of contemporary factors that may be supporting and/or limiting increasing awareness of Australian Indigenous culture. Indigenous and non-indigenous perspectives and responses are integral to the area of study. Ethnicity is investigated in Area of Study 2. Ethnicity is a key sociological category that plays an important role in social life. Individuals often define themselves, or others, as members of at least one ethnic group based on a common heritage that gives them a unique social identity. Ethnicity is not fixed and unchanging; instead, ethnic identities constantly evolve and are shaped through a variety of political, cultural and social forces. The concept is often used in contrast to the concept of race, which generally refers to groups based on visible physical characteristics such as skin colour and facial features. Most sociologists prefer to focus on the concept of ethnicity rather than race. This unit is delivered in Year 12.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge in accordance with each unit's learning outcomes, including the setting of practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following knowledge: Outcome 1 On completion of this unit the student should be

able to analyse and evaluate changes in public awareness and views of Australian Indigenous culture. Outcome 2 On completion of this unit the student should be able to identify and analyse experiences of ethnicity within Australian society. Assessment will follow the requirements set out in the VCE Sociology Study Guide: SCHOOL-BASED ASSESSMENT 1. Satisfactory completion The award of satisfactory completion for a unit is based on whether the student has demonstrated the set of outcomes specified for the unit. A variety of assessment tasks will provide a range of opportunities for students to demonstrate the key knowledge and key skills in the outcomes. 2. Assessment of levels of achievement The student's level of achievement in Unit 3 will be determined by School-assessed Coursework (SAC). SAC will be completed mainly in class and within a limited time-frame. SAC for Unit 3 will contribute 25 per cent to the study score. SAC for Unit 4 will contribute 25 per cent to the study score (S0034 Sociology 4). EXTERNAL ASSESSMENT The level of achievement for Units 3 and 4 is also assessed by an end-of-year examination, which will contribute 50 per cent to the study score.

S0034 Sociology 4

Locations: Footscray Nicholson.

Prerequisites: S0033 - Sociology 3

Description: In this unit students explore the ways sociologists have thought about the idea of community and how the various types of community are experienced. They examine the relationship between social movements and social change. In Area of Study 1 students examine the changing definitions and experiences of community. This includes examination of the challenges and opportunities posed by political, social, economic and technological change. Students examine the concept of community with particular reference to the theory of Ferdinand Tonnies. In Area of Study 2 students investigate the role of social movements. A social movement involves a group engaged in an organised effort to achieve social change. Students develop an understanding of the purpose, evolution, power and outcomes of social movements. This unit is delivered in Year 12.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge in accordance with each unit's learning outcomes, including the setting of practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following knowledge: Outcome 1 On completion of this unit the student should be able to analyse the experience of community generally and analyse and evaluate a specific community. Outcome 2 On completion of this unit the student should be able to analyse the nature and purpose of social movements and evaluate their influence on social change. Assessment will follow the requirements set out in the VCE Sociology Study Guide: SCHOOL-BASED ASSESSMENT 1. Satisfactory completion The award of satisfactory completion for a unit is based on whether the student has demonstrated the set of outcomes specified for the unit. A variety of assessment tasks will provide a range of opportunities for students to demonstrate the key knowledge and key skills in the outcomes. 2. Assessment of levels of achievement The student's level of achievement in Unit 4 will be determined by School-assessed Coursework (SAC). SAC will be completed mainly in class and within a limited time-frame. SAC for Unit 3 will contribute 25 per cent to the study score (S0033 Sociology 3). SAC for Unit 4 will contribute 25 per cent to the study score. EXTERNAL ASSESSMENT The level of achievement for Units 3 and 4 is also assessed by an end-of-year examination, which will contribute 50 per cent to the study score.

TAEASS401 Plan assessment activities and processes

Locations: Industry, Werribee, City King St.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to plan the assessment process, including recognition of prior learning (RPL), in a competency-based assessment system. It applies to individuals with assessment planning responsibilities. In planning activities and processes, individuals are required to identify the components of assessment tools, analyse and interpret assessment tools, and develop assessment instruments (also known as assessment tasks) and assessment plans.

Required Reading: The qualified trainer and assessor will provide Blackwater Resources teaching and learning materials as required.

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. Students will be expected to demonstrate the following required skills: - planning and organising the assessment process on a minimum of five separate occasions, and; - planning and organising two Recognition of Prior Learning (RPL) assessments (which may be two of the five assessment processes above). The evidence requirements for each occasion must include: - a documented assessment plan; - a different endorsed or accredited unit of competency (or clusters of units of competency) for each of the five occasions; - contextualisation of the unit(s) of competency and the selected assessment tools, where required; - incorporation of reasonable adjustment strategies; - development of suitable assessment instruments for each of the five occasions, and; - following organisational arrangements. Students will also be expected to demonstrate the following knowledge: - obligations of an assessor under applicable legislation and/or standards; - the major features of a unit of competency, and how they are to be addressed in assessment activities and processes; - interpreting competency standards as the minimum standard for assessment; - guidelines for contextualising units of competency; - different purposes of assessment and different assessment contexts, including RPL; - the purpose and features of evidence, and different types of evidence, used in competency-based assessments, including RPL; - the principles of assessment, and how they guide the assessment process; - the rules of evidence and how they guide the assessment process; - different assessment methods, including their suitability for collecting various types of evidence, and; - the components of assessment tools.

TAEASS402 Assess competence

Locations: Industry, Werribee, City King St.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to implement an assessment plan, and gather quality evidence to assess the competence of a candidate using compliant assessment tools. It applies to teachers, trainers and assessors in enterprises and registered training organisations (RTOs) and those providing assessment advisory services. No licensing, legislative or certification requirements apply to this unit at the time of publication.

Required Reading: The qualified trainer and assessor will provide Blackwater Resources teaching and learning materials as required.

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. Students will be expected to demonstrate the following required skills: - assessment of at least five candidates within the vocational education and training (VET) context against at least one endorsed or accredited unit of competency according to the organisation's assessment processes and practices; - using recognition of prior learning (RPL) processes in the assessment of at least one candidate (which may be one of the five candidates above), and; - making reasonable adjustments in the assessment of at least one candidate. The assessments must be undertaken under the supervision of a qualified assessor and cover an entire unit of competency for each candidate, including: - the application of different assessment methods and instruments involving a range of activities and events; - using two-way communication and feedback with the candidate; - exercising judgement in making the assessment decision; - recording and reporting assessment outcomes in accordance with the assessment system and organisational, legal and ethical requirements, and; - reviewing the assessment process. Students will also be expected to demonstrate the following knowledge: - competency-based assessment, including: VET as a competency-based system; how competency based assessment differs from other types of assessment; competency standards as the basis of qualifications; structure and application of competency standards; the principles of assessment and how they are applied; the distinction between assessment tools and assessment instruments; the rules of evidence and how they are applied; the range of assessment purposes and assessment contexts, including RPL; different assessment methods, including suitability for gathering various types of evidence, suitability for the content of units, and resource requirements and associated costs; reasonable adjustments and when they are applicable; types and forms of evidence, including assessment instruments that are relevant to gathering different types of evidence used in competency-based assessment, including RPL, and; the training and assessment strategies, including policies and procedures established by the industry, organisation or training authority; - RPL policies and procedures established by the organisation; - cultural sensitivity and equity considerations in assessment activities; - current legislative requirements relevant to the assessor and the assessment process; - workplace health and safety (WHS) responsibilities associated with assessing competence, including: requirements for reporting hazards and incidents; emergency procedures; procedures for the use of relevant personal protective equipment; the safe use and maintenance of relevant equipment, and; sources of WHS information.

TAEASS403 Participate in assessment validation

Locations: Industry, Werribee, City King St.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to participate in an assessment validation process. It applies to assessors and workplace supervisors with assessment validation responsibilities participating in, but not necessarily leading, the process.

Required Reading: The qualified trainer and assessor will provide Blackwater Resources teaching and learning materials as required.

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. Students will be expected to demonstrate the following required skills: - actively participating in a minimum of three validation sessions that address the critical aspects of validation; - clearly identifying the purpose for each validation, and the legal and ethical responsibilities of assessors; - collating and presenting documentation for each validation in a logical manner; - communicating and liaising

with relevant people; - providing feedback and interpreting documentation in validation sessions, and; - recording their contribution to validation findings. Students will also be expected to demonstrate the following knowledge: - how to determine the evidence needed to demonstrate competence in a competency-based environment; - the reasons for carrying out validation and different approaches to validation that may be appropriate before, during and after an assessment; - the components of assessment tools; - critical aspects of validation, including validation of assessment processes, methods and products; - how principles of assessment are addressed in validation; - how rules of evidence are addressed in validation; - work health and safety legislation, codes of practice, standards and guidelines that impact on assessment, and; - obligations of an assessor under applicable legislation and/or standards, particularly in relation to validation activities.

TAEASS502 Design and develop assessment tools

Locations: Industry, Footscray Nicholson, St Albans, Werribee, City King St, Sunshine, Geelong Learning Link.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to design and to develop assessment tools used to guide the collection of quality evidence, including their application in formative, summative and recognition of prior learning (RPL) assessment. It applies to experienced practitioners responsible for the development and/or delivery of training and assessment products and services.

Required Reading: The qualified trainer and assessor will provide Blackwater Resources teaching and learning materials as required.

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. Students will be expected to demonstrate the following required skills: - developing at least three assessment tools that support different assessment methods, and address at least one unit of competency each. Each assessment tool must: - include the instruments for collecting evidence, reflecting the principles of assessment and the rules of evidence, and related instructions to the assessor/s and candidates; - show how the contextual needs of different environments are addressed, and; - reporting on the trial and review of each assessment tool, including proposed changes. Students will also be expected to demonstrate the following knowledge: - the principles of assessment and how they are applied when developing assessment tools; - the rules of evidence and how they have been incorporated in the tools developed; - different assessment contexts and their relationship to developing assessment tools; - the dimensions of competency and how they are incorporated in the development of assessment tools; - the contextualisation of units of competency and contextualisation guidelines; - the components of training packages relevant to the development of assessment tools; - different assessment methods, their purposes and uses; - evaluation methods appropriate to the trial and review of assessment tools; - the principles of reasonable adjustment; - workplace health and safety (WHS) responsibilities associated with assessing competence, including: requirements for reporting hazards and incidents; emergency procedures; procedures for the use of relevant personal protective equipment, and; sources of WHS information.

TAEDEL301 Provide work skill instruction

Locations: Industry, Werribee, City King St.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to conduct individual and group instruction, demonstrate work skills and assess the success of training and

one's own training performance, using existing learning resources in a safe and comfortable learning environment. It emphasises the training as being driven by the work process and context, and applies to a person working under supervision as a work skill instructor in a wide range of settings not restricted to training organisations,

Required Reading:The qualified trainer and assessor will provide Blackwater Resources teaching and learning materials as required.

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. Students will be expected to demonstrate the following required skills: - carrying out a minimum of three training sessions, involving demonstrating and instructing particular work skills for at least two different individuals or small groups, with each session addressing: - different learning objectives, and; - a range of delivery techniques and effective communication skills appropriate to the audience. Students will also be expected to demonstrate the following knowledge: - learner characteristics and needs; - the content and requirements of the relevant learning program, and/or the delivery plan; - the sources and availability of relevant learning resources and learning materials; - the content of relevant learning resources and learning materials; - training techniques that enhance learning, and when to use them; - introductory knowledge of learning principles and learning styles; - key workplace health and safety (WHS) issues in the learning environment, including: roles and responsibilities of key personnel; responsibilities of learners; relevant policies and procedures, including hazard identification, risk assessment, reporting requirements, safe use of equipment and emergency procedures, and; risk controls for the specific learning environment.

TAEDEL401 Plan, organise and deliver group-based learning

Locations:Industry, Werribee, City King St, Online.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to plan, organise and deliver training for individuals within a group. It applies to a person working as an entry-level trainer, teacher or facilitator structuring a learning program developed by others in, or with, a training and assessment organisation.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - facilitating group-based learning by preparing and delivering at least three training sessions, including: at least two consecutive sessions of at least 40 minutes duration, that follow one of the learning program designs, to a learner group of at least eight individuals; at least one session delivered to a learner group of at least eight individuals, with evidence of how the characteristics and needs of this group were addressed; - identifying and responding to individual needs, and; - accessing and using documented resources, and any support personnel required to guide inclusive practices. Students will also be expected to demonstrate the following knowledge: - learning theories and principles; - resources available to identify different learner styles; - the relevant industry area

and subject matter of the delivery; - the learner group profile, including characteristics and needs of individual learners in the group; - the requirements of the learning program and/or delivery plan, and the content purpose; - different delivery methods and techniques appropriate to face-to-face group delivery; - different techniques for the recognition and resolution of inappropriate behaviours; - behaviours that may indicate learner difficulties, and the methods used to address these difficulties; - the purpose of organisational record-management systems and reporting requirements; - evaluation and revision techniques used to improve session plans; - specific resources, equipment and support services available for learners with special needs; - assessment and risk control measures relating to the facilitation of group-based learning, and; - policies and procedures relevant to the learning environment.

TAEDEL402 Plan, organise and facilitate learning in the workplace

Locations:Industry, Werribee, City King St.

Prerequisites:Nil.

Description:This unit describes skills and knowledge required to plan, organise and facilitate learning for individuals in a workplace, using real work activities as the basis for learning. It applies to a person working as an entry-level trainer, teacher or facilitator or an employee, team leader or workplace supervisor responsible for guiding learning through work.

Required Reading:The qualified trainer and assessor will provide Blackwater Resources teaching and learning materials as required.

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. Students will be expected to demonstrate the following required skills: - preparing and facilitating work-based learning; - providing a minimum of two examples of developing work-based learning pathways, that include: identifying needs for learning; analysing work practices, work environment and work activities, and; - organising and allocating work in a way that reflects learning needs, and provides effective learning opportunities through work processes; - conducting a learning facilitation relationship: - with at least two individuals; - demonstrating communication skills and flexibility, and; - demonstrating one or more of the processes, or techniques, identified. Students will also be expected to demonstrate the following knowledge: - systems, processes and practices within the organisation where work-based learning is taking place; - systems for identifying skill needs within the workplace; - different learning styles, and how to encourage learning for those who learn in different ways; - workplace health and safety (WHS) relating to the work role, including: hazards relating to the industry and specific workplace; reporting requirements for hazards and incidents; specific procedures for work tasks; safe use and maintenance of relevant equipment; emergency procedures, and; sources of WHS information.

TAEDES401 Design and develop learning programs

Locations:Industry, Werribee, City King St.

Prerequisites:Nil.

Description:This unit describes the 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 its design, outline the content, and review its effectiveness. It applies to trainers or facilitators who work under limited supervision to design, or develop, learning programs that are discrete, and provide a planned learning approach that relates to specific learning and training needs, or part

of the learning design for a qualification.

Required Reading:The qualified trainer and assessor will provide Blackwater Resources teaching and learning materials as required.

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. Students will be expected to demonstrate the following required skills: - designing, developing and reviewing learning programs within the vocational education and training (VET) context, and; - preparing and developing a minimum of two learning programs that contain differentiated learning program designs to reflect particular needs, contexts and timelines. Students will also be expected to demonstrate the following knowledge: - information about training package developers and course accreditation agencies responsible for specific learning program parameters; - training packages and relevant competency standards to be used as the basis of the learning program; - other performance standards and criteria to be used as the basis of the learning program, where relevant; - the distinction and relationship between a training package/accredited course, learning strategy and learning program; - the different purposes and focus of learning programs; - instructional design principles relating to different design options for learning program design and structure; - availability and types of different relevant learning resources, learning materials, and pre-developed learning activities; - methodologies relating to developing and documenting new learning activities, and related learning materials; - different delivery modes and methods; - relevant policies, legal requirements, codes of practice and national standards, including commonwealth and state or territory legislation, that may affect training and assessment in the VET sector, and; - describe relevant workplace health and safety (WHS) knowledge relating to the work role, and WHS considerations that need to be included in the learning program.

TAEDS402 Use training packages and accredited courses to meet client needs

Locations:Industry, Werribee, City King St.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to use training packages and accredited courses as tools to support industry, organisation and individual competency development needs. It applies to individuals who are working in or with training and/or assessment organisations as an entry-level trainer, teacher, facilitator or assessor using a pre-defined training product, such as a training package or accredited course.

Required Reading:The qualified trainer and assessor will provide Blackwater Resources teaching and learning materials as required.

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. Students will be expected to demonstrate the following required skills: - analysing a training package and/or accredited course, to examine its component parts, identify relevant qualifications and units of competency or modules, and contextualise those to meet the specific needs of one client, and; - demonstrate a minimum of two examples of analysing training specifications, including at least one training package; the other may be another training package or an accredited course that meets a specific client need. Students will also be expected to demonstrate the following

knowledge: - Australian Qualifications Framework (AQF) guidelines, including characteristics of AQF qualification types; - functions and responsibilities of training package developers, and course accreditation agencies, and their roles as key vocational education and training (VET) organisations; - dimensions of competency; - format and structure of accredited courses; - format and structure of units of competency, and assessment requirements; - function of training packages and accredited curriculum as benchmarks in a competency-based VET training and assessment system; - methodology relating to analysing and using competency standards for a range of applications and purposes, to meet the needs of a diverse range of VET clients; - terminology used in training packages and accredited courses; - parts of training packages that can be contextualised and parts that cannot; - Standards for Training Packages, including the role and purpose of each endorsed component; - non-endorsed components of training packages, and; - sources of training package information.

TAELLN411 Address adult language, literacy and numeracy skills

Locations:Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge a vocational trainer or assessor requires to identify language, literacy and numeracy (LLN) skill requirements of training and the work environment, and to use resources and strategies that meet the needs of the learner group. The unit applies to individuals who teach, train, assess and develop resources. Competence in this unit does not indicate that a person is a qualified specialist adult language, literacy or numeracy practitioner.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by Blackwater Project Resources, and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - use tools to identify the LLN skill requirements (reading, writing, speaking, listening and numeracy) of the training specification and/or assessment process relevant to vocational delivery; - use various sources to gather information on the current LLN skills of a learner group; - identify available sources of support to address at least two of the identified LLN skill needs of the learner group; - customise and use at least two learning resources to address LLN requirements; - select, use and review at least two instructional strategies that directly address the identified LLN needs of the learner group; - use advice from specialist LLN practitioners to inform practice; - select, use and review at least two assessment strategies that cater for the identified LLN needs of the learner group, and; - determine areas for improvement of own practice. Students will also be expected to demonstrate the following knowledge: - specify the critical LLN skills essential to workplace performance in an identified industry or sector; - identify cultural and social sensitivities relevant to communicating with individuals who are identified as requiring LLN support; - identify sources of resources, strategies and LLN support available in own training organisation and procedures for accessing them, and; - explain techniques for evaluating own training and assessment practice.

TJUA2013 Receive goods

Locations:Industry.

Prerequisites:Nil.

Description: This unit involves the skills and knowledge required to receive goods in accordance with regulatory and workplace requirements as part of work activities undertaken within the transport and logistics industry. It includes identifying workplace procedures and documentation requirements for receiving goods; checking and inspecting goods on arrival and completing workplace documentation; and unloading, unpacking and storing stock.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - applying precautions and required action to minimise, control or eliminate hazards that may exist when receiving goods; - applying relevant legislation and workplace procedures; - communicating and working effectively with others when receiving goods; - completing documentation related to receiving goods; - estimating the size, shape and special requirements of goods and loads; - identifying containers and goods coding, Australian Dangerous Goods (ADG) and International Maritime Dangerous Goods (IMDG) markings and where applicable, emergency information panels; - implementing contingency plans when receiving goods; - modifying activities depending on operational contingencies, risk situations and environments; - operating and adapting to differences in equipment in accordance with standard operating procedures; - reading, interpreting and following instructions, procedures, information, labels and signs relevant to receiving goods; - reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures; - selecting and using relevant load handling equipment when receiving goods; - selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards, and; - working systematically with required attention to detail without injury to self or others, or damage to goods or equipment. Students will also be expected to demonstrate the following knowledge: - Australian and international codes and regulations relevant to receiving goods including the ADG Code and relevant bond, quarantine or other legislative requirements; - documentation requirements for receiving goods; - focus of operation of work systems, equipment, management and site operating systems for receiving goods; - housekeeping standards and procedures; - problems that may occur when receiving goods and appropriate action that can be taken to resolve these problems; - relevant WHS/OHS and environmental protection procedures and guidelines; - site layout and obstacles; - specifications and standards for checking and inspecting received goods, and; - workplace procedures and policies for receiving goods.

TUA2014 Use product knowledge to complete work operations

Locations: Industry.

Prerequisites: Nil.

Description: This unit involves the skills and knowledge required to use product knowledge to complete work operations in accordance with workplace requirements and relevant regulations, as part of work activities within the transport and logistics industries. It includes identifying products in a subsection of a warehouse or other storage area, examining quality, reporting on products, as well as using inventory and labelling systems to identify and locate products.

Required Reading: The qualified trainer and assessor will provide teaching and

learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - adapting to differences in products and services in accordance with standard operating procedures; - applying relevant legislation and workplace procedures; - communicating and working effectively with others when handling, transporting and storing products and providing information on products and services; - completing documentation related to work activities; - estimating the size, shape and special requirements of goods and loads; - identifying containers and goods coding, Australian Dangerous Goods (ADG) and International Maritime Dangerous Goods (IMDG) markings and where applicable, emergency information panels; - reading and comprehending simple statements in English; - reading, interpreting and following instructions, procedures, information and signs relevant to handling, transporting, storing products and providing information on products and services; - selecting and using relevant communications, computing and load handling equipment, and; - selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards. Students will also be expected to demonstrate the following knowledge: - Australian codes and regulations relevant to products being identified, handled, transported, stacked and/or stored as part of work operations; - categories or groups of products and requirements for special handling, stacking and storage; - documentation requirements including reports and records concerning damaged or contaminated goods; - focus of operation of work systems, equipment, management and site operating systems for packaging goods; - housekeeping standards and procedures; - purpose and use of cataloguing and labelling systems; - site layout and obstacles; - strategies to seek out sources of product knowledge and to use this information to inform work; - types of equipment and storage areas appropriate for different categories of goods including perishable, fragile, dangerous, composition/state goods, and; - workplace procedures and policies for identifying, handling, stacking and storing particular categories of products.

TUA2021 Despatch stock

Locations: Industry.

Prerequisites: Nil.

Description: This unit involves the skills and knowledge required to despatch stock in accordance with codes/regulations and workplace requirements as part of work activities undertaken within the transport and logistics industry. It includes analysing orders to identify work requirements, following workplace order picking processes to prepare goods for despatch, and completing despatch tasks in accordance with workplace procedures and schedules.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

required action to minimise, control or eliminate hazards that may exist during work activities; - applying relevant legislation and workplace procedures; - communicating and working effectively with others when organising despatch operations; - completing documentation related to organising despatch operations; - estimating size, shape and special requirements of goods and loads; - modifying activities depending on operational contingencies, risk situations and environments; - operating and adapting to differences in goods and equipment in accordance with standard operating procedures; - reading, interpreting and following instructions, procedures and labels relevant to organising despatch operations; - selecting and using relevant equipment and communications technology when organising despatch operations; - selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards, and; - working systematically with required attention to detail without injury to self or others, or damage to goods or equipment. Students will also be expected to demonstrate the following knowledge: - documentation and record requirements for despatch operations; - equipment used during despatch operations and the precautions and procedures that should be followed in its use; - housekeeping standards and procedures; - operational work systems, equipment, management and site operating systems for despatching goods; - problems that may occur when despatching goods and appropriate action that can be taken to resolve these problems; - regulations relevant to despatch operations, including the Australian Dangerous Goods (ADG) Code and relevant bond, quarantine or other legislative requirements; - relevant WHS/OHS and environmental protection procedures and guidelines; - site layout and obstacles, and; - workplace procedures and policies for organising despatch operations.

TLIA2022 Participate in stocktakes

Locations: Industry.

Prerequisites: Nil.

Description: This unit involves the skills and knowledge required to participate in stocktakes in accordance with relevant regulations and workplace requirements within the transport and logistics industry. It includes product knowledge, preparing and conducting stocktakes, counting and identifying stock discrepancies and completing all required documentation.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - applying precautions and required action to minimise, control or eliminate hazards that may exist during work activities; - applying relevant legislation and workplace procedures; - communicating and working effectively with others when conducting stocktakes; - completing documentation related to conducting stocktakes; - modifying activities depending on operational contingencies, risk situations and environments; - monitoring work activities in terms of planned schedule; - operating and adapting to differences in equipment in accordance with standard operating procedures; - reading, interpreting and following instructions, procedures and labels relevant to conducting stocktakes; - reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures, and; - selecting and using relevant communication, computing and office equipment when conducting

stocktakes. Students will also be expected to demonstrate the following knowledge: - Australian codes and regulations relevant to conducting stocktakes; - housekeeping standards and procedures; - operational work systems, equipment, management and site operating systems for conducting stocktakes; - principles of operation and functions of stocktake systems; - site layout and obstacles; - workplace procedures and policies for conducting stocktakes, and; - workplace processes for managing records and producing stocktake reports.

TLIA3002 Maintain container/cargo records

Locations: Industry.

Prerequisites: Nil.

Description: This unit involves the skills and knowledge required to maintain container/cargo records, in accordance with relevant regulations and workplace requirements as part of work activities within the transport and logistics industry. It includes processing container and/or cargo documentation, maintaining records of container/cargo movements, monitoring container/cargo including reefer units and maintaining records.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - applying relevant legislation and workplace procedures; - communicating effectively with others; - estimating size, shape and special requirements of loads; - identifying cargo, container and goods, coding, Australian Dangerous Goods (ADG) Code/International Maritime Dangerous Goods (IMDG) Code markings and emergency information panels; - interpreting and following operational instructions and prioritising work; - reading and interpreting relevant instructions, procedures, information and labels; - receiving, acknowledging and sending messages with available communications equipment; - reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures, and; - working systematically with required attention to detail without injury to self or others, or damage to goods or equipment. Students will also be expected to demonstrate the following knowledge: - Australian and International Standards, codes of practice and regulations relevant to maintaining container and cargo records including the current ADG Code; - cargo marking and numbering systems; - focus of operation of work systems, equipment, management and site operating systems for maintaining container and cargo records; - problems that may occur when maintaining container and cargo records and appropriate action that can be taken to resolve these problems; - relevant bond, quarantine or other legislative requirements; - relevant handling and safety codes of practice; - site layout and location of reefer units, and; - workplace procedures and policies for maintaining container and cargo records.

TLIA3015 Complete receipt/despatch documentation

Locations: Industry.

Prerequisites: Nil.

Description: This unit involves the skills and knowledge required to complete receipt/despatch documentation in accordance with relevant regulations and workplace requirements as part of work activities within the transport and logistics industry. It includes analysing orders to identify work requirements to fill order, following workplace order documentation processes, and finalising documentation in

accordance with workplace procedures and any relevant regulatory requirements.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - applying relevant legislation and workplace procedures; - communicating effectively with others; - completing receipt and despatch documentation; - estimating size, shape and special requirements of goods and loads; - identifying containers and goods coding, Australian Dangerous Goods (ADG) Code markings and emergency information panels; - monitoring work activities in terms of planned schedule; - reading and interpreting relevant instructions, procedures and labels; - selecting and using relevant computer, communications and office equipment, and; - working systematically with required attention to detail without injury to self or others, or damage to goods or equipment. Students will also be expected to demonstrate the following knowledge: - Australian and International Standards, codes and regulations relevant to completing receipt/despatch documentation, including current ADG Code and relevant bond, quarantine or other legislative requirements; - documentation requirements for receiving and despatching goods; - focus of operation of work systems, equipment, management and site operating systems for receiving and despatching goods; - housekeeping standards and procedures; - problems that may occur when completing receipt and despatch documentation and appropriate action that can be taken to resolve these problems; - relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and guidelines; - site layout and obstacles; - specifications and standards for checking and inspecting received and despatched goods, and; - workplace procedures and policies for completing receipt/despatch documentation.

TUA3038 Control and order stock

Locations: Industry.

Prerequisites: Nil.

Description:This unit involves the skills and knowledge required to control and order stock for a workplace store in accordance with relevant codes of practice, regulations and workplace procedures. It specifically covers maintaining stock levels and records, organising and administering stocktakes, identifying stock losses, processing stock orders and following up orders.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - adapting to differences in stock and systems in accordance with standard operating procedures; - applying relevant legislation and workplace procedures; - communicating and working effectively with others; - monitoring stock levels; - reading and interpreting relevant instructions, procedures and labels; - reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and

workplace procedures, and; - selecting and using relevant communications and computing equipment. Students will also be expected to demonstrate the following knowledge: - contacts and sources of information and documentation needed when controlling and ordering stock; - customer service policies and procedures; - how to interpret workplace specifications and orders for supplies; - principles of stock control; - problems that may occur and appropriate action that can be taken to resolve these problems; - procedures for ordering stock; - protocols and procedures for liaising with supplier representatives, drivers and colleagues using appropriate technology; - relevant codes of practice and legislative requirements (for example dangerous goods regulations, health and hygiene regulations); - site layout; - stock control documentation and systems used in workplace stores; - stock security systems, and; - systems for completing relevant records and documentation.

TUA3039 Receive and store stock

Locations: Industry.

Prerequisites: Nil.

Description:This unit involves the skills and knowledge required to receive and store stock for a workplace store in an enterprise/organisation in a transport, logistics, production, hospitality, retail or other relevant industry sector, in compliance with relevant codes of practice, regulations and workplace procedures. Work must be carried out for receiving and storing stock in a workplace store. It specifically covers taking delivery of stock, storing, rotating and maintaining stock received, and completing documentation. Work is performed under general supervision, with some accountability and responsibility for self and others in achieving the prescribed outcomes.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - applying relevant legislation and workplace procedures; - communicating and working effectively with others; - monitoring work activities in terms of planned schedule; - operating and adapting to differences in equipment in accordance with standard operating procedures; - reading and interpreting relevant instructions, procedures and labels; - selecting and using relevant communications and computing equipment; - selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards, and; - working systematically with required attention to detail without injury to self or others, or damage to goods or equipment. Students will also be expected to demonstrate the following knowledge: - contacts and sources of information and documentation needed when receiving and storing stock; - customer service policies and procedures; - interpretation of workplace specifications and orders for supplies; - principles of stock control; - problems that may occur when receiving and storing stock and appropriate action that can be taken to resolve these problems; - procedures for operating electronic communications equipment; - protocols and procedures for liaising with supplier representatives, drivers and colleagues using appropriate technology; - purpose and procedures for using relevant personal protective equipment; - relevant codes of practice and legislative requirements (for example dangerous goods regulations, health and hygiene regulations); - relevant WHS/OHS and environmental procedures and regulations; - safe lifting and handling procedures;

- site layout; - stock control documentation and systems used in workplace stores; - stock security systems, and; - systems for completing relevant records and documentation.

TUA5058 Manage facility and inventory requirements

Locations: Industry.

Prerequisites: Nil.

Description: This unit involves the skills and knowledge required to manage a facility and its inventory requirements, in various contexts within the transport and logistics industry.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - applying precautions and required action to minimise, control or eliminate hazards that may exist during work activities; - applying relevant legislation and workplace procedures; - communicating and working effectively with others when managing facility and inventory requirements; - developing and implementing contingency plans; - prioritising work and coordinating the work of others; - providing leadership to others when managing facilities and inventory requirements; - reading and interpreting plans, diagrams, regulations, codes of practice and other documentation relevant to managing facilities and inventory requirements; - reporting and/or rectifying identified problems promptly, and; - selecting and applying appropriate technology, information systems and procedures when managing facility and inventory requirements. Students will also be expected to demonstrate the following knowledge: - emergency procedures; - enterprise business policies and plans including procedures for facility operations; - operational warehouse systems, resources, management and workplace operating systems; - principles, purpose and location of controls, monitoring devices and systems; - procedures for managing and controlling hazardous situations when carrying out work activities, particularly those that relate to storing materials; - procedures for operating electronic communications equipment; - relevant sections of national and state/territory regulatory requirements and codes of practice, including applicable facility fire safety and building regulations; - requirements for completing relevant documentation; - selection and appropriate application of technology, information systems and procedures, and; - throughput and storage requirements for specific types of inventory.

TUD1001 Shift materials safely using manual handling methods

Locations: Industry.

Prerequisites: Nil.

Description: This unit involves the skills and knowledge required to shift loads safely using manual handling methods. Work must be carried out in compliance with the relevant work health and safety (WHS)/occupational health and safety (OHS) regulations concerning the manual handling and movement of loads. It includes assessing the risks associated with relocating the load, planning the relocation process and carrying out the relocation in accordance with the plan.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge

and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - applying precautions and required action to minimise, control or eliminate risks that may exist when manually lifting and handling materials and goods; - applying relevant legislation and workplace procedures; - communicating effectively with others when manually lifting and handling materials and goods; - implementing contingency plans when manually lifting and handling, materials and goods; - interpreting and following operational instructions and prioritising work; - interpreting manual handling risks; - modifying activities depending on operational contingencies, risk situations and environments; - operating and adapting to differences in loads and materials in accordance with standard operating procedures; - reading and interpreting instructions, procedures and information relevant to the manual lifting and handling of materials and goods; - selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards; - using correct manual handling practices; - working collaboratively with others when manually lifting and handling materials and goods, and; - working systematically with required attention to detail without injury to self or others, or damage to goods or equipment. Students will also be expected to demonstrate the following knowledge: - housekeeping standards and procedures; - relevant WHS/OHS procedures and guidelines concerning the manual lifting and movement of loads; - risks when manually lifting and handling materials and goods, and related precautions to control the risk; - controlled actions on a movement during lifting; - distance over which load is to be shifted; - frequency of shifting operations; - load on the spine during lifting; - postures and positions during lifting; - rotation and side movement of the spine during lifting; - time allowed for shifting the load; - type, weight and position of the load; - work layout; - site layout and obstacles, and; - workplace procedures and policies for manual handling.

TUD2003 Handle dangerous goods/hazardous substances

Locations: Industry, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit involves the skills and knowledge required to handle dangerous goods and hazardous substances in accordance with relevant work health safety (WHS)/occupational health and safety (OHS) regulations concerning the safe handling of dangerous goods and hazardous substances, within the transport and logistics industry. It includes identifying requirements for working with dangerous goods and/or hazardous substances, confirming site incident procedures and selecting handling techniques. Work is performed under general supervision.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communicating and working effectively with others; - completing relevant documentation; - determining required permits; - estimating weight and dimensions of load and any special requirements; - identifying and assessing handling and storage precautions and requirements for dangerous goods/hazardous substances; - identifying and selecting safety

requirements for handling dangerous goods/hazardous substances; - identifying containers and goods coding, markings and emergency information panels for mode of transport storage selected; - identifying dangerous goods/hazardous substances using labels, International Maritime Dangerous Goods (IMDG) Code markings, HAZCHEM signs and other relevant identification criteria; - identifying job and site hazards, and planning work to minimise risks; - implementing contingency plans; - maintaining workplace records and documentation; - modifying activities depending on operational contingencies, risk situations and environments; - monitoring and prioritising work activities in terms of planned schedule, predicting consequences and identifying improvements; - operating and adapting to differences in equipment in accordance with standard operating procedures; - operating electronic communications equipment to required protocol; - reading, interpreting and following relevant instructions, procedures, regulations, information and signs; - recognising hazards and applying precautions and required action to minimise, control or eliminate recognised hazards; - reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures; - selecting and using required personal protective equipment (PPE) conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards; - selecting appropriate equipment and work systems including PPE, and; - working systematically with required attention to detail without injury to self or others, or damage to goods or equipment. Students will also be expected to demonstrate the following knowledge: - equipment applications, capacities, configurations, safety hazards and control mechanisms; - housekeeping standards and procedures; - permit and licence requirements; - problems that may arise when handling of dangerous goods and hazardous substances and actions that should be taken to prevent or solve these problems; - relevant aspects of current Australian Dangerous Goods (ADG) Code and relevant Australian Standards; - relevant regulations and codes concerning handling dangerous goods/hazardous substances; - risks when handling dangerous goods/hazardous substances and related precautions to control risk, and; - workplace procedures for handling and storing dangerous goods/hazardous substances.

TUE2007 Use communications systems

Locations: Industry.

Prerequisites: Nil.

Description: This unit involves the skills and knowledge required to use communications systems in accordance with relevant regulations and workplace procedures. It includes identifying system features, operating a communications system effectively, using appropriate communications system protocols, maintaining equipment and completing documentation. It involves applying established communication principles and practices, and using local technical, colloquial language and vocabulary in day-to-day communication.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - applying precautions and required action to minimise, control or eliminate hazards that may exist when using communications systems; - communicating and working effectively with others using available communications systems; - completing documentation related to work

activities when using communications systems; - following communications security procedures; - identifying and using required communications technology; - implementing contingency plans; - modifying activities depending on differing operational contingencies, risk situations and environments; - monitoring communications equipment performance and taking appropriate action as required; - planning, monitoring and prioritising work activities in terms of planned schedule, including predicting consequences and identifying improvements; - operating and adapting to differences in communications equipment in accordance with standard operating procedures; - reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with workplace procedures; - reading, interpreting and following communications systems instructions, procedures and relevant legislation using communications equipment, and; - working systematically with required attention to detail without injury to self or others, or damage to goods or equipment. Students will also be expected to demonstrate the following knowledge: - basic communication techniques including barriers to effective communication and how to overcome them; - basic principles of effective communication; - features of various communications systems; - minor routine maintenance procedures for communications equipment; - pre-operational checks for communications systems and equipment; - procedures and protocols for using communications systems during an emergency; - protocols and procedures for communicating with others using relevant communications technology including PA systems; - relevant work health and safety work health and safety (WHS)/occupational health and safety (OHS) responsibilities; - relevant procedures and duty of care requirements, and; - typical problems that may occur when using communications systems, and appropriate action and solutions.

TUE3002 Estimate/calculate mass, area and quantify dimensions

Locations: Industry.

Prerequisites: Nil.

Description: This unit involves the skills and knowledge required to estimate and calculate mass, area and quantify dimensions of loads in accordance with workplace requirements and relevant regulations, as part of work functions within the transport and logistics industry. It includes estimating loads to be transported or placed in storage, estimating load limits of transport and/or storage systems, and organising a load.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - applying relevant legislation and workplace procedures; - communicating effectively with others; - identifying, selecting and using relevant calculators, computing and office equipment; - interpreting and following operational instructions and prioritising work; - performing basic mathematical operations required when estimating and/or calculating mass, area and volumes of loads and transport/storage facilities including addition, subtraction, multiplication and division; - reading and interpreting relevant instructions, procedures, information and labels; - working collaboratively with others, and; - working systematically with required attention to detail without injury to self or others, or damage to goods or equipment. Students will also be expected to demonstrate the following knowledge: - Australian and international codes and

regulations relevant to workplace activities; - documentation requirements for the workplace activities concerned; - focus of operation of work systems, equipment, management and site operating systems for transporting and/or storing goods and stock; - problems that may occur when estimating and/or calculating mass, area and volumes of loads and transport/storage facilities, and appropriate action that can be taken to resolve these problems; - relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and guidelines, and; - workplace procedures and policies for estimating and/or calculating mass, area and volumes of loads, and transport and storage facilities, including the quantification of dimensions.

TJUE3004 Prepare workplace documents

Locations: Industry.

Prerequisites: Nil.

Description: This unit involves the skills and knowledge required to prepare workplace documents and forms in accordance with workplace requirements and applicable regulations or codes, as part of work activities within the transport and logistics industry. It includes planning and preparing simple workplace documents and gathering relevant information enabling the completion of a workplace form.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - applying relevant legislation and workplace procedures; - communicating effectively with others; - completing documentation related to work activities; - reading and interpreting relevant instructions, procedures, information and labels; - reading, writing and comprehending simple statements in English; - working collaboratively with others, and; - working systematically with required attention to detail. Students will also be expected to demonstrate the following knowledge: - conventions for sentence construction, grammar, spelling, style and punctuation; - equipment and materials required for completing documents and forms, and instructions and precautions for their use; - format and layout of various documents and forms used in workplace activities; - relevant Australian and international codes of practice and regulations relevant to documents and/or forms being prepared; - relevant work health safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and guidelines, and; - workplace procedures and policies for completing documents/forms.

TJUE4006 Collect, analyse and present workplace data and information

Locations: St Albans, Werribee, City Flinders, Geelong Learning Links..

Prerequisites: Nil.

Description: This unit involves the skills and knowledge required to collect, analyse and present workplace data and information as part of workplace operations. It includes identifying required information, analysing and preparing information for use, explaining information and presenting workplace information to others.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each

unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - applying relevant legislation and workplace procedures; - communicating and working effectively with others when collecting, analysing and presenting workplace data and information; - completing relevant documentation; - identifying and using required communications and presentation technology; - monitoring and prioritising work activities in terms of planned schedule; - planning own work including predicting consequences and identifying improvements; - reading, interpreting and following relevant instructions and procedures, and; - working systematically with required attention to detail. Students will also be expected to demonstrate the following knowledge: - presentation and communication techniques including barriers to effective communication and how to overcome them; - principles of effective presentation and communication of information; - protocols and procedures for the collection, analysis and presentation of workplace data and information using relevant technology; - relevant procedures and duty of care requirements; - sources of data and information and procedures for processing the information for workplace use, and; - typical presentation and communications problems, and appropriate action and solutions. .

TJUF0001 Apply chain of responsibility legislation, regulations and workplace procedures

Locations: Industry.

Prerequisites: Nil.

Description: This unit involves the skills and knowledge required to identify, apply and follow chain of responsibility legislation, regulations and workplace procedures in relation to heavy vehicles as they apply to an individual's own job role. It includes explaining the chain of responsibility features, applying the requirements, and identifying and reporting breaches in the Heavy Vehicle National Law (HVNL) and regulations or applicable state/territory law and regulations.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - applying chain of responsibility obligations relating to own job role on a minimum of three occasions; - explaining the chain of responsibility obligations of own job role and at least two other job roles directly related to own job role, and; - preparing reports of chain of responsibility breaches on a minimum of three occasions, each about a different type of breach. Students will also be expected to demonstrate the following knowledge: - consequences of non-compliance with the chain of responsibility; - methods and requirements to ensure management of fatigue, speed, load restraint, mass and dimension; - parties in the chain of responsibility; - principal obligations in chain of responsibility in the HVNL and regulations or applicable state/territory law and regulations; - what constitutes a duty, a reasonable step, a breach and a penalty to chain of responsibility legislation as they apply to a range of job roles; - where to locate current chain of responsibility information, and; - workplace policies and procedures around chain of responsibility for own job role.

TJUF0002 Administer chain of responsibility policies and procedures

Locations: Industry.

Prerequisites: Nil.

Description: This unit involves the skills and knowledge required to identify, apply and follow chain of responsibility policies and procedures in a supervisory role in relation to heavy vehicles.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - applying chain of responsibility obligations relating to own job role on a minimum of three occasions; - applying and monitoring workplace policies and procedures relating to chain of responsibility in a supervisory role for a minimum of four weeks, and; - preparing reports of chain of responsibility breaches on a minimum of three occasions, each about a different type of breach. Students will also be expected to demonstrate the following knowledge: - action required when possible breaches of the chain of responsibility are identified; - consequences of non-compliance with the chain of responsibility; - duties within the individual's own role; - duties performed by others under the individual's supervision; - duties that influence or direct other parties in the chain of responsibility; - methods and requirements to ensure management of fatigue, speed, load restraint, mass and dimension; - parties in the chain of responsibility; - principal obligations relating to chain of responsibility in the HVNL and regulations or applicable state/territory law and regulations; - what constitutes a duty, a reasonable step, a breach and a penalty to chain of responsibility regulations as they apply to a range of job roles; - where to locate current chain of responsibility information, and; - workplace policies and procedures around chain of responsibility for own job role and the range of job roles for which own job role is responsible.

TUF1001 Follow work health and safety procedures

Locations: Industry.

Prerequisites: Nil.

Description: This unit involves the skills and knowledge required to follow and apply work health and safety (WHS)/occupational health and safety (OHS) procedures when carrying out work activities in compliance with the relevant WHS/OHS regulations and procedures. It includes following workplace procedures for hazard identification and risk control, contributing to WHS/OHS management arrangements and completing WHS/OHS records.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - applying precautions and required action to minimise, control or eliminate hazards that may exist during work activities; - applying relevant legislation and workplace procedures; - communicating effectively with others when following WHS/OHS procedures; - completing documentation related to WHS/OHS in the workplace; - implementing WHS/OHS workplace procedures; - reporting and/or rectifying identified problems, faults or

malfunctions promptly, in accordance with regulatory requirements and workplace procedures; - reading and comprehending simple statements in English; - reading and interpreting relevant safety-related information including safety labels, instructions for safe work, relevant safety data sheets (SDSs)/material safety data sheets (MSDSs), workplace procedures and codes of practice; - selecting and using required personal protective equipment conforming to industry and WHS/OHS standards; - working collaboratively with others when following WHS/OHS procedures, and; - working systematically with required attention to detail without injury to self or others, or damage to goods or equipment. Students will also be expected to demonstrate the following knowledge: - emergency and evacuation procedures; - HAZCHEM symbols and implications for safe work and storage; - housekeeping standards and procedures; - location and use of safety alarms, manifests, emergency shut-off systems, emergency communications systems; - manual and mechanically-assisted lifting and load shifting procedures; - procedures for handling broken or damaged equipment; - relevant terms used in SDSs/MSDSs; - relevant WHS/OHS procedures and guidelines; - reporting procedures for unsafe situations, fire hazards, broken or damaged equipment or fittings, sickness and accidents; - site layout and obstacles; - storage and use of hazardous substances, and; - WHS/OHS warning signs and signals.

TUF2010 Apply fatigue management strategies

Locations: Industry.

Prerequisites: Nil.

Description: This unit involves the skills and knowledge required to apply fatigue management strategies within the transport and logistics industry. Work is undertaken in compliance with relevant legislation, regulations, codes and guidelines. It includes identifying and acting on signs of fatigue and implementing appropriate strategies to minimise fatigue during work activities, in particular when operating equipment, trains, vehicles, load shifting equipment, marine vessels and aircraft.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - adapting to changes in rosters and standard operating procedures as they relate to fatigue management; - adjusting lifestyle patterns to ensure effective fatigue management during work activities; - applying precautions and required action to minimise and control the effects of fatigue when carrying out own work functions; - applying relevant legislation and workplace procedures; - communicating effectively with others when applying fatigue management strategies; - identifying and meeting own learning needs about fatigue management related matters; - modifying activities and taking appropriate initiatives to manage fatigue in the workplace depending on work contexts, risk situations and environments; - reading and interpreting instructions, procedures, regulations and signs related to fatigue management and applying them to work activities; - recognising symptoms of fatigue and taking appropriate action in accordance with fatigue management regulations and workplace procedures, and; - working collaboratively with others to manage and minimise the effects of fatigue during work activities. Students will also be expected to demonstrate the following knowledge: - causes and effects of fatigue on workers; - factors that increase fatigue-related accidents; - how fatigue affects workplace performance; - how fatigue

contributes to workplace accidents; - lifestyles that promote effective long-term fatigue management; - relevant fatigue management codes, regulations, permit and licence requirements; - relevant work health and safety (WHS)/occupational health and safety (OHS) regulations as they relate to fatigue; - risks and hazards created by workplace fatigue; - sources of information on fatigue; - strategies and ways of managing fatigue; - ways of recognising fatigue, and; - workplace policies and procedures related to fatigue management and the control of factors that can contribute to fatigue and fatigue-related accidents.

TU1F4014 Develop and maintain a safe workplace

Locations: Industry.

Prerequisites: Nil.

Description: This unit involves the skills and knowledge required to develop and maintain a safe workplace in accordance with regulations. It includes planning and implementing safety requirements; informing and training personnel on work health safety (WHS)/occupational health and safety (OHS) legislation, codes and standards; and establishing and maintaining procedures for assessing and controlling safety risks. It also includes monitoring, adjusting and reporting safety performance, and evaluating the WHS/OHS system and related policies, procedures and programs.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - analysing the working environment to identify hazards and implement appropriate WHS/OHS management systems; - applying fatigue management knowledge and techniques; - applying precautions to minimise, control or eliminate identified hazards; - applying relevant legislation and workplace procedures; - communicating effectively with others; - completing relevant documentation; - designing and implementing appropriate WHS/OHS management systems; - interpreting and following instructions and prioritising work; - modifying activities; - monitoring work activities; - operating equipment in accordance with standard operating procedures; - operating electronic communications equipment to required protocols; - planning work activities; - reading and interpreting relevant instructions, procedures, information, labels and signs; - reporting and/or rectifying identified problems, in accordance with regulatory requirements and workplace procedures; - selecting and appropriately applying technology, information systems and procedures to improve WHS/OHS; - selecting and using required personal protective equipment conforming to industry and WHS/OHS standards; - working collaboratively with others, and; - working systematically without injury to self or others, or damage to goods or equipment. Students will also be expected to demonstrate the following knowledge: - appropriate links to other management systems, for example contractors, maintenance and purchasing; - arrangements for participation and consultation over WHS/OHS; - considerations for choosing between different control measures; - elements of an effective WHS/OHS management system; - hazards and associated safety risks that exist in the workplace; - hierarchy of controls; - how to identify when expert advice is needed; - incident and accident investigation arrangements; - principles of risk management; - range of control measures available; - relevant WHS/OHS and environmental protection policies and procedures; - relevant regulatory and code requirements; - role of technical information and experts in designing risk control measures, monitoring systems and health surveillance

procedures; - significance of other management systems and procedures for WHS/OHS; - systems of risk control, recognising the significance of WHS/OHS for effective workplace operation; - training, coaching and mentoring approaches appropriate for use in WHS/OHS training programs; - typical problems that can occur when managing WHS/OHS systems and related action that can be taken; - workplace business policies and plans related to WHS/OHS issues, and; - workplace protocols and procedures for managing personal work priorities and professional development.

TU1F4064 Manage fatigue management policy and procedures

Locations: Industry.

Prerequisites: Nil.

Description: This unit involves the skills and knowledge required to manage organisational fatigue management policy and procedures in accordance with relevant legislation and regulations.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - adapting to changes in legislation and regulations as they relate to fatigue management; - applying relevant legislation and workplace procedures; - communicating and working effectively with others when implementing the organisational fatigue risk management system; - facilitating systems that assist employees to identify their own learning needs about fatigue management; - modifying activities and taking appropriate initiative to manage the implementation of an organisational fatigue risk management system depending on differing contexts, risk situations and environments; - organising audits and reviews of an organisation's fatigue risk management system; - planning and organising budgetary requirements and resource allocation for implementing an organisational fatigue risk management system; - reading and interpreting documentation on fatigue management legislation and the organisational fatigue risk management system and applying them to management activities, and; - recognising breaches of fatigue management strategies and regulations and taking appropriate action in accordance with the organisational fatigue risk management system. Students will also be expected to demonstrate the following knowledge: - budgetary and resource requirements for implementing an organisational fatigue risk management system; - causes and effects of fatigue on employees; - components of a fatigue risk management system, policies, procedures related to fatigue management and the control of factors that can contribute to fatigue and fatigue-related accidents; - fatigue reduction and proofing strategies available to an organisation that can minimise the risk of errors and safety incidents; - how fatigue affects workplace performance and accidents; - lifestyles that promote the effective long-term management of fatigue; - options and resources for providing training and learning opportunities for employees about fatigue management and implementing an organisational fatigue risk management system; - procedures for auditing and reviewing an organisational fatigue risk management system and related policies and procedures, for reporting audit outcomes; - processes and resources for assessing employee fatigue management competence; - relevant legislation, regulations, permit and licence requirements related to fatigue management; - relevant work health and safety (WHS)/occupational health and safety (OHS) regulations as they relate to fatigue; - responsibilities of an organisation and individual employees for

implementing fatigue management regulations and policies; - systems for auditing the effectiveness and efficacy of organisational fatigue risk management strategies, policies and procedures, and; - ways of recognising fatigue.

TUG1001A Work effectively with others

Locations: Footscray Park, Footscray Nicholson, St Albans.

Prerequisites: Nil.

Description: This unit involves the basic skills and knowledge required to work effectively with others in a workplace including contributing to determination of appropriate work roles, contributing to the planning of activities, and working with others to complete the activities. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communicate effectively with others when completing work activities; - read and interpret instructions, procedures, information and signs relevant to working with others as a team; - interpret and follow operational instructions and prioritise work within the team; - operate electronic communication equipment to required protocol when communicating with others in the workplace; - work collaboratively with others; - adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others; - promptly report and/or rectify any identified misunderstandings and problems that can occur in the workplace and appropriate ways of dealing with them in accordance with regulatory requirements and workplace procedures; - apply precautions and required action to minimise, control or eliminate hazards that may exist when working with others in a work environment; - monitor team activities in terms of planned schedule; - modify team activities depending on differing operational contingencies, risk situations and environments; - adapt to any differences in language and culture in accordance with standard operating procedures, and; - work systematically with required attention to detail without injury to self or others, or damage to goods or equipment. Students will also be expected to demonstrate the following knowledge: - relevant workplace standards and procedures and duty of care requirements; - relevant OH&S and environmental protection procedures and responsibilities; - workplace structures and the roles and responsibilities of team/group members; - basic principles of teamwork; - typical misunderstandings and problems that can occur in the workplace and appropriate ways of dealing with them, and; - focus of operation of work systems, equipment or management, site and organisational operating procedures.

TUG2007 Work in a socially diverse environment

Locations: Industry.

Prerequisites: Nil.

Description: This unit involves the skills and knowledge required to apply cultural awareness, communication principles and problem-solving techniques to facilitate working in a socially diverse environment. This is done in accordance with workplace procedures, relevant anti-discrimination and equal employment opportunity regulations. It includes communicating with customers and colleagues from diverse backgrounds and dealing with cross-cultural misunderstandings.

Required Reading: The qualified trainer and assessor will provide teaching and

learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - adapting appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others; - communicating and working effectively with others when working in a socially diverse environment; - completing documentation related to working in a socially diverse environment; - reading, interpreting and applying instructions, legislation, procedures, information and signs relevant to working in a socially diverse environment, and; - reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures. Students will also be expected to demonstrate the following knowledge: - basic awareness of the culture of Australia's indigenous and non-indigenous peoples; - cultural awareness; - principles of equal employment opportunity (EEO) and anti-discrimination legislation as they apply to individual employees; - principles that underpin cultural awareness; - recognition of the different cultural groups in Australian society; - recognition of various international customer groups (appropriate to the sector and individual workplace), and; - typical cross-cultural misunderstandings and problems that can occur in the workplace, and appropriate ways of dealing with them.

TUG3002 Lead a work team or group

Locations: Industry.

Prerequisites: Nil.

Description: This unit involves the skills and knowledge required to lead a work team or group in accordance with workplace procedures and relevant regulations. It includes participating in work team/group planning, managing and developing work team/group performance, participating in and facilitating a work team/group achieve workplace tasks, as well as documenting and reviewing work team/group performance.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - applying precautions and required action to minimise, control or eliminate identified hazards; - applying relevant legislation and workplace procedures; - communicating effectively with others; - completing relevant documentation; - identifying and recommending improvements to services, resource allocation and use; - leading and encouraging team members; - modifying team activities depending on operational contingencies, risk situations and environments; - monitoring and prioritising team activities in terms of planned schedule; - negotiating and working effectively with team members; - operating electronic communications equipment to required protocol; - planning team activities, including predicting consequences and identifying improvements; - reading, interpreting and following relevant instructions, procedures, and; - selecting and appropriately applying technology, information systems and procedures to complete workplace tasks. Students will also be expected to demonstrate the following

knowledge: - coaching and mentoring approaches; - principles, duty of care and obligations within the chain of responsibility in the transport industry; - relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection policies and procedures; - relevant regulatory and codes of practice requirements; - strategies to implement continuous improvement processes; - techniques to encourage appropriate participation of team/group members; - typical problems that can occur when leading a work team and related appropriate action that can be taken; - workplace policies and plans including procedures for training and development, and; - workplace protocols and procedures for leading work teams.

TUIG4006 Facilitate work teams

Locations: Industry.

Prerequisites: Nil.

Description: This unit involves the skills and knowledge required to lead and facilitate work teams. Work involves facilitating and encouraging the work of work teams/groups, and providing leadership to others in establishing and achieving team objectives. It includes participating and providing leadership in team planning, developing team commitment and cooperation, and managing and developing team performance.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - applying relevant legislation and workplace procedures; - communicating and working effectively with others when facilitating the operation of work teams; - completing relevant documentation; - identifying improvements to services, resource allocation and use; - leading and encouraging others; - monitoring and prioritising work activities in terms of planned schedule; - negotiating and working effectively with others; - operating electronic communications equipment to required protocol; - reading, interpreting and following relevant instructions, procedures, information and signs; - responding appropriately to cultural preferences in the workplace, including modes of behaviour and interactions with others, and; - working systematically with required attention to detail without injury to self or others, or damage to goods or equipment. Students will also be expected to demonstrate the following knowledge: - coaching and mentoring approaches to support team members to share knowledge and skills; - mechanisms to encourage team decision making, and to reward and support team achievement; - principles, duty of care and obligations within the chain of responsibility in the transport industry; - relevant regulatory and code requirements; - strategies to implement continuous improvement processes; - typical problems that can occur when facilitating work teams, and related appropriate action that can be taken; - workplace policies and plans including procedures for training and assessment, and; - workplace protocols and procedures for facilitating work teams.

TUI4001 Coordinate quality customer service

Locations: Industry.

Prerequisites: Nil.

Description: This unit involves the skills and knowledge required to coordinate quality customer service in accordance with relevant regulations. It includes planning to meet internal and external customer requirements, ensuring the delivery of quality service and monitoring, adjusting and reporting customer service.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - applying relevant agreements, codes of practice or other legislative requirements to work processes; - applying relevant legislation and workplace procedures; - communicating and working effectively with others when coordinating quality customer service; - completing relevant documentation; - identifying and correctly using equipment, processes and procedures; - implementing contingency plans; - modifying activities depending on operational contingencies, risk situations and environments; - monitoring and prioritising work activities in terms of planned schedule; - operating electronic communications equipment to required protocol; - reading, interpreting and following relevant instructions, procedures, information and signs; - reporting and/or rectifying identified problems, in accordance with regulatory requirements and workplace procedures, and; - working systematically with required attention to detail without injury to self or others, or damage to goods or equipment. Students will also be expected to demonstrate the following knowledge: - customer and market characteristics; - relevant Australian and state/territory standards, regulations and codes of practice; - requirements of workplace systems, operations and relevant equipment; - risks involved in workplace operations and related precautions to control risk; - role of customer service in company profitability, and; - workplace procedures and policies for coordinating quality customer service in workplace operations.

TUI5018 Manage customer service

Locations: Industry.

Prerequisites: Nil.

Description: This unit involves the skills and knowledge required to manage customer service as part of work undertaken in various contexts within the transport and logistics industry.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - applying relevant legislation and workplace procedures; - communicating and consulting with others to ensure excellent customer service is modelled to staff and that customer issues are resolved; - dealing effectively with unplanned events such as a change in the volume of customer inquiries; - developing, implementing and revising contingency plans; - interpreting and following operational instructions and prioritising work; - monitoring work activities in terms of planned schedule, particularly in line with agreed time and quality standards, and; - preparing reports to develop and disseminate information on customer service performance. Students will also be expected to demonstrate the following knowledge: - organisational performance management systems; - organisational policies, principles, codes and performance standards; - quality management systems; - relevant sections of national and state/territory regulatory requirements and codes of practice such as consumer protection legislation; -

requirements for completing relevant documentation such as reports of customer complaints and resolutions; - risk management as it relates to dealing with customers and managing consequences of poor customer service, and; - steps involved in planning work activities.

TULK2010 Use infotechnology devices in the workplace

Locations: Industry.

Prerequisites: Nil.

Description: This unit involves the skills and knowledge required to use infotechnology devices in the workplace in accordance with the relevant work health and safety (WHS)/occupational health and safety (OHS) regulations and workplace procedures, within the transport and logistics industry. It includes identifying infotechnology equipment and systems; setting up, using and shutting down computer based equipment and systems; and inputting, storing and presenting files/data. It also involves implementing workplace procedures for managing and securing data.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - accessing and/or completing electronic documentation through the use of infotechnology devices in the workplace; - adapting to differences in software and equipment in accordance with standard operating procedures; - applying precautions and required action to minimise, control or eliminate hazards that may exist when using infotechnology devices in the workplace; - applying relevant legislation and workplace procedures; - identifying and using computer equipment, software, processes and procedures required within the job context; - identifying fault-finding procedures; - implementing contingency plans when using infotechnology devices in the workplace including using security and backup software and procedures; - modifying activities depending on operational contingencies, risk situations and environments; - operating infotechnology devices used within the workplace in accordance with operational requirements; - reading and interpreting instructions, procedures, information, operational instructions and manuals relevant to using infotechnology devices in the workplace; - reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures, and; - working systematically with required attention to detail without injury to self or others, or damage to goods or equipment. Students will also be expected to demonstrate the following knowledge: - work health and safety (WHS)/occupational health and safety (OHS) risks and hazards when using computer equipment for work tasks, and ways of controlling these risks/hazards; - relevant WHS/OHS procedures and guidelines for using computer equipment in the workplace; - typical problems that can occur when using infotechnology devices, and computer applications in the workplace and related appropriate action that can be taken to prevent or solve these problems, and; - workplace procedures for using computer equipment and application software appropriate for work role.

TUL2008 Complete routine administrative tasks

Locations: Industry.

Prerequisites: Nil.

Description: This unit involves the skills and knowledge required to complete routine

administrative activities within the transport and logistics industry, in accordance with relevant regulations and workplace procedures. It includes receiving and distributing incoming mail, receiving and despatching outgoing mail, filing documents, and receiving and relaying written and oral messages.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communicating and working effectively with others when completing routine administrative tasks; - completing documentation related to routine administrative tasks; - handling mail and messages in accordance with workplace procedures; - interpreting and following operational instructions and applying relevant legislation and workplace procedures; - modifying activities depending on operational contingencies, risk situations and environments; - monitoring and prioritising work activities in terms of planned schedule; - reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures, and; - working systematically with required attention to detail without injury to self or others, or damage to goods or equipment. Students will also be expected to demonstrate the following knowledge: - equipment, methods and strategies used in routine workplace administrative operations; - hazards in routine workplace administrative operations and related precautions to control risks; - housekeeping standards and procedures; - requirements of work systems operations and relevant equipment; - typical problems that can occur when completing routine workplace administrative tasks and appropriate action that can be taken to prevent or solve these problems; - work health and safety (WHS)/occupational health and safety (OHS) procedures and guidelines relevant to administrative operations, and; - workplace procedures and policies for completing routine administrative tasks.

TUL3003 Conduct induction process

Locations: Industry.

Prerequisites: Nil.

Description: This unit involves the skills and knowledge required to conduct an induction process for new workers and trainees commencing employment in the workplace, in accordance with relevant regulatory requirements, operational policies and procedures for the workplace concerned. It includes outlining the relationship between the employee and the company, establishing and explaining the requirements of the position, and completing relevant workplace documentation.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - applying precautions and required action to minimise, control or eliminate identified hazards; - applying relevant legislation and workplace procedures; - communicating and working effectively with others; - identifying and correctly using relevant equipment; -

interpreting and following operational instructions; - modifying activities depending on operational contingencies, risk situations and environments; - monitoring work activities in terms of planned schedule; - operating electronic communications equipment to required protocol; - prioritising work; - reading interpreting and following relevant instructions, procedures, information and signs; - selecting and using required personal protective equipment conforming to industry and work health and safety (WHS)/occupational health and safety (OHS) standards, and; - working systematically with required attention to detail without injury to self or others, or damage to goods or equipment. Students will also be expected to demonstrate the following knowledge: - customer service standards and procedures; - emergency procedures and related equipment; - employee conditions of service; - instructional methods and resources required to conduct an induction program; - personal protective equipment and instructions for its use; - site or workplace layout; - WHS/OHS policies and procedures; - workplace documentation and record keeping procedures and requirements; - workplace hazards and related hazard minimisation procedures; - workplace induction procedures and documentation requirements, and; - workplace structures and employee roles and responsibilities.

TUL4009 Manage personal work priorities and professional development

Locations: Industry.

Prerequisites: Nil.

Description: This unit involves the skills and knowledge required to manage personal work priorities and personal professional development. It includes managing personal performance, setting and meeting personal work priorities, and developing and maintaining personal professional competence.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - applying relevant legislation and workplace procedures; - communicating effectively with others when managing personal work priorities and professional development; - completing documentation related to managing personal work priorities and professional development; - interpreting and following operational instructions and prioritising work; - monitoring work activities in terms of planned schedule; - planning work activities, including predicting consequences and identifying improvements; - reading and interpreting instructions, procedures, information and signs relevant to managing personal work priorities and professional development; - selecting and appropriately applying technology, information systems and procedures to complete workplace tasks; - taking advantage of learning opportunities in the workplace, training programs and workshops, and; - working collaboratively with others when managing personal work priorities and professional development. Students will also be expected to demonstrate the following knowledge: - appropriate learning methods to maintain current competence or to develop new competencies; - coaching and mentoring approaches to support team members to share and develop knowledge and skills; - competencies required to increase participation in organisational planning and development; - relevant regulatory and code requirements; - resource availability including the competencies of individuals in the team/group; - typical problems that can occur when managing personal work priorities, and professional development and related action that can be taken; - workplace business policies and plans

including procedures for undertaking professional development, and; - workplace protocols and procedures for managing personal work priorities and professional development.

TUL4070 Work effectively in the transport and logistics industry

Locations: Industry.

Prerequisites: Nil.

Description: This unit involves the skills and knowledge required to work effectively in the transport and logistics industry in accordance with relevant organisational policy and procedures. This unit includes identifying current industry practices and emerging issues that underpin the identification and performance of work in the industry.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - completing relevant documentation; - developing competence in response to changes in activities, and legislative and organisational requirements; - identifying and anticipating operational problems, hazards and risks, and taking appropriate action; - identifying and correctly using relevant equipment; - interpreting and applying relevant regulations and instructions; - modifying activities dependent on workplace contingencies, situations and environments; - monitoring work activities in terms of planned schedule, and; - reading, interpreting and following relevant work requirements, policies and procedures. Students will also be expected to demonstrate the following knowledge: - current and emerging issues impacting on the transport and logistics industry, including infrastructure needs, technological changes and future challenges; - local and national trends in the transport and logistics industry, including emerging industry practices and needs; - organisational policies and procedures, including those relating to own area of responsibility and performance standards; - relevant sections of national and state/territory legislation, regulatory requirements, and codes of practice/or guidelines as they relate to the level and type of transport and logistics industry operations within own area of responsibility, and; - relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and guidelines.

TUL501 9 Implement and monitor transport logistics

Locations: Industry.

Prerequisites: Nil.

Description: This unit involves the skills and knowledge required to implement and monitor transport logistics in accordance with relevant regulatory requirements, standards and codes of practice, including the Australian Dangerous Goods (ADG) Code and workplace procedures.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

required action to minimise, control or eliminate hazards that may exist during work activities; - applying relevant legislation and workplace procedures; - communicating effectively with others when implementing and monitoring transport logistics; - completing documentation related to implementing and monitoring transport logistics; - implementing contingency plans; - modifying activities depending on operational contingencies, risk situations and environments; - monitoring work activities in terms of planned schedule; - operating and adapting to differences in equipment in accordance with standard operating procedures; - operating electronic communication equipment to required protocol; - prioritising work and coordinating self and others in relation to transport logistics activities; - providing leadership and working collaboratively with others; - reading and interpreting transport schedules, regulatory requirements, customer instructions, workplace procedures and manuals relevant to implementing and monitoring transport logistics; - reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures; - selecting and applying appropriate application of technology, information systems and procedures, and; - working systematically with required attention to detail without injury to self or others, or damage to goods or equipment. Students will also be expected to demonstrate the following knowledge: - application of current competencies within functional activity; - application of relevant Australian standards and associated certification requirements; - business policies, procedures and plans including procedures for outsourcing components of operations and engaging additional resources; - code, regulatory, permit and licence requirements relevant to transport logistics; - operational transport logistics systems, resources, management and workplace operating systems; - problems that may occur when implementing and monitoring transport logistics and action that can be taken to resolve or report these problems; - relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental protection procedures and regulations; - relevant regulations, codes of practice and legislative requirements including local and international regulations relevant to transport logistics; - relevant workplace documentation procedures; - resource availability including the competencies of individuals in the team/group; - risks and hazards related to implementing and monitoring transport logistics and ways of controlling the risks involved; - transport and equipment applications, capacities, configurations, safety hazards and control mechanisms; - workplace policies and procedures, including those covering issue resolution and grievance, and; - workplace procedures for implementing and monitoring transport logistics. .

TUL5020 Develop and maintain operational procedures for transport and logistics enterprises

Locations: Industry.

Prerequisites: Nil.

Description: This unit involves the skills and knowledge required to develop and maintain operational procedures for transport and logistics enterprises in accordance with relevant regulations, standards and codes of practice, including the Australian Dangerous Goods (ADG) Code and workplace procedures.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

required action to minimise, control or eliminate hazards that may exist during work activities; - applying relevant legislation and workplace procedures; - communicating effectively with others when developing and maintaining operational procedures for transport and logistics enterprises; - completing documentation related to developing and maintaining operational procedures for transport and logistics enterprises; - implementing contingency plans; - modifying activities to cater for variations in workplace contexts and environment; - monitoring work activities in terms of planned schedule; - operating electronic communication equipment to required protocol; - planning and organising activities; - prioritising work and coordinating self and others in relation to transport and logistics operations; - providing leadership and working collaboratively with others when developing and maintaining operational procedures for transport and logistics enterprises; - reading and interpreting transport and logistics schedules, inventories, regulatory requirements, customer instructions, workplace procedures and manuals relevant to developing and maintaining operational procedures for transport and logistics enterprises; - selecting and applying appropriate application of technology, information systems and procedures, and; - working systematically with required attention to detail without injury to self or others, or damage to goods or equipment. Students will also be expected to demonstrate the following knowledge: - application of current competencies within functional activity; - application of relevant Australian standards and associated certification requirements; - business policies, procedures and plans including procedures for outsourcing components of operations and engaging additional resources; - focus of operation of transport and logistics systems, resources, management and workplace operating systems; - licence and permit requirements relevant to transport and logistics operations; - problems that may occur when developing and maintaining operational procedures for transport and logistics enterprises and action that can be taken to resolve or report these problems; - regulations, codes of practice and legislative requirements including local and international regulations relevant to transport and logistics operations and the Australian Dangerous Goods (ADG) Code where applicable; - resource availability including the competencies of individuals in the team/group; - risks and hazards related to developing and maintaining operational procedures and ways of controlling the risks involved; - transport and equipment applications, capacities, configurations, safety hazards and control mechanisms; - workplace policies and procedures, including those covering issue resolution and grievance, and; - workplace procedures for developing and maintaining operational procedures for transport and logistics enterprises.

TUL5055 Manage a supply chain

Locations: Industry.

Prerequisites: Nil.

Description: This unit involves the skills and knowledge required to manage a supply chain within various contexts in the transport and logistics industry. It covers the relationships between an organisation and its supply and demand partners along the chain.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - applying relevant legislation and workplace procedures; - developing and implementing policies; - focusing on the

customer; - implementing, managing and reviewing management strategies; - implementing contingency plans; - negotiating and liaising with suppliers and relevant stakeholders, verbally and in writing; - using appropriate technology, including software; - working collaboratively with others, and; - working with attention to detail and thoroughness. Students will also be expected to demonstrate the following knowledge: - business terms and conditions for purchasing, tendering and contracting; - ethical behaviour; - legislation related to importing commodities; - legislation, codes of practice, national and international standards applicable Acts and contract law; - organisational policies and procedures related to supply chain management, purchasing, contracting and tendering; - procedures for operating electronic communications equipment; - product knowledge related to goods and services required by the organisation; - requirements for completing relevant documentation, and; - ways to build trust and collaboration as opposed to competition.

TLL5057 Maintain, monitor and improve transport operations systems

Locations: Industry.

Prerequisites: Nil.

Description: This unit involves the skills and knowledge required to maintain, monitor and improve an enterprise's transport operations systems in various contexts within the transport and logistics industry.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - adapting to differences in equipment and related standard operating and servicing procedures; - applying relevant legislation and workplace procedures; - communicating and working effectively with others when maintaining, monitoring and improving transport operations systems; - completing documentation related to work activities; - identifying, managing and reviewing operation systems; - monitoring work activities in terms of planned schedule; - operating electronic communications equipment to required protocol, and; - reading and interpreting policies, documents, legislation, instructions, procedures, information and signs relevant to work activities. Students will also be expected to demonstrate the following knowledge: - emergency procedures; - principles, purpose and location of controls, monitoring devices and systems; - procedures for adjusting controls to optimise the operation of the equipment; - relevant sections of national and state/territory regulatory requirements and codes of practice; - requirements for completing relevant documentation, and; - steps involved in planning the activities.

TLLC0003 Licence to operate a forklift truck

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit specifies the skills and knowledge required to operate a forklift truck safely in accordance with all relevant legislative requirements. Competence in this unit, does not in itself result in a HRWL licence to operate this plant. Forklift truck means a powered industrial truck equipped with lifting media made up of a mast and an elevating load carriage to which is attached a pair of fork arms or other attachments that can be raised 900 mm or more above the ground, but does not include a pedestrian-operated truck or a pallet truck. A person performing this work is

required to hold a forklift truck High Risk Work Licence (HRWL).

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - applying safe operating procedures for a forklift truck; - applying relevant forklift truck manufacturer requirements and data plate information and approved modifications to attachments fitted are in accordance with manufacturer requirements; - carrying out pre-start checks, including visual inspection; - conducting and applying risk and hazard assessment strategies; - complying with Commonwealth, State and Territory Work Health and Safety (WHS)/Occupational Health and Safety (OHS)/Occupational Safety and Health (OSH) legislation, regulations safe work and workplace procedures; - conducting operational checks; - confirming and following traffic management plan procedures relevant to their role in the work area; - conducting relevant procedures for refuelling and isolating fuel/power source as per manufacturer requirements using appropriate PPE; - determining relevant lifting attachment to perform work/task; - determining lift requirements; - ensuring risk control measures within the work area are effective as per workplace procedures; - identifying, isolating and tagging out defective equipment and reporting to authorised person/s; - interpreting and confirming relevant documentation, workplace instructions, safety information, emergency procedures for the work task and relevant area, and; - interpreting workplace procedures in relation to various environmental conditions. Note: For a comprehensive list of required skills: please refer to training.gov.au website. Students will also be expected to demonstrate the following knowledge: - Australian and industry standards, codes of practice and guidelines to safely operate a forklift truck; - communication procedures; - forklift truck characteristics and capabilities, manufacturer requirements and instructions for any attachments - failure/loss of control including brakes and steering; - failure of equipment during forklift truck operations; - forklift truck instability; - operating on ramps and uneven surfaces and in restricted spaces; - use of forklift truck data plate and attachment data plate and appropriate methodology to determine weight of a load is appropriate for forklift truck and any attachment if fitted; - manufacturer requirements, instructions and operator's manual; - problems, and appropriate response procedures to unplanned and/or unsafe environmental conditions; - problems and equipment faults, and implementing appropriate response procedures to unplanned and/or unsafe situations; - relevant procedures for refuelling and recharging forklift truck using appropriate PPE; - procedures for recording, reporting and maintaining workplace records and information; - risk assessment process including hierarchy of control; - safe use and compliance of different types of attachments; - suitability and lifting capability of the attachment to be used; - shut down procedures for a forklift truck in accordance with manufacturer requirements; - traffic management plan procedures and requirements; - typical routine problems encountered operating a forklift truck and associated equipment, and adjustments required for correction; - workplace procedures including work plan which may be verbal, documented/written, or electronically generated; - work area operating surface suitability, and; - Work Health and Safety (WHS)/Occupational Health and Safety (OHS)/Occupational Safety and Health (OSH) requirements, safe work and workplace procedures.

TLIC2001 Licence to operate a forklift truck

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: A classroom with multi-media capability is required to deliver this course. This unit specifies the skills and knowledge required to operate a forklift truck safely. Forklift truck means a powered industrial truck equipped with lifting media made up of a mast and an elevating load carriage to which is attached a pair of fork arms or other arms that can be raised 900 mm or more above the ground, but does not include a pedestrian-operated truck or a pallet truck. A person performing this work is required to hold a forklift truck high risk work (HRW) licence. This unit requires a person operating a forklift truck to plan the work, conduct routine checks on a forklift truck, shift loads in a safe manner, and safely shut down and secure equipment after completing operations. Licensing/Regulatory Information This unit is based on the licensing requirements of Part 4.5 of the Model Work Health and Safety (WHS) Regulations, HRW and meets Commonwealth, state and territory HRW licensing requirements. Any alteration to this unit would result in a unit that would not be acceptable to work health and safety (WHS)/occupational health and safety (OHS) regulators for the purpose of licensing.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - applying risk assessment and hazard control strategies, including hierarchy of control as applied to safely operating a forklift truck; - carrying out post-start operational checks; - carrying out pre-start operational checks; - communicating with other workplace personnel; - complying with Commonwealth, state and territory work health and safety (WHS)/occupational health and safety (OHS) legislation and regulations; - conducting and monitoring safe forklift truck operations that include moving loads safely, driving and manoeuvring, picking up and placing loads at various stack heights and carrying out all functions to the maximum height and load capacity; - driving a forklift truck with load in forward and reverse, while maintaining visibility; - planning and preparing for forklift truck operations; - receiving and interpreting workplace instructions, safety information and emergency procedures; - shutting down a forklift truck in accordance with manufacturer specifications and workplace procedures, and; - verifying problems and equipment faults, and implementing appropriate response procedures to unplanned and/or unsafe situations. Students will also be expected to demonstrate the following knowledge: - Australian and industry standards relevant to operating a forklift truck; - Commonwealth, state or territory WHS/OHS legislation and approved codes of practice in relation to one's own responsibilities; - forklift truck characteristics and capabilities (including use of load data plates); - forklift truck operations and safe operating techniques; - hierarchy of control; - methodology to determine weight of a load including the estimation or determination from labels, markings or load paperwork; - organisational and workplace standards, requirements, policies and procedures for operating a forklift truck; - procedures for recording, reporting and maintaining workplace records and information; - relevant Australian and industry standards, codes of practice and guidelines to safely operate a forklift truck; - risk control measures; - selecting forklift truck to suit load and workplace conditions, and; - typical routine problems

encountered operating a forklift truck and equipment, and adjustments required for correction.

TLM4004 Mentor individuals or small groups

Locations: Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine.

Prerequisites: Nil.

Description: This unit involves the skills and knowledge required to mentor individuals or small groups (two to five people) in the workplace. It includes preparing for and undertaking mentoring, providing practice opportunities as well as reviewing mentoring processes and progress. It includes developing the required workplace competence in other workers on a one-to-one or small group basis in an on-the-job environment. This unit applies to experienced workers who take on a mentoring role.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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. Students will be expected to demonstrate the following required skills: - applying relevant work health and safety (WHS)/occupational health and safety (OHS) requirements and work practices; - building trust with mentoring participant/s; - ensuring language used suits target audience; - giving and receiving feedback; - listening; - questioning; - completing and maintaining required documentation and records; - developing effective planning documents; - ensuring currency of relevant legislative and regulatory knowledge; - maintaining confidentiality; - making recommendations for further mentoring opportunities; - motivating mentoring participant/s; - planning and managing time effectively; - planning for and managing contingencies; - providing high quality reports; - sequencing mentoring activity in a way that facilitates the development of competence; - transferring and applying skills and knowledge to new contexts and, - working in a culturally diverse environment. Students will also be expected to demonstrate the following knowledge: - access, equity and human rights issues in relation to own area of work; - correct use of equipment and any other processes and procedures appropriate for mentoring; - ethical handling of performance issues; - identification of evidence of competency; - intended mentoring outcome; - job/role environment skills; - mentoring methodologies and strategies; - equal employment opportunity (EEO); - WHS/OHS and other workplace requirements; - relevant workplace tasks, skills and knowledge; - application of relevant competencies and, - training plan for competency development.

TLP4002 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 within the workplace. It includes 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: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge

and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - applying relevant legislation and workplace procedures; - communicating and negotiating effectively with others when planning and facilitating the introduction of change and innovation in the workplace; - completing relevant documentation; - modifying activities depending on operational contingencies, risk situations and environments; - monitoring and prioritising work activities in terms of planned schedule; - operating electronic communications equipment to required protocol; - reading, interpreting and following relevant instructions, procedures and information; - reporting and/or rectifying identified problems that may arise, in accordance with regulatory requirements and workplace procedures; - responding appropriately to cultural preferences in the workplace, including modes of behaviour and interactions with others; - selecting and appropriately applying technology, information systems and procedures to complete workplace tasks; - surveying and assessing organisation and customer requirements for change and innovation; - working collaboratively with others when planning and facilitating the introduction of change and innovation in the workplace, and; - working systematically with required attention to detail without injury to self or others, or damage to goods or equipment. Students will also be expected to demonstrate the following knowledge: - operational business planning systems and resources; - relevant regulatory and code requirements; - relevant workplace business management policies and practices, including requirements for maintaining security and confidentiality; - resource availability including the processing capacity of equipment and software systems for planning activities; - typical problems that can occur when planning and facilitating the introduction of changes and innovations in the workplace, and related appropriate action that can be taken, and; - workplace protocols and procedures for facilitating and capitalising on change in the workplace, including risk management, problem solving, strategic planning, quality improvement and customer service.

TLP4013 Implement and monitor logistics planning and processes

Locations: Industry.

Prerequisites: Nil.

Description: This unit involves the skills and knowledge required to implement and monitor logistics planning and processes undertaken in various contexts in the transport and logistics industry. It includes planning an efficient logistics operation, developing a contingency management strategy, producing operational schedules, and monitoring and coordinating systems for logistics operations.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - applying relevant legislation and workplace procedures; - completing relevant documentation; - developing and documenting contingency plans as part of the planning process; - identifying and solving problems; - leading others; - modifying activities depending on operational contingencies, risk situations and environments; - planning and organising logistics operations; - reading, interpreting and following local and international transport

schedules, regulatory requirements, customer instructions, and workplace procedures and manuals; - selecting and applying appropriate technology, information and communications systems and procedures, and; - working collaboratively with others. Students will also be expected to demonstrate the following knowledge: - Australian and international regulatory, permit and licence requirements relevant to logistics; - broad principles of supply chain management; - business policies and plans including procedures for outsourcing components of operations and engaging additional resources; - coaching and mentoring approaches to support team members to share knowledge and skills; - relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations; - relevant sections of national and state/territory regulatory requirements and codes of practice as they relate to the level and type of logistics operations undertaken by the enterprise, and; - workplace policies including issue resolution and grievance procedures.

TLP4039 Monitor transport operations

Locations: Industry.

Prerequisites: Nil.

Description: This unit involves the skills and knowledge required to monitor transport operations in accordance with regulatory requirements and workplace policies and procedures in various contexts in the transport and logistics industry. It includes determining transport requirements, monitoring unit loads and load building, examining security requirements and analysing the costs of transport operations.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - advising on recommendations about possible transport operations improvements; - analysing transport cost elements, pricing and operating costs; - communicating and working effectively with others; - completing relevant documentation; - conveying non-compliance issues; - developing own competence in response to changes in activities; - identifying and correctly using relevant equipment; - interpreting and applying relevant regulations and instructions; - modifying activities dependent on workplace contingencies, situations and environments; - monitoring and anticipating operational problems, hazards and risks, including security breaches, and taking appropriate action; - monitoring work activities in terms of planned schedule; - reading, interpreting and following relevant instructions, procedures, information and signs; - reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures, and; - reporting security breaches. Students will also be expected to demonstrate the following knowledge: - organisational policies and procedures, including those relating to effective monitoring and reporting of transport operations; - principles of load building, to enable effective and efficient movement of load; - relevant sections of national and state/territory legislation, regulatory requirements, codes of practice and/or guidelines as they relate to the level and type of transport operations; - relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and guidelines, and; - software applications commonly used to assist in transport, route planning and load building to maximise cost efficiency.

TLP4040 Monitor warehouse operations

Locations: Industry.

Prerequisites: Nil.

Description: This unit involves the skills and knowledge required to monitor warehouse operations, and to identify and report issues and possible improvements in various contexts in the transport and logistics industry. All activities are carried out in accordance with relevant organisational policy and procedures. It requires knowledge of different types of warehouses, their functions, operational and organisational requirements. It includes using warehouse equipment, inventory and stock control processes, information technology and communications systems, warehouse security arrangements and applying engineered standards.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - advising on recommendations about possible improvements to warehouse operations, including measures to improve security arrangements; - communicating and working effectively with others; - completing relevant documentation; - developing own competence in response to changes in activities; - interpreting and applying relevant regulations and instructions; - modifying activities dependent on workplace contingencies, situations and environments; - monitoring and anticipating operational problems, hazards and risks, including security breaches, and taking appropriate action; - monitoring work activities in terms of planned schedule; - operating relevant equipment correctly and safely, including manually-operated material handling equipment; - reading, interpreting and following relevant instructions, procedures, information and signs; - reporting and recording non-compliance issues; - reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures, and; - using appropriate technology, including software and communications systems, to enable monitoring of goods and products in the workplace. Students will also be expected to demonstrate the following knowledge: - computer records/documentation requirements for stock control, including forms, checklists and inventory reports applicable to the workplace; - different types of inventory systems and stock management approaches applicable to a range of warehouse styles and sizes to enable stock control; - housekeeping standards and procedures; - impact of engineered standards on warehouse operations; - organisational policies and procedures, including those relating to effective monitoring and reporting of warehouse operations; - principles of operation and functions of inventory systems; - range of different warehouse structures/types and warehouse applications/functions to store a range of products and goods; - relevant sections of national and state/territory legislation, regulatory requirements, codes of practice and/or guidelines as they relate to the level and type of warehouse operations, including inventory storage; - relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and guidelines; - role and impact of information technology, including record systems, in warehouse operations; - software applications commonly used in warehouse operations; - warehouse security processes to enable identifying and reporting measures to improve security in the workplace, and; - workplace processes for records management and producing inventory reports.

TLP5008 Manage a transport and logistics business unit

Locations: Industry.

Prerequisites: Nil.

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Description: This unit involves the skills and knowledge required to manage a transport and logistics business unit in accordance with relevant regulatory requirements, standards, codes of practice and workplace procedures.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - applying relevant legislation and workplace procedures; - communicating effectively with others when managing a transport and logistics business unit; - completing documentation related to managing a transport and logistics business unit; - implementing contingency plans; - modifying activities depending on operational contingencies, risk situations and environments; - monitoring work activities in terms of planned schedule; - operating and adapting to differences in equipment in accordance with standard operating procedures; - operating electronic communications equipment to required protocol; - prioritising work and coordinating self and others in relation to business activities; - reading and interpreting operational data, regulatory requirements, market intelligence, finance, budgetary information and business policies relevant to managing a transport and logistics business unit; - reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures; - working collaboratively with others when managing a transport and logistics business unit, and; - working systematically with required attention to detail without injury to self or others, or damage to goods or equipment. Students will also be expected to demonstrate the following knowledge: - application of current competencies within functional activity; - application of relevant Australian and international standards and associated certification requirements; - Australian and international regulations, codes of practice and legislative requirements relevant to business unit activities; - business policies and priorities; - operational work systems, resources, management and workplace operating systems; - hazards and risks that may arise when managing a transport and logistics business unit, and ways of controlling the risks involved; - information on key competitor operations, strengths and weaknesses; - market intelligence relevant to business operations; - Problems that may occur when managing a transport and logistics business unit, and action that can be taken to report or resolve these problems; - quality and customer service standards, policies and procedures; - relevant work health and safety (WHS)/occupational health and safety (OHS) and environmental procedures and regulations; - resource availability including the competencies of individuals in the team and group, and; - workplace policies and processes for managing a transport and logistics business unit.

TLR4001 Monitor supplier performance

Locations: Industry.

Prerequisites: Nil.

Description: This unit involves the skills and knowledge required to monitor the performance of contracted suppliers of goods/materials/services in compliance with workplace procedures and requirements. It includes administering supplier contract, assessing for conformity to contracted requirements and completing all required contract documentation.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - administering supplier contract; - applying relevant legislation and workplace procedures; - communicating and working effectively with others; - completing relevant documentation; - contract non-conformance; - interpreting data and providing appropriate, timely information on data analysis outcomes to appropriate personnel; - modifying activities depending on operational contingencies, risk situations and environments; - monitoring and prioritising work activities in terms of planned schedule; - operating electronic communications equipment to required protocol; - reading, interpreting and following relevant instructions, procedures and information; - reporting and/or rectifying identified problems promptly, in accordance with regulatory requirements and workplace procedures; - selecting and appropriately applying technology, information systems and procedures, and; - working systematically with required attention to detail. Students will also be expected to demonstrate the following knowledge: - focus of operation of recording, reporting and statistical analysis systems and resources; - relevant regulatory and code requirements; - typical problems that can occur with supply contracts and related appropriate action that can be taken; - workplace business policies and plans as they relate to supply contracts, including procedures for maintaining confidentiality; - workplace contract performance and dispute policies and procedures, and; - workplace protocols and procedures for monitoring supply contractor performance.

TUR5005 Manage a contract

Locations: Industry.

Prerequisites: Nil.

Description: This unit involves the skills and knowledge required to manage a contract in various contexts within the transport and logistics industry.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - applying relevant legislation and workplace procedures; - communicating and communicating effectively with others when managing a contract; - completing documentation related to contract management, including reports relevant to deliverables of stages and completion; - modifying activities depending on operational contingencies, risk situations and environments, and negotiating modifications with the contractor or agent as required; - monitoring and prioritising work activities in terms of planned schedule; - negotiating solutions to problems as they arise during the contract timeframe; - operating electronic communications equipment to required protocol, and; - reading and interpreting instructions, procedures, information and the contract itself. Students will also be expected to demonstrate the following knowledge: - confidentiality issues in relation to contracted services such as intellectual property; - disposals considerations; - equal employment opportunity and anti-discrimination law; - ethical issues; - financial and accounting issues relevant to the contract; - financial management of a contract including negotiating price variations during the contract; - organisational purchasing policies and practices; - performance management in terms

of identifying and managing contract compliance; - procedures for acceptance of goods or services; - procedures for operating electronic communications equipment; - procurement approval processes; - procurement negotiation practices, including legal aspects; - relevant sections of national and state/territory regulatory requirements and codes of practice related to procurement, including contract law, trade practices law and commercial law to a level sufficient to be able to manage the performance of a contractor, and; - requirements for completing relevant documentation.

TUR5006 Develop, implement and review purchasing strategies

Locations: Industry.

Prerequisites: Nil.

Description: This unit involves the skills and knowledge required to develop, implement and review an organisation's purchasing strategies in various contexts within the transport and logistics industry.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - applying relevant legislation and workplace procedures; - communicating effectively with others when developing, implementing and reviewing purchasing strategies, including consulting and negotiating with stakeholders, writing policies and procedures, and supporting staff to implement strategies; - developing human resources, financial and other plans when developing, implementing and reviewing purchasing strategies; - identifying and addressing problems relating to developing, implementing and reviewing purchasing strategies; - monitoring, reviewing and evaluating purchasing strategies; - planning and prioritising work activities, and researching and analysing data; - preparing reports appropriate to developing, implementing and reviewing purchasing strategies, and; - reading and interpreting instructions, procedures and information relevant to work activities. Students will also be expected to demonstrate the following knowledge: - concept of the 'Five Rights'; - information about industry benchmarks for purchasing, including information from peak bodies, industry associations and Australian standards; - organisational policies and procedures related to purchasing; contracting and tendering; business terms and conditions for purchasing, tendering and contracting; and ethical behaviour; - product knowledge related to goods and services required by the organisation, and; - relevant legislation, codes of practice, national and international standards, such as Trade Practices Act, contract law, sale of goods legislation, and legislation related to the import of goods and services.

TUR5014 Manage suppliers

Locations: Industry.

Prerequisites: Nil.

Description: This unit involves the skills and knowledge required to manage suppliers in various contexts within the transport and logistics industry.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting

of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - applying relevant legislation and workplace procedures; - communicating and working effectively with others when managing suppliers; - completing documentation related to work activities; - implementing contingency plans; - modifying activities depending on operational contingencies, risk situations and environments; - monitoring and prioritising work activities in terms of planned schedule; - operating electronic communications equipment to required protocol; - reading and interpreting instructions, procedures, information and signs relevant to managing suppliers; - reporting and/or rectifying identified problems, faults or malfunctions promptly, in accordance with regulatory requirements and workplace procedures, and; - sourcing, managing, evaluating and reviewing suppliers. Students will also be expected to demonstrate the following knowledge: - code of practice for working collaboratively with others; - common use arrangements; - contract performance and dispute policies and procedures; - financial accountability requirements; - operation of recording, reporting and statistical analysis systems and resources; - organisational policies, procedures, plans, guidelines and code of conduct relevant to procurement and supply contracts; - organisational procedures for monitoring the performance of suppliers; - probity requirements and ethical issues; - procedures for operating electronic communications equipment; - procedures for receipt and payment of goods and services; - procurement approval procedures; - relevant sections of national and state/territory regulatory requirements and codes of practice related to procurement; - requirements for completing relevant documentation; - steps involved in planning the work activities, and; - suppliers in the marketplace.

TUJ2012 Participate in environmentally sustainable work practices

Locations: Industry.

Prerequisites: Nil.

Description: This unit involves the skills and knowledge required to participate in environmentally sustainable work practices. It includes identifying current resource usage, complying with environmental regulations and implementing performance improvement strategies to reduce negative environmental impacts of work practices.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - assisting with enterprise plans to improve resource efficiency; - communicating effectively with others when questioning, listening, liaising and imparting knowledge; - complying with environmental regulations; - identifying and measuring current resource use; - identifying and minimising hazards and risks; - organising work methodically and prioritising duties; - reading and interpreting job sheet, work requirements or safety data sheets (SDSs)/material safety data sheets (MSDSs); - solving problems; - working in a team; - working safely and efficiently, and; - writing reports. Students will also be expected to demonstrate the following knowledge: - environmental issues relating to: life cycle of products: re-new, re-use and recycle; workplace/site; - features of an environmental management strategy; - work health and safety (WHS)/occupational health and safety (OHS) requirements relating to: dangerous goods and hazardous substances; WHS/OHS hierarchy of control; - sustainability

management principles, practices, tools and techniques relevant to the transport and logistics industry context, and; - service requirements for transport and logistics.

TUJ4028 Apply knowledge of logistics

Locations: Industry.

Prerequisites: Nil.

Description: This unit involves the skills and knowledge required to analyse and apply knowledge of logistics in accordance with relevant organisational policy and procedures. It includes accessing and interpreting relevant logistics information and applying this information in the workplace.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - adhering to relevant logistics requirements; - analysing and interpreting logistics information to determine where internal and external factors impact on the logistics requirements, and adjusting planning accordingly; - applying knowledge of logistics to assist work and to guide problem solving; - communicating key logistics information clearly, presenting information confidently and selecting the appropriate communication medium for a range of audiences, and; - using appropriate information technology and software. Students will also be expected to demonstrate the following knowledge: - logistics information or information systems; - logistics knowledge relevant to the work performed, and; - relevant and industry specific information regarding the support to capability and support to operations.

UEENEE110A Assemble, mount and connect control gear and switchgear

Locations: Industry, Sunshine.

Prerequisites: UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace
UEENEE102A - Fabricate, assemble and dismantle utilities industry components
UEENEE104A - Solve problems in d.c. circuits
UEENEE105A - Fix and secure electrotechnology equipment
UEENEE107A - Use drawings, diagrams, schedules, standards, codes and specifications
UEENEEG006A - Solve problems in single and three phase low voltage machines
UEENEEG063A - Arrange circuits, control and protection for general electrical installations
UEENEEG101A - Solve problems in electromagnetic devices and related circuits
UEENEEG102A - Solve problems in low voltage a.c. circuits
UEENEEG106A - Terminate cables, cords and accessories for low voltage circuits
UEENEEG109A - Develop and connect electrical control circuits

Description: This unit covers the assembling and mounting of control gear and switchgear including the interconnections within a switchboard enclosure intended to operate at voltages up to 1,000 V a.c. or 1,500 V d.c. It encompasses working safely, following standards, specifications and component manufacturers requirements, matching equipment with that specified, terminating cables and connecting wiring and completing necessary documentation.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting

of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - safety issues associated with switchgear and control gear assembly and installation; - types of switchgear and other equipment; - labelling and numbering; - component layout; - choice of switchgear and control gear, and; - other considerations.

UEENEEA113A Mount and wire control panel equipment

Locations: Industry, Sunshine.

Prerequisites:UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplaceUEENEE102A - Fabricate, assemble and dismantle utilities industry componentsUEENEE104A - Solve problems in d.c. circuitsUEENEE105A - Fix and secure electrotechnology equipmentUEENEE107A - Use drawings, diagrams, schedules, standards, codes and specificationsUEENEG006A - Solve problems in single and three phase low voltage machinesUEENEG063A - Arrange circuits, control and protection for general electrical installationsUEENEG101A - Solve problems in electromagnetic devices and related circuitsUEENEG102A - Solve problems in low voltage a.c. circuitsUEENEG106A - Terminate cables, cords and accessories for low voltage circuitsUEENEG109A - Develop and connect electrical control circuits

Description:This unit covers mounting control devices, wiring support in control panel enclosures and installing the interconnecting wiring. It encompasses working safely, following layout and circuit diagrams, mounting equipment, installing and terminating wiring, functional testing and completing necessary documentation.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - control panel types and mounting techniques; - labelling and numbering; - component layout; - choice of switchgear and control gear, and; - other considerations.

UEENEECO01B Maintain documentation

Locations: Industry, Footscray Nicholson, Sunshine.

Prerequisites:Nil.

Description:This unit covers the maintenance of the variety of documentation required to record work activities, purchases and expenses and compliance obligations. It encompasses documentation typically required in an electrotechnology enterprise, work instructions and procedures and time management.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - enterprise communication methods; - work activities records, and; - using basic computers and applications.

UEENEECO02B Source and purchase material/parts for installation or service jobs

Locations: Industry, Sunshine.

Prerequisites:Nil.

Description:This unit covers sourcing and purchasing/ordering materials/parts for installation or service jobs. It encompasses following job specification, using manufacturer's catalogues, making telephone, internet or email enquiries, selecting compliance materials and completing the necessary purchasing documentation.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - enterprise communication methods; - work activities records; - enterprise purchasing system, and; - using basic computers and applications.

UEENEECO03B Provide quotations for installation or service jobs

Locations: Industry, Sunshine.

Prerequisites:Nil.

Description:This unit covers providing quotations for installation and service work not exceeding \$20K. It encompasses following job specification, using manufacturer catalogues, making telephone, internet or email enquiries, selecting compliance materials, pricing materials and labour costs, completing the necessary quotation documentation and applying the necessary customer relations protocols.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - enterprise communication methods; - work activities records; - enterprise customer relations protocols; - costing methods in an enterprise, and; - costing small jobs.

UEENEECO05B Estimate electrotechnology projects

Locations: Industry, Sunshine.

Prerequisites:Nil.

Description:This unit covers estimate material and labour costs for competitive quotation/tenders for work exceeding \$20K. It encompasses reading and understanding job specifications, material take-offs, determining labour and site requirements, costing and documenting.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - estimating electrotechnology projects.

UEENECC006B Prepare tender submissions for electrotechnology projects

Locations: Footscray Nicholson, Sunshine.

Prerequisites: UEENECC005B - Estimate electrotechnology projects

Description: This unit covers the preparation of tender documents. It encompasses reading and understanding tender requirements and project specifications, verifying estimates and capacity to meet timelines, complying with legal requirements and documenting submissions.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - purpose and sources of a tender; - documents supplied with a tender; - typical special conditions included in a tender, and; - tender submission requirements.

UEENECC010B Deliver a service to customers

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit covers the interacting with customers to identify and meet their service needs. It encompasses following community and enterprise policies and standards, identifying customer needs, identifying and resolving problems/issues and maintaining product/service quality.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - enterprise communication methods; - work activities records; - problem solving concepts and techniques; - enterprise customer relations protocols; - enterprise quality management system, and; - instructing users in the use of specific items of equipment and systems.

UEENECC020B Participate in electrical work and competency development activities

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit covers the application of industry/enterprise/policies in actively participating in work activities and in one's own competency development. It complies with established industry/enterprise procedures regarding how work is conducted, understanding responsibilities and obligations under competency development plan, following activities for developing competency, self-monitoring competency development and meeting trainee obligations for periodic reporting of competency development activities.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - responsibilities under a competency development plan; - methods of monitoring and reporting competency development activities, and; - enterprise work activities policies and procedures.

UEENEED101A Use computer applications relevant to a workplace

Locations: Industry, Sunshine.

Prerequisites: UEENEED101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace

Description: This unit covers the basic use of personal computers application relevant to a work function. It encompasses switching the computer on, applying user preferences, selecting basic applications, entering and retrieving information and printing files.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - starting up; - selecting application; - entering information; - saving, and; - printing.

UEENEED102A Assemble, set-up and test computing devices

Locations: Industry, Sunshine.

Prerequisites: UEENEED101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace

Description: This unit covers assembly, setting up and testing personal computers as directed in computer service manuals. It encompasses safe working practices, checking computer components, assembling components to form a basic personal computer, installing and testing basic operating system, drivers and application software, following written and oral instruction and applying customer relations procedures.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - sub-assemblies architecture and their function; - assembling and dismantling techniques; - hardware faults and troubleshooting techniques; - basic network hardware and components; - connection of network media; - set up of standard network configuration; - sub-assemblies faults and troubleshooting techniques; - repair

techniques; - operating systems in use; - operating System installation and configuration; - basic authentication and file and directory security, and; - occupational health and safety fundamentals as they relate to computing device assembly/disassembly.

UEENEED104A Use engineering applications software on personal computers

Locations: Industry, Sunshine.

Prerequisites: UEENEE1 01A - Apply Occupational Health and Safety regulations, codes and practices in the workplace

Description: This unit covers the use of computer application relevant to engineering support work functions. It encompasses applying user preferences, using application menus and tools, entering and retrieve information, working with groups and transferring and printing files.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - computer systems overview; - operating system overview; - windows operating system; - word processors; - spreadsheets; - databases; - transferring data between windows applications; - drawing and computer assisted design (CAD) programs, and; - e-mail and internet browsers.

UEENEED117A Install and configure network systems for internetworking

Locations: Industry, Sunshine.

Prerequisites: UEENEE1 01A - Apply Occupational Health and Safety regulations, codes and practices in the workplace

Description: This competency standard unit covers the interconnection of networks. It encompasses safe working practice, basic installation and configuration of routers and documenting installation and configuration activities.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - calculate subnet addresses and masks; - layer 3 and 4 protocols; - static and dynamic routing; - basic router configuration; - router security; - router boot sequence; - router operating system management; - password recovery; - router components and interfaces; - troubleshooting at all layers; - interior and exterior routing protocols; - distance vector routing protocols; - link state routing protocols; - routing tables; - metrics used by routing protocols to find routes; - advantages and disadvantages of distance vector and link state routing protocols, and; - route summarisation.

UEENEED146A Set up and configure basic local area network (LAN)

Locations: Industry, Sunshine.

Prerequisites: UEENEED1 02A - Assemble, set-up and test computing devices/UEENEE1 01A - Apply Occupational Health and Safety regulations, codes and

practices in the workplace

Description: This unit covers setting up, configuring and maintaining operation of a basic local area network (LAN) of up to 20 connected devices. It encompasses safe working practices, installing network hardware, installing and configuring network software, establish user accounts, configure shared Internet connection and documenting set up parameters and LAN topology.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - analogue and digital signals; - the OSI model for computer system; - types of networks, network components and hardware; - local area network (LAN) architectures; - cabling and termination arrangements for a LAN system and define all the hardware requirements; - multiple access units and their function; - LAN standards; - basic principle of medium access methods such as polling, token passing and CSMA/CD; - current network operating systems available for establishing a LAN; - network hardware installation methods; - concepts and the hardware required for internet and worldwide web working LANs; - network software installation and configuration methods; - network testing and diagnostic tools and methods; - networking protocols; - network signal propagation; - basics of encoding networking signals, and; - IP addressing and subnetting.

UEENEED147A Develop energy sector directory services

Locations: Industry, Sunshine.

Prerequisites: UEENEE1 01A - Apply Occupational Health and Safety regulations, codes and practices in the workplace

Description: This unit covers developing energy sector directory services to support centralised management and security, centralised authentication, information security and single sign on for network users, and standardised access to application data. It encompasses safe working practices, configuring directory integrated Domain Name System (DNS), installing and configuring directory services infrastructure, directory roles and services, creating and managing directory objects, maintaining the directory services environment, configuring certificate services, and documenting development activities.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - configuring directory service integrated Domain Name System (DNS); - configuring the directory services infrastructure; - configuring directory service roles and services; - creating and maintaining directory service objects; - maintaining the directory services environment, and; - configure certificate services.

UEENEED149A Develop energy sector computer network applications infrastructure

Locations: Industry, Sunshine.

Prerequisites: UEENEE01A - Apply Occupational Health and Safety regulations, codes and practices in the workplace

Description: This unit covers developing an applications infrastructure for energy sector enterprise computer networks. It encompasses safe working practices, deploying servers, configuring remote desktop services, configuring a web services infrastructure, configuring network application servers, documenting development activities.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - deploying network servers; - remote desktop services; - configure a web services infrastructure, and; - configure network application services.

UEENEE009B Comply with scheduled and preventative maintenance program processes

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit covers the quality assurance and risk management compliance processes for maintenance of the electrotechnology aspects of plant and equipment. It encompasses working safely and to technical, quality and risk management standards, work specifications and maintenance schedules, sample inspections, evaluating components and completing the necessary maintenance documentation.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - maintenance function; - role of maintenance department; - occupational health and safety requirements; - maintenance terminology; - preventative maintenance; - predictive maintenance; - corrective maintenance; - plant history cards/files; - inspection techniques; - predictive maintenance; - remote visual inspection; - non-destructive testing; - thermography; - vibration analysis; - oil analysis; - characteristics of plant operation; - assessment of failure characteristics; - link failure characteristics to maintenance systems; - identify production windows; - resources; - labour; - materials; - establish plan; - implementation procedures; - analysis of records; - manual recording methods, and; - computerised recording methods.

UEENEE011C Manage risk in electrotechnology activities

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit covers managing risk related to OHS, environment, resources and financial viability. It encompasses identifying risk events, the likelihood and consequences of such events, evaluating risk, risk management planning and mitigation of risk.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - the need for risk management within the broad project management framework; - risk management methodologies, their capabilities, limitations, applicability and outcomes; - uncertainty and the means of measurement; - the application of risk management tools and techniques; - risk management in the context of the project life cycle and other project management functions, and; - implementing risk management.

UEENEE015B Develop design briefs for electrotechnology projects

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit covers developing requirement to be incorporated in to the design of electrotechnology projects. It encompasses determining the safety requirements to be met, establishing client expectations, ensuring cost effective solutions are pursued and documenting design requirements.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - purpose of customer relations, and; - purpose of critical path analysis.

UEENEE020B Provide basic instruction in the use of electrotechnology apparatus

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit covers instructing customers/users in the use of electrotechnology apparatus. It encompasses appropriate customer relations, the use of apparatus manufacturer's instruction material, basic instruction methods and evaluation and completing documentation.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - methods for evaluating user needs - how equipment is used efficiently and safely and identifying wear and tear and damage to the equipment that requires repairing; - basic instruction methods - appropriate to the culture of the users and the equipment for which instruction is given; - methods for evaluating user's ability use equipment

correctly; - communicating with personnel; - communicating with suppliers; - communicating with customers; - purpose and extent of maintaining work activities records in an enterprise, and; - customer relations.

UEENEEE038B Participate in development and follow a personal competency development plan

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit covers the application of skills and knowledge in taking responsibility for one's own competency development. It encompasses understanding the structure of a competency development plan, participating in the development of a personal competency development plan, understanding responsibilities and obligations under a competency development plan, following activities for developing competency, self-monitoring competency development and meeting trainee obligations for periodic reporting of competency development activities.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - competency development (training) plans; - qualification structure; - responsibilities of parties to the contract; - electrotechnology industry career opportunities; - industry customs and practices; - monitoring of workplace evidence; - RTO Policies; - apprentice/learner discipline policy; - attendance at the Vocational and Technical Education Centre; - fire and emergencies at the Vocational and Technical Education Centre; - entry requirements; - RTOs responsibility to receive and monitor workplace activities of the apprentice/learner; - industry requirements for monitoring workplace evidence; - acceptable methods for monitoring and reporting workplace activities; - apprentice's/Learner's responsibility to participate in the reporting of workplace activities; - RTOs requirements in periodically evaluating development of apprentices/learners from the workplace activities information gathered, and providing feedback and advice on areas requiring improvement; - employers responsibilities to participate in monitoring, reporting and confirming workplace activities, and assisting in overcoming areas requiring development by the apprentice/learner, and; - options for appeal or assistance from RTO or State Training Authority (STA).

UEENEEE071B Write specifications for electrical engineering projects

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit covers developing requirements to be incorporated into the writing of specifications for electrical engineering projects. It encompasses determining the safety requirements to be met, establishing client expectations, ensuring cost effective solutions are pursued and documenting design and technical requirements.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting

of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - electrical engineering specifications; - dealing with suppliers and manufacturers; - using basic computers functions, and; - research skills.

UEENEEE078B Contribute to risk management in electrotechnology systems

Locations: Footscray Nicholson, Sunshine.

Prerequisites: Nil.

Description: This unit covers contributing to the management of risk in electrotechnology systems related to OHS, environment, resources and financial viability. It encompasses contributing to the identification of electrotechnology systems risks; and risk events, the likelihood and consequences of such events, evaluating risk, risk management planning and mitigation of risk.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - risk management principles; - principles of risk management; - principles of risk Assessment; - principles of risk mitigation handling and monitoring, and; - principles of risk management procedures.

UEENEEE080A Apply industry and community standards to engineering activities

Locations: Industry, Sunshine.

Prerequisites: UEENEEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace

Description: This unit covers the industry and community standards expected of engineers. It encompasses knowledge and application of ethical and community standards, seeking advice regarding broader implications of engineering works, adopting appropriate technologies and engaging in current engineering issues.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - purpose of ethical standards; - the common tenets of ethical standards; - ethical standards of professional bodies in the electrotechnology industry; - application of ethical standards; - purpose of standards and how they are applied; - difference between standards, codes of practice and guidelines; - legal implications of standards, codes of practice and guidelines; - standards development organisations and compliance systems, and; - standards development process and community involvement.

UEENEEE081A Apply material science to solving electrotechnology engineering problems

Locations: Industry, Sunshine.

Prerequisites: UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace

Description: This unit covers the application of materials for a specific purpose in electrotechnology. It encompasses working safely, knowledge of materials science including classifications, characteristics and any impact a material may have on health and the environment, the processes of corrosion and degradation, how particular materials are used, solving electrotechnology problems involving of materials for a particular application and documenting justification for such solutions.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - classification, nature and physical properties of materials used in electrotechnology; - dielectric strength and dielectric breakdown, examples to include applications using solids, liquids, gases and vacuum; - conductors and semiconductors; - chemical effects on materials; - material processing and manufacturing, and; - environment and health issues.

UEENEE082A Apply physics to solving electrotechnology engineering problems

Locations: Industry, Sunshine.

Prerequisites: UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace

Description: This unit covers the law of physics and how they apply to solving electrotechnology related problems. It encompasses working safely, knowledge of measurements of physical phenomena, linear and angular motion, harmonic motion, wave theory, optics, acoustics and heat capacity and transfer, use of measurement techniques, solving physics related problems and documenting justification for such solutions.

Required Reading: VU Produced Workbooks

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - measurement; - linear motion; - angular motion; - simple harmonic motion and vibration; - wave theory; - electromagnetic waves and propagation; - optics; - acoustics and ultrasonics, and; - heat capacity and heat transfer.

UEENEE083A Establish and follow a competency development plan in an electrotechnology engineering discipline

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit covers establishing and following a plan for one's own competency development. It encompasses establishing a plan in consultation with the enrolling registered training organisation (RTO), following industry/enterprise procedures regarding how work is conducted, understanding responsibilities and obligations under competency development plan, following activities for developing

competency, pursuing opportunities to develop competencies, to self-monitoring competency development and meeting obligations for periodic reporting of competency development activities.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - components of a competency development plan; - obligations and expectations under a competency development plan, and; - scope for industry/enterprise policies and procedures.

UEENEE101A Apply Occupational Health and Safety regulations, codes and practices in the workplace

Locations: Industry, Werribee, Sunshine, Online.

Prerequisites: Nil.

Description: This unit specifies the mandatory requirements of occupational health and safety and how they apply to the various electrotechnology work functions. It encompasses responsibilities for health and safety, risk management processes at all operative levels and adherence to safety practices as part of the normal way of doing work.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - the basic legal requirements covering occupational health and safety in the workplace; - the work environment; - manual handling; - chemicals in the workplace; - working at heights; - confined spaces; - physical and psychological hazards; - working safely with electricity, and; - life support - CPR in the workplace.

UEENEE102A Fabricate, assemble and dismantle utilities industry components

Locations: Industry, Werribee, Sunshine.

Prerequisites: UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace

Description: This unit covers basic fitting and fabrication techniques as they apply in the various utilities industry work functions. It encompasses the safe use of hand, fixed and portable power tools; cutting, shaping joining and fixing using metallic and non-metallic materials; dismantling and assembling equipment; basic mechanical measurement and marking-out and reading drawings/diagrams.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each

unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - mechanical drawing interpretation and sketching; - workshop planning and materials; - measuring and marking out; - holding and cutting; - drills and drilling; - tapping and threading; - general hand tools; - joining techniques; - portable electric power tools; - sheet metal work; - low tolerance measurement, and; - dismantling and assembly techniques.

UEENEE103A Solve problems in ELV single path circuits

Locations: Industry, Werribee, Sunshine.

Prerequisites: UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace

Description: This unit covers providing known solutions to predictable problems in single path circuits operated at extra-low voltage (ELV) as they apply to various energy sector work functions. It encompasses working safely, problem solving procedures, including the use of basic voltage, current and resistance measuring devices, providing known solutions to predictable circuit problems.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - basic electrical concepts; - basic electrical circuit; - OHM's Law; - electrical power; - effects of electrical current; - EMF sources energy sources and conversion electrical energy; - resistors, and; - series circuits.

UEENEE104A Solve problems in d.c. circuits

Locations: Industry, Sunshine.

Prerequisites: UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace

Description: This unit covers determining correct operation of single source D.C. series, parallel and series-parallel circuits and providing solutions as they apply to various electrotechnology work functions. It encompasses working safely, problem solving procedures, including the use of voltage, current and resistance measuring devices, providing solutions derived from measurements and calculations to predictable problems in single and multiple path circuits.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - basic electrical concepts; - basic electrical circuit; - OHM's law; - electrical power; - effects of electrical current; - EMF sources energy sources and conversion electrical energy; - resistors; - series circuits; - parallel circuits; - series/parallel circuits; - factors affecting resistance; - effects of meters in a circuit; - resistance measurement; - capacitors and capacitance, and; - capacitors in series and parallel.

UEENEE105A Fix and secure electrotechnology equipment

Locations: Industry, Werribee, Sunshine.

Prerequisites: UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace

Description: This unit covers fixing, securing and mounting techniques as apply in the various electrotechnology work functions. It encompasses the safe use of hand and portable power tools, safe lifting techniques, safe use of ladders and elevated platforms and the selection and safe application of fixing devices and supporting accessories/equipment.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - device for securing and mounting electrical/electronic/instrumentation/refrigeration/air-conditioning/telecommunications accessories for supporting, fixing and protecting wiring/cabling/piping and functional accessories to hollow walls; - device for securing and mounting electrical/electronic/instrumentation/refrigeration/air-conditioning/telecommunications accessories for supporting, fixing and protecting wiring/cabling/piping and functional accessories to solid walls; - device for securing and mounting electrical/electronic/instrumentation/refrigeration/air-conditioning/telecommunications accessories for supporting, fixing and protecting wiring/cabling/piping and functional accessories to metal fixing, and; - securing and mounting electrical/electronic/instrumentation/refrigeration/air-conditioning/telecommunications accessories for supporting, fixing and protecting wiring/cabling/piping and functional accessories using fixing adhesives and tapes.

UEENEE107A Use drawings, diagrams, schedules, standards, codes and specifications

Locations: Industry, Sunshine.

Prerequisites: UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace

Description: This unit covers the use of drawings, diagrams, cable schedules, standards, codes and specifications as they apply to the various electrotechnology work functions. It encompasses the rudiments for communicating with schematic, wiring and mechanical diagrams and equipment and cable/connection schedules, manuals, site and architectural drawings and plans showing the location of services, apparatus, plant and machinery and understanding the use and format of compliance standards and job specifications.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - architectural drawings; - electrical drawings; - circuit diagrams; - wiring diagrams; - building construction drawings and diagrams; - regulation for undertaking electrical work; -

standards philosophy and format, and; - purpose, format and content of typical job specifications.

UEENEE117A Implement and monitor energy sector OHS policies and procedures

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit covers the mandatory requirements of persons in a supervisory role to implement and monitor an organisation's occupational health and safety policies, procedures and programs. It encompasses understanding an organisation's OHS obligations, providing safety information to staff, implementing and monitoring participative arrangements, safety procedures and training and maintaining safety records.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - provisions of relevant occupational health and safety legislation; - principles and practice of effective occupational health and safety management; - workplace hazards, range and selection of control measures; - organisational health and safety management systems and policies and procedures needed for legislative compliance; - impact of characteristics and composition of the workforce on occupational health and safety management; - relevance of occupational health and safety management to other organisational management policies, procedures and systems; - analysis of entire work environment and judge occupational health and safety interventions; - analysis of relevant workplace data, and; - ability to assess resources needed for risk control.

UEENEE119A Solve problems in multiple path extra low voltage (ELV) a.c. circuits

Locations: Industry, Sunshine.

Prerequisites: UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace UEENEE104A - Solve problems in d.c. circuits

Description: This unit covers determining correct operation of single source ELV a.c. parallel and series-parallel circuits and providing solutions as they apply to various electrotechnology work functions. It encompasses working safely, problem solving procedures, including the use of voltage, current and resistance measuring devices, providing solutions derived from measurements and calculations to predictable problems in multiple path circuits.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - sinusoidal alternating voltage and current; - phasors; - resistance in a.c. circuits; - inductance in

a.c. circuits; - capacitance in a.c. circuits; - impedance; - resonance, and; - power and power factor.

UEENEE121A Plan an integrated cabling installation system

Locations: Industry, Sunshine.

Prerequisites: UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace UEENEE102A - Fabricate, assemble and dismantle utilities industry components UEENEE105A - Fix and secure electrotechnology equipment UEENEE107A - Use drawings, diagrams, schedules, standards, codes and specifications UEENEE106A - Terminate cables, cords and accessories for low voltage circuits

Description: This unit covers the planning of cable routes for intelligent power and lighting, information and communications, entertainment systems, distributed video and audio; energy management and control; security and safety; digital home health; age and assisted living;. This unit encompasses determining immediate and future cabling needs of an installation and their origins and termination points, planning cable routes, specifying cable types, sizes, fixing/support methods and cable identification systems and documenting cabling plans based on calculated and/or deemed-to-comply solutions as well as the planning of the wiring hub if required.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - overview of relevant residential systems; - information and communications system; - entertainment; - energy management; - security and safety; - digital home health; - age and assisted living, and; - intelligent lighting and power.

UEENEE122A Carry out preparatory energy sector work activities

Locations: Industry, Werribee, Sunshine.

Prerequisites: UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace UEENEE102A - Fabricate, assemble and dismantle utilities industry components UEENEE105A - Fix and secure electrotechnology equipment

Description: This unit covers the carrying out of preparatory work related to any energy sector work discipline. It encompasses working safely, following basic instructions under direct supervision. It will include energy sector support activities including the use of basic hand tools, the safe use of ladders and elevated work platforms and the fixing and securing of equipment under direction following routine work practices.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - hand tools and their use, and; - fixed and portable tools and their use;

UEENEE124A Compile and produce an energy sector detailed report

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit covers complying and producing an energy sector report. It encompasses determining the safety requirements are met and all regulatory responsibilities are adhered to. The person competent in this unit must demonstrate an ability to identify information sources and collect and analyse and format information applicable to the electrotechnology industry and produce a report as required.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - communicating with personnel; - communicating with suppliers; - communicating with customers; - purpose and extent of maintaining work activities records in an enterprise; - techniques of analysis; - summary of statistics; - correlation and regression, and; - investigation and reporting.

UEENEE125A Provide engineering solutions for problems in complex multiple path circuits

Locations: Industry, Sunshine.

Prerequisites: UEENEE126A - Provide solutions to basic engineering computational problems

Description: This unit covers determining correct operation of complex multiple path circuits and providing engineering solutions as they apply to various branches of electrotechnology work functions. It encompasses working safely, problem solving procedures, including using electrical measuring devices, applying appropriate circuit theorems and providing solutions derived from measurements and calculations and justification for such solutions.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - voltage/current sources and Kirchhoff's law for d.c. linear circuits; - superposition principles for d.c. linear circuits; - mesh and nodal analysis for d.c. linear circuits; - Thevenin's principles for d.c. linear circuits; - Norton's principles for d.c. linear circuits; - phasors; - complex Impedance; - series and parallel a.c. linear circuits; - superposition principles and Kirchoff's Laws applied to a.c. linear circuits; - mesh and nodal analysis for a.c. linear circuits; - Thevenin and Norton theorems applied to a.c. linear circuits; - star-delta conversions; - complex a.c. power and maximum power transfer theorem, and; - transients.

UEENEE126A Provide solutions to basic engineering computational problems

Locations: Industry, Sunshine.

Prerequisites: A student must have completed one of the following pre-requisites: UEENEE029B Solve electrotechnical problems; UEENEE102A Solve problems in low voltage a.c. circuits, or; UEENEEH014B Troubleshoot frequency dependent circuits.

Description: This unit covers the application of computational processes to solve engineering problems. It encompasses working safely, applying problem solving techniques, using a range of mathematical processes, providing solutions to electrical/electronics engineering problems and justifying such solutions.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - rational, irrational numbers and basic algebra; - algebraic manipulation; - law of indices; - estimations, errors and approximations; - plane figures - triangles and basic trigonometry; - plane figures - quadrilaterals and circles; - graphs of Trigonometric functions; - graphs of linear functions; - simultaneous equations; - matrices; - quadratic functions; - exponential and logarithmic functions; - vectors and phasors, and; - complex numbers.

UEENEE127A Use advanced computational processes to provide solutions to energy sector engineering problems

Locations: Industry, Sunshine.

Prerequisites: A student must have completed all the units in the Common Unit Group, as well as all units contained within one Pathway Group. Common Unit Group: UEENEE101A Apply Occupational Health and Safety regulations, codes and practices in the workplace; UEENEE126A Provide solutions to basic engineering computational problems, and; UEENEE129A Solve electrotechnical engineering problems. Electrotechnology Unit Pathway Group: UEENEEH169A Solve problems in basic electronic circuits. Electronics and Communications Unit Pathway Group: UEENEE104A Solve problems in d.c. circuits, and; UEENEEH114A Troubleshoot resonance circuits in an electronic apparatus. Electrical Unit Pathway Group: UEENEE104A Solve problems in d.c. circuits, and; UEENEEG101A Solve problems in electromagnetic devices and related circuits.

Description: This unit covers the application of advanced computational processes to solve energy sector engineering problems. It encompasses working safely, applying problem solving techniques, using a range of advanced mathematical processes, providing solutions to electrical/electronics engineering problems and justifying such solutions.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

calculus; - integral calculus; - linear algebra; - vectors; - variables; - sequences and series; - differential equations; - numbers, and; - statistics.

UEENEE128A Develop engineering solutions to photonic system problems

Locations: Industry, Sunshine.

Prerequisites: A student must complete one of the following pre-requisites options: UEENEE125A Provide engineering solutions for problems in complex multiple path circuit; UEENEE126A Provide solutions to basic engineering computational problems, and; UEENEE129A Solve electrotechnical engineering problems. OR UEENEE101A Apply Occupational Health and Safety regulations, codes and practices in the workplace; UEENEE104A Solve problems in d.c. circuits, and; UEENEE101A Solve problems in electromagnetic devices and related circuits. OR UEENEE114A Troubleshoot resonance circuits in an electronic apparatus; UEENEE101A Apply Occupational Health and Safety regulations, codes and practices in the workplace, and; UEENEE104A Solve problems in d.c. circuits, or UEENEE169A Solve problems in basic electronic circuits.

Description: This unit covers developing engineering solutions to resolve problems with photonic systems. It encompasses working safely; apply extensive knowledge of photonic technologies and their application, gathering and analysing data, and applying problem solving techniques, developing and documenting solutions and alternatives.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - photonic principles; - the environmental advantages and impacts of optical technology; - basic geometric optics; - introduction to photonic components; - the basic concepts of optical transmission; - photonic components and component technologies; - photonic components and their roles in photonic devices; - operating principles of optical couplers and their characteristics; - components for WDM systems, and; - operational principles of key photonic devices.

UEENEE130A Provide solutions and report on routine electrotechnology problems

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit covers the application of fundamental numerical calculations required to solve routine electrotechnology problems and reporting the outcomes to requirements. It encompasses working safely, applying routine problem solving techniques, using a range of fundamental mathematical processes and techniques to identifying solutions to electrotechnology problems, and reporting the solutions. Note. Typical electrotechnology problems are those encountered in meeting routine performance requirements and compliance standards, interpreting the operating parameters of equipment and dealing with equipment malfunctions. Typical reports are those based on routine structures and formats, and require the application of routine communication fundamentals.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge

and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - electrotechnology numeracy diagnostic test; - recommendation of remedial action; - electrotechnology literacy diagnostic test; - recommendation of remedial action, and; - communicating with suppliers and clients.

UEENEE137A Document and apply measures to control OHS risks associated with electrotechnology work

Locations: Industry, Sunshine.

Prerequisites: UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace

Description: This unit covers identifying occupational health and safety hazard and risks and documenting control measures. It encompasses identifying workplace hazards, assigning levels of risk, developing control measures to eliminate and/or mitigate risks, reviewing risk control measures and maintaining documentation of hazards, risk control measures and their application in accordance with compliance procedures.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - risk management and assessment of risk; - hazards and risks and control measures in working on construction sites; - hazards associated with extra-low voltage, low-voltage and high-currents; - hazards and risks and control measures associated with high-voltage; - hazards and risks and control measures in working with low voltage equipment; - hazards and risks and control measures associated with harmful, devices, materials, gases, dusts and airborne contaminant; - determine the degree of the risk; - use control measures to eliminate or control the risk, and; - engaging in monitoring and reviewing processes to ensure control measures remain valid.

UEENEE142A Produce products for carrying out energy sector work activities

Locations: Industry, Werribee, Sunshine.

Prerequisites: UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace UEENEE102A - Fabricate, assemble and dismantle utilities industry components

Description: This unit covers products required to do work in the energy sector environment are produced in accordance with the schedule of work ensuring work is completed in an agreed time, to a quality standard and with a minimum waste.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

technical drawing conventions and symbols; - freehand technical sketching techniques; - hand tools for cutting, shaping, drilling, threading, tapping, and finishing metallic and non-metallic components; - tools for measuring and marking out; - tools for dismantling and assembling electrical and electronic components; - fixed power tools for cutting, shaping, drilling, and finishing metallic and non-metallic components; - portable power tools for cutting, shaping, drilling, and structural components; - purpose of sequencing dismantling and assembling; - importance of marking/labelling and storing parts; - techniques for dismantling and assembling close fitting parts; - use of gasket and seals; - hazards associated with welding activities and equipment; - welding processes and industry applications; - thermal cutting techniques, and; - manual metal arc welding processes.

UEENEE146A Identify effects of energy on machinery and materials in an energy sector environment

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit covers effects of energy on machinery and/or materials used in an energy sector environment are identified and completed in an agreed time, to a quality standard and using appropriate technology mediums, where required. It encompasses working safely, applying knowledge of identifying the effects of energy on machinery and materials in an electrotechnology environment.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - motion in two dimensions; - electricity and magnetism; - light and matter; - atoms and nuclei, and; - skills.

UEENEE148A Carry out routine work activities in an energy sector environment

Locations: Industry, Werribee, Sunshine.

Prerequisites: UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace

Description: This unit covers undertake scheduled routine work activities in the energy sector in an agreed time, to a quality standard and with a minimum of waste. It encompasses working safely, applying knowledge of carrying out routine work activities in electrotechnology environments.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - energy sector vocations; - career paths in energy sector; - training in energy sector vocations; - industry organisations; - qualification requirements; - policies and practices in energy sector industry; - job application, and; - job interview.

UEENEE160A Provide engineering solutions for uses of materials and thermodynamic effects

Locations: Industry, Sunshine.

Prerequisites: UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace

Description: This unit covers the engineering solution for the appropriate selection and use of materials and thermodynamic effects relative to an electrotechnology problem. It encompasses working safely, problem solving procedures, including using measuring instruments, applying appropriate theorems and providing solutions derived from measurements and calculations and justification for such solutions.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - classification of materials on the basis of state; - difference between elements, compounds and mixtures; - atomic structure and bonding of materials; - properties of ferrous and non-ferrous materials; - properties of ceramic and composite materials; - chemical, physical and mechanical properties of materials; - causes of degradation of polymer materials; - non-destructive testing and types of test equipment; - corrosion testing; - evaluation and suitability of materials for specific applications; - principles, advantages and limitations of casting, forging, extrusion and powder metallurgical processes; - methods of joining materials; - methods used for surface finishing of materials; - relationship between energy usage and standard of living; - state of matter in terms of molecular theory; - relationship between mass, volume, density, force, pressure and temperature in thermodynamic concepts; - compression ratio and pressure ration calculations in a basic piston and cylinder mechanism; - relationship between work and pressure/volume; - concept and calculations related to energy transfer in a closed loop system; - concept of and calculations about property changes and work, heat and internal energy transfer in gases in typical engineering processes; - principle, operation and performance of common types of heat engines, and; - heat engine performance parameters.

UEENEE161A Analyse static and dynamic parameters of electrical equipment

Locations: Industry, Sunshine.

Prerequisites: UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace

Description: This unit covers the analysis of static and dynamic parameters of electrical equipment associated with plant and machinery. It encompasses working safely, applying extensive knowledge of equipment operation and construction and its application, gathering and analysing data, applying problem solving techniques, developing and documenting solutions and alternatives.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - units of mass, length, time and force and distinguish between vector and scalar quantities; - resultant and equilibrant of systems of coplanar concurrent and non-concurrent forces; - principles of movement; - reactions of structures using equations of equilibrium and including the moment effect of a couple; - laws of dry sliding friction applicable to horizontal and inclined planes; - reactions and internal forces acting on the members of a pin jointed framed structure subjected to point loads at the joint; - pin and support reactions for a non-coplanar non-concurrent force system; - linear and angular equations of motion for constant accelerations; - principles of the conservation of energy; - mechanical advantage, velocity ratio and efficiency of machines; - acceleration experienced by connected bodies so their motions are dependent upon one another, and; - principle of conversion of moment related to elastic collisions and departure masses.

UEENEE162A Select drive components for electrical equipment design

Locations: Industry, Sunshine.

Prerequisites: UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace UEENEE161A - Analyse static and dynamic parameters of electrical equipment

Description: This unit covers the selection of drive components based on design concepts for the operation of plant and electrical equipment. It encompasses working safely, applying extensive knowledge of drive component operation and characteristics, their application, gathering and analysing data, applying problem solving techniques, developing and documenting solutions and alternatives.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - function of common mechanical drive parts and components; - Australian Standards governing the design of parts and components in a drive system; - selection criteria for a part or component or drive system to suit a particular application; - design philosophy applicable to mechanical, civil and electrical engineering; - essential features of a design specification; - understanding of Australian Standards and Codes of practice for design; - steps in a designing a design, and; - ergonomics in design.

UEENEE163A Analyse materials for suitability in electrical equipment

Locations: Industry, Sunshine.

Prerequisites: UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace UEENEE161A - Analyse static and dynamic parameters of electrical equipment

Description: This unit covers the analysis of materials for their suitable use in the construction of electrical equipment. It encompasses working safely apply extensive knowledge of materials and their properties as they relate to equipment construction and operation, gathering and analysing data, applying problem solving techniques, developing and documenting findings, solutions and providing alternatives.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge

and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - structure of metals, polymers and ceramics; - interpretation of phase equilibrium and isothermal transformation diagrams; - heat treatment processes of low carbon steel, high carbon steel and tool steel as well as non-ferrous metals such as aluminium and copper; - properties and specifications of metal and non-metal materials; - common failures in materials; - determining normal stresses, strains and deformations caused by axial load; - shear stress on bolted connections; - failures in fillet welds and determine appropriate weld size and length required on welded connections; - centroid and second moment of gyration of plain figures; - shear force and bending moment diagrams for supported and cantilever beams subjected to vertical point loads and UDLs; - bending stress in beams; - deflection of beams subjected to loads; - torque distribution diagrams and calculation of torsional shear stress and angle of twist on circular shafts subjected to torque, and; - coefficient of linear expansion to determine thermal stress in single members caused by restraint and changes in temperature.

UEENEE164A Design electrical machine drives and production layout plans

Locations: Industry, Sunshine.

Prerequisites: A student must complete one of the following pre-requisite options: UEENEE101A Apply Occupational Health and Safety regulations, codes and practices in the workplace; UEENEE161A Analyse static and dynamic parameters of electrical equipment; UEENEE162A Select drive components for electrical equipment design; UEENEE163A Analyse materials for suitability in electrical equipment; UEENEE126A Provide computational solutions to basic engineering problems, and; UEENEE129A Solve electrotechnical engineering problems. OR UEENEE101A Apply Occupational Health and Safety regulations, codes and practices in the workplace; UEENEE104A Solve problems in d.c. circuits, and; UEENEE101A Solve problems in electromagnetic devices and related circuits. OR UEENEE114A Troubleshoot resonance circuits in an electronic apparatus; UEENEE101A Apply Occupational Health and Safety regulations, codes and practices in the workplace, and; UEENEE104A Solve problems in d.c. circuits or UEENEE169A Solve problems in basic electronic circuits.

Description: This unit covers the design of electrical machine drives and the layout of machinery for the efficient production of goods produced by automated equipment. It encompasses working safely, applying extensive knowledge of machine drives and equipment layout arrangements, their application, gathering and analysing data, applying problem solving techniques, developing and documenting solutions and alternatives.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - materials used in machine drive shafts; - standard formulas and specifications to determine machine drive shaft sizes for power, deflection, torque, bending data, key sizes, spline size and pin size; - selection of power prime movers from manufacturers catalogues; - principles associated with systematic planning of material flow in a production process; - adaptation of systematic layout planning to a production

process;- preparation of process layouts and materials flow patterns in a production process;- materials handling methods and unit load concepts; - types of materials handling systems, and; - design of materials handling systems and the factors that guide the final selection of a system.

UEENEEE179A Identify and select components, accessories and materials for energy sector work activities

Locations: Industry, Werribee, Sunshine.

Prerequisites:UEENEEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplaceUEENEEE148A - Carry out routine work activities in an energy sector environment

Description:This unit covers undertaking a schedule of work for selecting appropriately identified components, accessories or materials in an agreed time, to a quality standard and with a minimum of waste, using appropriate technology mediums where required.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - part and component identification; - information about parts and components; - ordering procedures, and; - receiving/dispatching procedures.

UEENEEE190A Prepare engineering drawings using manual drafting and CAD for electrotechnology/utilities applications

Locations: Industry, Sunshine.

Prerequisites:UEENEEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplaceUEENEEE102A - Fabricate, assemble and dismantle utilities industry componentsUEENEEE107A - Use drawings, diagrams, schedules, standards, codes and specificationsUEENEEED104A - Use engineering applications software on personal computers

Description:This unit covers the preparation of, and modification of, preliminary engineering drawings for electrotechnology/ utilities applications using manual drafting methods and computer-aided design (CAD) equipment and software from specifications, layouts, sketches or verbal instructions in conformance with Australian Standards and enterprise standards.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - drawing fundamentals; - lettering; - sketching; - geometric construction; - multi-view orthographic projections Australian/New Zealand and industry standards; - auxiliary views; - descriptive geometry/revolutions; - sectional views/conventions; - pictorial drawings introduction and production to Australian/New Zealand and industry standards; - dimensioning/size description and tolerancing as applied to drafting; -

development layouts of various shaped objects to Australian/New Zealand and industry standards; - layout drawings production to Australian/New Zealand and industry standards; - technical illustrations drawing to Australian/New Zealand and industry standards; - graphs and charts production to Australian/New Zealand and industry standards; - thread representations; - working drawings; - care and use of equipment; - computer-aided drawing design (CAD) - basics; - basic production fabrication drawings to Australian/New Zealand and industry standards; - pattern development; - maps and profiles design and production to Australian/New Zealand and industry standards; - pipe/plumbing drawings basics; - structural steel, welding and sheet metal drawings basics; - ink overlay drawings produced to Australian/New Zealand and industry standards, and; - drawings reproductions to Australian/New Zealand and industry standards.

UEENEEE191A Prepare electrotechnology/utilities drawings using manual drafting and CAD equipment and software

Locations: Industry, Sunshine.

Prerequisites:UEENEEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplaceUEENEEE102A - Fabricate, assemble and dismantle utilities industry componentsUEENEEE104A - Solve problems in d.c. circuitsUEENEEE107A - Use drawings, diagrams, schedules, standards, codes and specificationsUEENEEE190A - Prepare engineering drawings using manual drafting and CAD for electrotechnology/utilities applicationsUEENEEED104A - Use engineering applications software on personal computers

Description:This unit covers the preparation of, and modification of, preliminary electrotechnology/utilities drawings and diagrams using manual drafting methods, techniques, procedures and devices and computer-aided design equipment and software from specifications, layouts, sketches or verbal instructions in conformance with Australian Standards and enterprise standards.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - electrotechnology/utilities drafting fundamentals; - standard drawing sheets and drawing sheet layout; - electrotechnology/utilities drawings line work, symbols, lettering and techniques production to Australian/New Zealand and industry standards; - sketching techniques for electrotechnology/utilities applications; - pole and structure elevations; - survey base plan drawings; - auxiliary views and revolutions; - map drafting; - civil/GIS (Geographic Information Systems) drawings basics; - architectural and site plan drawings for electrotechnology/utilities applications; - autoCAD basics for electrotechnology/utilities applications, and; - drawing numbering, file names and digital file storage.

UEENEEE192A Produce detailed electrotechnology/utilities drawings using computer aided design equipment and software

Locations: Industry, Sunshine.

Prerequisites:UEENEEED104A - Use engineering applications software on personal computersUEENEEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplaceUEENEEE102A - Fabricate, assemble and dismantle utilities industry componentsUEENEEE104A - Solve problems in d.c.

circuitsUEENEE107A - Use drawings, diagrams, schedules, standards, codes and specificationsUEENEE190A - Prepare engineering drawings using manual drafting and CAD for electrotechnology/utilities applicationsUEENEE191A - Prepare electrotechnology/utilities drawings using manual drafting and CAD equipment and software

Description:This unit covers the production of, and modification and maintenance of, detailed electrotechnology/utilities drawings and diagrams using computer-aided design (CAD) equipment and software from specifications, layouts, sketches or verbal instructions in conformance with Australian Standards, enterprise standards and/or design brief.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - detailed working drawings; - advanced (master) sketching techniques; - drafting/modelling electrotechnology/utilities; - electrotechnology/utilities related drawings; - autoCAD-functional for electrotechnology/utilities; - autoCAD - project basics; - autoCAD-schematic wiring, editing, components and reporting; - autoCAD - panel layouts; - autoCAD- PLC modules; - autoCAD- detailed settings and configurations- advanced commands; - autoCAD- detailed customised components and customised detailed data; - autoCAD- advanced auditing tools, automation tools and integration; - autoCAD- database management and productivity tools; - drawings production using CAD application programs, and; - utility programs disk and file management.

UEENEE102A Install and maintain cabling for multiple access to telecommunication services

Locations: Industry, Sunshine.

Prerequisites:UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplaceUEENEE102A - Fabricate, assemble and dismantle utilities industry componentsUEENEE104A - Solve problems in d.c. circuitsUEENEE105A - Fix and secure electrotechnology equipmentUEENEE107A - Use drawings, diagrams, schedules, standards, codes and specifications

Description:This unit covers the installation and maintenance of telecommunications cabling in buildings and premises. It encompasses working safely and to Australian Communications and Media Authority's 'Open' Cabling Provider Rule, installing multiple telephone line, multi-pair cables, backbone cabling, terminating in socket outlets, termination modules and distributors, testing and compliance checks and completing cabling documentation.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - principles and characteristics of sound; - transmission of sound; - telephone transmitters; - telephone receivers; - telephone circuits; - overview of earthing and protection; - customer

switching systems (CSS), interfaces and devices; - installation of CSS; - installation and termination requirements overview and hazards; - cabling provider rules; - general installation requirements; - telecommunication cable types; - cable identification; - building structures, materials and sequencing; - cable installation; - termination boundaries and devices; - cable preparation and terminations and hauling mechanisms; - earthing concepts; - surge suppression and system; - cable shielding and interference, and; - telecommunication earthing systems.

UEENEE104A Install and modify performance data communication copper cabling

Locations: Industry, Sunshine.

Prerequisites:UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplaceUEENEE102A - Fabricate, assemble and dismantle utilities industry componentsUEENEE104A - Solve problems in d.c. circuitsUEENEE105A - Fix and secure electrotechnology equipmentUEENEE107A - Use drawings, diagrams, schedules, standards, codes and specificationsUEENEE102A - Install and maintain cabling for multiple access to telecommunication services

Description:This unit covers the installation and termination of high performance data copper cabling in buildings and premises and intended for connection a telecommunications network. It encompasses working safely and to standards, installing multiple data lines and backbones using structured twisted pair cabling, terminating at distributors, termination modules and in socket outlets, testing and compliance checks and completing cabling documentation.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - telecommunication cable types; - cable identification; - cable installation; - building construction; - fixing devices; - cable enclosures; - distribution boxes and back mounts; - electrical connections; - cable preparation and terminations and hauling mechanisms; - category 5 and 6 structured cabling; - category 5 and 6 structured cabling installation systems; - category 5 and 6 structured cabling performance requirements; - selecting cable and cabling hardware; - testing Category 5 and 6 cabling; - local area network cabling systems, and; - coaxial cables.

UEENEEG006A Solve problems in single and three phase low voltage machines

Locations: Industry, Sunshine.

Prerequisites:UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplaceUEENEE102A - Fabricate, assemble and dismantle utilities industry componentsUEENEE104A - Solve problems in d.c. circuitsUEENEE105A - Fix and secure electrotechnology equipmentUEENEE107A - Use drawings, diagrams, schedules, standards, codes and specificationsUEENEEG101A - Solve problems in electromagnetic devices and related circuitsUEENEEG102A - Solve problems in low voltage a.c. circuitsUEENEEG106A - Terminate cables, cords and accessories for low voltage circuits

Description:This unit covers ascertaining correct operation of single and three phase machines and solving machine problems as they apply to servicing, fault finding,

installation and compliance work functions. It encompasses safe working practices, machine connections circuit arrangements, issues related to machine operation, characteristics and protection and solutions to machine problems derived from calculated and measured parameters.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - transformer construction; - transformer operation; - transformer losses, efficiency and cooling; - transformer voltage regulation and percent impedance; - parallel operation of transformers and transformer auxiliary equipment; - auto-transformers and instrument transformers; - operating principles of three phase induction motors; - three phase induction motor construction; - three phase induction motor characteristics; - single phase motors - split phase; - single phase motors - capacitor and shaded pole types; - single phase motors - universal; - motor protection; - three phase synchronous machines- operation principles and construction, and; - alternators and generators.

UEENEEG033A Solve problems in single and three phase low voltage electrical apparatus and circuits

Locations: Industry, Sunshine.

Prerequisites:UEENEE1 01A - Apply Occupational Health and Safety regulations, codes and practices in the workplaceUEENEE1 02A - Fabricate, assemble and dismantle utilities industry componentsUEENEE1 04A - Solve problems in d.c. circuitsUEENEE1 05A - Fix and secure electrotechnology equipmentUEENEE1 07A - Use drawings, diagrams, schedules, standards, codes and specificationsUEENEEG 101A - Solve problems in electromagnetic devices and related circuitsUEENEEG 102A - Solve problems in low voltage a.c. circuitsUEENEEG 106A - Terminate cables, cords and accessories for low voltage circuits

Description:This unit covers ascertaining correct operation of single and three phase low voltage electrical apparatus and circuits and solving circuit problems as they apply to servicing, fault finding, installation and compliance work functions. It encompasses safe working practices, apparatus circuit arrangements, issues related to operation, characteristics and protection and solutions to apparatus/circuit problems derived from calculated and measured parameters.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - lighting circuits - looping at the light/switch; - circuits for socket outlets; - final sub-circuits and segregation; - electrical heating control devices; - fixed electrical heating appliances; - electrical water heater operation; - alternative supplies; - installation of batteries; - fire protection - residential fire and smoke alarms; - emergency and evacuation lighting and lighting control; - lighting concepts and incandescent lighting; - fluorescent low intensity discharge lighting, and; - high intensity discharge lighting.

UEENEEG063A Arrange circuits, control and protection for general electrical installations

Locations: Industry, Sunshine.

Prerequisites:UEENEE1 01A - Apply Occupational Health and Safety regulations, codes and practices in the workplaceUEENEE1 02A - Fabricate, assemble and dismantle utilities industry componentsUEENEE1 04A - Solve problems in d.c. circuitsUEENEE1 05A - Fix and secure electrotechnology equipmentUEENEE1 07A - Use drawings, diagrams, schedules, standards, codes and specificationsUEENEEG 101A - Solve problems in electromagnetic devices and related circuitsUEENEEG 102A - Solve problems in low voltage a.c. circuitsUEENEEG 106A - Terminate cables, cords and accessories for low voltage circuits

Description:This unit covers the arrangement and termination of circuits, control and protection devices and systems for electrical installations operating at voltages up to 1,000 V a.c. or 1,500 V d.c. It encompasses knowledge and application of schemes for protection of persons and property, correct functioning, ensuring compatibility with the supply, arranging installation into circuits and selecting and arranging switchgear/controlgear and protective devices to meet compliance requirements and documenting arrangement decisions.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - safety principles to which electrical systems in building and premises shall comply; - circuit and control arrangements; - hazards and risks in an electrical installation; - protection against indirect contact; - earthing; - protection against overload and short circuit current; - devices for automatic disconnection of supply; - protection against over voltage and under voltage; - control of an electrical installation and circuits, and; - switchboards/distribution boards.

UEENEEG101A Solve problems in electromagnetic devices and related circuits

Locations: Industry, Sunshine.

Prerequisites:UEENEE1 01A - Apply Occupational Health and Safety regulations, codes and practices in the workplaceUEENEE1 04A - Solve problems in d.c. circuits

Description:This unit covers determining correct operation of electromagnetic devices and related circuits and providing solutions as they apply to electrical installations and equipment. It encompasses working safely, power circuit problems solving processes, including the use of voltage, current and resistance measuring devices, providing solutions derived from measurements and calculations to predictable problems in electromagnetic devices and related circuits.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - magnetism; - electromagnetism; - magnetic circuits; - electromagnetic induction; - inductance; -

measurement instruments; - magnetic devices; - machine principles; - rotating machine construction, testing and maintenance; - generators; - motors, and; - machine efficiency.

UEENEEG102A Solve problems in low voltage a.c. circuits

Locations: Industry, Sunshine.

Prerequisites: UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace
UEENEE104A - Solve problems in d.c. circuits
UEENEEG101A - Solve problems in electromagnetic devices and related circuits

Description: This unit covers ascertaining correct operation of single and three phase a.c. circuits and solving circuit problems as they apply to servicing, fault finding, installation and compliance work functions. It encompasses safe working practices, multiphase circuit arrangements, issues related to protection, power factor and MEN systems and solutions to circuit problems derived from calculated and measured parameters.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - alternating current quantities; - phasors diagrams; - single element a.c. circuits; - RC and RL series a.c. circuits; - RLC series a.c. circuits; - parallel a.c. circuits; - power in an a.c. circuit; - power factor improvement; - harmonics and resonance effect in a.c. systems; - three phase systems; - three phase star-connections; - three phase four wire systems; - three phase delta-connections and interconnected systems; - energy and power requirements of a.c. systems, and; - fault loop impedance.

UEENEEG103A Install low voltage wiring and accessories

Locations: Industry, Sunshine.

Prerequisites: UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace
UEENEE102A - Fabricate, assemble and dismantle utilities industry components
UEENEE104A - Solve problems in d.c. circuits
UEENEE105A - Fix and secure electrotechnology equipment
UEENEE107A - Use drawings, diagrams, schedules, standards, codes and specifications
UEENEE137A - Document and apply measures to control OHS risks associated with electrotechnology work
UEENEEG006A - Solve problems in single and three phase low voltage machines
UEENEEG033A - Solve problems in single and three phase low voltage electrical apparatus and circuits
UEENEEG063A - Arrange circuits, control and protection for general electrical installations
UEENEEG101A - Solve problems in electromagnetic devices and related circuits
UEENEEG102A - Solve problems in low voltage a.c. circuits
UEENEEG106A - Terminate cables, cords and accessories for low voltage circuits
UEENEEG107A - Select wiring systems and cables for low voltage general electrical installations
UEENEEG108A - Trouble-shoot and repair faults in low voltage electrical apparatus and circuits
UEENEEG109A - Develop and connect electrical control circuits

Description: This unit covers the installation in building and premises of wiring enclosures, cable support systems, cables and accessories and designed to operate at voltages up to 1,000 V a.c. or 1,500 V d.c. It encompasses working safely and to installation standards, routing cables to specified locations, terminating cables and connecting wiring at accessories and completing the necessary installation documentation.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - standards, codes and requirements applicable to the installation of wiring systems; - use of other installation standards called up by the Wiring Rules for special situations; - hazardous areas; - requirement for the installation of cables and accessories in damp situations and ELV installations; - aerial cabling; - underground cabling, and; - techniques for installing cables and wiring systems.

UEENEEG104A Install appliances, switchgear and associated accessories for low voltage electrical installations

Locations: Industry, Sunshine.

Prerequisites: UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace
UEENEE102A - Fabricate, assemble and dismantle utilities industry components
UEENEE104A - Solve problems in d.c. circuits
UEENEE105A - Fix and secure electrotechnology equipment
UEENEE107A - Use drawings, diagrams, schedules, standards, codes and specifications
UEENEE137A - Document and apply measures to control OHS risks associated with electrotechnology work
UEENEEG006A - Solve problems in single and three phase low voltage machines
UEENEEG033A - Solve problems in single and three phase low voltage electrical apparatus and circuits
UEENEEG063A - Arrange circuits, control and protection for general electrical installations
UEENEEG101A - Solve problems in electromagnetic devices and related circuits
UEENEEG102A - Solve problems in low voltage a.c. circuits
UEENEEG103A - Install low voltage wiring and accessories
UEENEEG106A - Terminate cables, cords and accessories for low voltage circuits
UEENEEG107A - Select wiring systems and cables for low voltage general electrical installations
UEENEEG108A - Trouble-shoot and repair faults in low voltage electrical apparatus and circuits
UEENEEG109A - Develop and connect electrical control circuits

Description: This unit covers the installation of appliances protection devices, switchgear, controlgear, switchboards, and accessories designed to operate at voltages up to 1,000 V a.c. or 1,500 V d.c. It encompasses working safely and to installation standards, matching appliances and accessories with that specified, making required circuit connections and completing the necessary installation documentation.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - installation standards, codes and requirements applicable to installing electrical equipment; - terminal configuration for connection of phase, neutral and protective earthing conductors for each type of equipment; - building codes affecting the installation of

current-using equipment and accessories in buildings, structures and premises, and; - issues affecting electrical installations in heritage buildings and premises.

UEENEEG105A Verify compliance and functionality of low voltage general electrical installations

Locations: Industry, Sunshine.

Prerequisites: UEENEE1 01A - Apply Occupational Health and Safety regulations, codes and practices in the workplace UEENEE1 02A - Fabricate, assemble and dismantle utilities industry components UEENEE1 04A - Solve problems in d.c. circuits UEENEE1 05A - Fix and secure electrotechnology equipment UEENEE1 07A - Use drawings, diagrams, schedules, standards, codes and specifications UEENEE1 37A - Document and apply measures to control OHS risks associated with electrotechnology work UEENEEG006A - Solve problems in single and three phase low voltage machines UEENEEG033A - Solve problems in single and three phase low voltage electrical apparatus and circuits UEENEEG063A - Arrange circuits, control and protection for general electrical installations UEENEEG1 01A - Solve problems in electromagnetic devices and related circuits UEENEEG1 02A - Solve problems in low voltage a.c. circuits UEENEEG1 03A - Install low voltage wiring and accessories UEENEEG1 04A - Install appliances, switchgear and associated accessories for low voltage electrical installations UEENEEG1 06A - Terminate cables, cords and accessories for low voltage circuits UEENEEG1 07A - Select wiring systems and cables for low voltage general electrical installations UEENEEG1 08A - Trouble-shoot and repair faults in low voltage electrical apparatus and circuits UEENEEG1 09A - Develop and connect electrical control circuits

Description: This unit covers inspection and testing to verify whether an electrical installation is safe and complies with all requirements. It encompasses working safely, visual inspections and mandatory, optional and functional testing following verification procedures, identifying non-compliance defects and mandatory reporting requirements.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - electrical safety; - legislated regulations; - visual inspection of installations for compliance with the Wiring Rules; - testing installations; - documentation; - effects of electric current; - single path practical circuit; - single-source multiple-path d.c. circuits; - alternating voltage and current generation, phase relationships, energy in an a.c. circuit; - fundamental safety principles of the AS/NZS 3000 Part 1 (Section 1) and deemed to comply solution given in Part 2; - electric motor selection, starting method and overload protection; - ability to apply AS/NZ 3000 requirements for protective and functional earthing; - MEN system and its application; - knowledge of the application of transformers; - ability to apply AS/NZ 3000 requirements for protection of circuit against overcurrent and abnormal voltages; - additional protection by use of RCDs and use of extra-low voltage for basic and fault protection; - ability to select cables for single and three phase mains and sub-mains for single and multiple installations that comply with requirements of AS/NZS 3000 and AS/NZS 3008.1; - ability to select cables for final sub-circuits that comply with requirements of AS/NZS 3000 and AS/NZS 3008.1; - ability to apply AS/NZS 3000 requirements for the installation of electrical equipment in given damp situations; - ability to install,

modify and test electrical equipment for construction and demolition sites, complying with AS/NZS 3012 and applicable workplace safety legislation; - knowledge of AS/NZS 3000 requirements for the installation of aerial conductors and underground wiring; - knowledge of AS/NZS 3000 requirements for electrical installations in hazardous areas; - ability to perform effective safe isolation of any equipment; - ability to apply AS/NZS 3000 requirements to install and terminate thermoplastic insulated cables; elastomer sheathed cables; XLPE sheathed cables; and high temperature cables; armoured cables; and neutral screened cables in a wide range of applications; - ability to perform the circuit tests required for electrical cables in a range of installations and final sub-circuit; - ability to install final sub-circuit wiring into switchboards and connect to switchboard equipment in accordance with AS/NZS 3000 and electricity distributor's requirements; - ability to apply AS/NZS 3000 and electricity distributor's requirements for the installation and connect consumers mains; - ability to read, sketch and interpret electrical diagrams; - knowledge and understanding occupational safety and health; - knowledge and understanding of the requirements for personal safety in the workplace; - process in rescuing a person in contact with live electrical conductors or equipment and the primary importance of the safety of the rescuer; - application of emergency first aid requirements for an electric shock victim; - dangers of high voltage equipment and distribution systems; - systematic method of commissioning and decommissioning electrical equipment and installations, and; - diagnosing and rectifying faults in electrical apparatus and associated circuits.

UEENEEG106A Terminate cables, cords and accessories for low voltage circuits

Locations: Industry, Sunshine.

Prerequisites: UEENEE1 01A - Apply Occupational Health and Safety regulations, codes and practices in the workplace UEENEE1 02A - Fabricate, assemble and dismantle utilities industry components UEENEE1 05A - Fix and secure electrotechnology equipment UEENEE1 07A - Use drawings, diagrams, schedules, standards, codes and specifications

Description: This unit covers the termination of cables and cords and their conductors at accessories and current-using devices designed to operate at voltages up to 1,000 V a.c. or 1,500 V d.c. It encompasses working safely and to standards, understanding wiring system and cable types and applications, selecting appropriate termination accessories, preparing and terminating cables and cords, terminating cables/cord conductors and ensuring completed termination complies with requirements.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - cable types and terminations; - cords, cables and plugs; - flat TPS wiring systems; - circular TPS wiring systems; - thermoplastic insulated cables in non-metallic enclosures; - thermoplastic insulated cables in metallic enclosures; - fire protection cabling and systems; - steel wire armoured (SWA) cables, and; - trailing cables and catenary systems.

UEENEEG107A Select wiring systems and cables for low voltage general electrical installations

Locations: Industry, Sunshine.

Prerequisites: UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace
UEENEE102A - Fabricate, assemble and dismantle utilities industry components
UEENEE104A - Solve problems in d.c. circuits
UEENEE105A - Fix and secure electrotechnology equipment
UEENEE107A - Use drawings, diagrams, schedules, standards, codes and specifications
UEENEG006A - Solve problems in single and three phase low voltage machines
UEENEG033A - Solve problems in single and three phase low voltage electrical apparatus and circuits
UEENEG063A - Arrange circuits, control and protection for general electrical installations
UEENEG101A - Solve problems in electromagnetic devices and related circuits
UEENEG102A - Solve problems in low voltage a.c. circuits
UEENEG106A - Terminate cables, cords and accessories for low voltage circuits

Description: This unit covers selecting wiring systems and cables for electrical installations operating at voltages up to 1,000V a.c. or 1,500 V d.c. It encompasses knowledge and application of wiring systems and cable types, selecting wiring system compatible with the installation conditions, selecting cables that comply with required current-carrying capacity and voltage drop and earth fault-loop impedance limitations, coordination between protective devices and conductors and documenting selection decisions

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - performance requirements - design and safety; - final subcircuit arrangements; - factors affecting the suitability of wiring systems; - maximum demand on consumer's mains/submains; - cable selection based on current carrying capacity requirements; - cable selection based on voltage drop requirements; - cable selection based on fault loop impedance requirements; - selecting protection devices; - selecting devices for isolation and switching, and; - switchboards.

UEENEG108A Trouble-shoot and repair faults in low voltage electrical apparatus and circuits

Locations: Industry, Sunshine.

Prerequisites: UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace
UEENEE102A - Fabricate, assemble and dismantle utilities industry components
UEENEE104A - Solve problems in d.c. circuits
UEENEE105A - Fix and secure electrotechnology equipment
UEENEE107A - Use drawings, diagrams, schedules, standards, codes and specifications
UEENEG006A - Solve problems in single and three phase low voltage machines
UEENEG033A - Solve problems in single and three phase low voltage electrical apparatus and circuits
UEENEG063A - Arrange circuits, control and protection for general electrical installations
UEENEG101A - Solve problems in electromagnetic devices and related circuits
UEENEG102A - Solve problems in low voltage a.c. circuits
UEENEG106A - Terminate cables, cords and accessories for low voltage circuits

Description: This unit covers trouble-shooting and repairing faults in electrical apparatus and interconnecting circuits and equipment operating at voltages up to 1,000 V a.c. or 1,500 V d.c. It encompasses working safely, reading circuit

diagrams, sketching diagrams from traced wiring, logically applying fault finding procedures, conducting repairs and completing the necessary service documentation.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - troubleshooting concepts; - troubleshooting water heater and appliance circuits/equipment; - troubleshooting electrical appliance circuits/equipment; - troubleshooting lighting circuits; - troubleshooting single phase motor and control circuits; - troubleshooting three phase induction motor, and; - troubleshooting electrical installations.

UEENEG109A Develop and connect electrical control circuits

Locations: Industry, Sunshine.

Prerequisites: UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace
UEENEE102A - Fabricate, assemble and dismantle utilities industry components
UEENEE104A - Solve problems in d.c. circuits
UEENEE105A - Fix and secure electrotechnology equipment
UEENEE107A - Use drawings, diagrams, schedules, standards, codes and specifications
UEENEG006A - Solve problems in single and three phase low voltage machines
UEENEG063A - Arrange circuits, control and protection for general electrical installations
UEENEG101A - Solve problems in electromagnetic devices and related circuits
UEENEG102A - Solve problems in low voltage a.c. circuits
UEENEG106A - Terminate cables, cords and accessories for low voltage circuits

Description: This unit covers developing, connecting and functionally testing electrical power and control circuits that perform specific control functions. It encompasses working safely; developing schematic/ladder diagrams and converting them to wiring diagrams; selecting and connecting contactors and control devices to perform a specific function.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - basic relay circuits; - relay circuits and drawing conventions; - remote STOP-START control and electrical interlocking; - time delay relays; - circuits using contactors; - jogging and interlocking; - control devices; - programmable relays; - three-phase induction motor starters; - three-phase induction motor starters- reduced voltage; - three-phase induction motor reversal and braking, and; - three-phase induction motor speed control.

UEENEG110A Find and repair faults in LV d.c. electrical apparatus and circuits

Locations: Industry, Sunshine.

Prerequisites: UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace
UEENEE102A - Fabricate, assemble and

dismantle utilities industry components UEENEE104A - Solve problems in d.c. circuits UEENEE105A - Fix and secure electrotechnology equipment UEENEE107A - Use drawings, diagrams, schedules, standards, codes and specifications UEENEG006A - Solve problems in single and three phase low voltage machines UEENEG063A - Arrange circuits, control and protection for general electrical installations UEENEG101A - Solve problems in electromagnetic devices and related circuits UEENEG102A - Solve problems in low voltage a.c. circuits UEENEG106A - Terminate cables, cords and accessories for low voltage circuits UEENEG108A - Troubleshoot and repair faults in low voltage electrical apparatus and circuits

Description: This unit covers finding and repairing faults in electrical apparatus and interconnecting circuits and equipment operating at voltages up to 1,500 V d.c. It encompasses working safely, reading circuit diagrams, sketching diagrams from traced wiring, applying logical fault finding procedures, conducting repairs and completing the necessary service documentation.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - direct current machines; - direct current motor starters and their operating principles; - power and control connection arrangements; - braking methods; - speed control methods, and; - protection of d.c. motors.

UEENEG111A Carry out basic repairs to electrical components and equipment

Locations: Industry, Sunshine.

Prerequisites: UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace UEENEE102A - Fabricate, assemble and dismantle utilities industry components

Description: This unit deals with the repair and/or replacement of mechanical and electrical components of electrical apparatus. It encompasses safe working practices, following written and oral instruction and procedures, basic testing and techniques for dismantling and assembling apparatus and disconnecting and reconnecting components

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - basic cable and conductor terminations; - electrical workshop machines; - principles of metal cutting; - selection of cutting tools; - metal cutting conditions; - cutting tool defects, and; - overcoming causes of tool failure.

UEENEG120A Select and arrange equipment for special LV electrical installations

Locations: Industry, Sunshine.

Prerequisites: UEENEE101A Apply Occupational Health and Safety regulations, codes and practices in the workplace UEENEE102A Fabricate, dismantle, assemble of utilities components UEENEE104A Solve problems in d.c circuits UEENEE105A Fix and secure electrotechnology equipment UEENEE107A Use drawings, diagrams, schedules, standards, codes and specifications UEENEG006A Solve problems in single and three phase low voltage machines UEENEG033A Solve problems in single and three phase electrical apparatus and circuits UEENEG063A Arrange circuits, control and protection for general electrical installations UEENEG101A Solve problems in electromagnetic devices and related circuits UEENEG102A Solve problems in low voltage a.c. circuit UEENEG106A Terminate cables, cords and accessories for low voltage circuits UEENEG107A Select wiring systems and cables for low voltage general electrical installations

Description: This unit covers selecting and arranging electrical equipment into distribution circuits for installations in caravan parks, construction and demolition sites, marinas, medical treatment areas and moveable premises operating at voltages up to 1,000V a.c. or 1,500 V d.c. The unit encompasses schemes for protection of persons and property, correct functioning, compatibility with the supply, arrangement of circuits and selection of switchgear, controlgear, protection devices and wiring based on calculated and deemed-to-comply solutions.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - technical standards, regulations and codes for special electrical installations.

UEENEG125A Plan electrical installations with a low voltage demand up to 400 A per phase

Locations: Industry, Sunshine.

Prerequisites: UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace UEENEE102A - Fabricate, assemble and dismantle utilities industry components UEENEE104A - Solve problems in d.c. circuits UEENEE105A - Fix and secure electrotechnology equipment UEENEE107A - Use drawings, diagrams, schedules, standards, codes and specifications UEENEG006A - Solve problems in single and three phase low voltage machines UEENEG033A - Solve problems in single and three phase low voltage electrical apparatus and circuits UEENEG063A - Arrange circuits, control and protection for general electrical installations UEENEG101A - Solve problems in electromagnetic devices and related circuits UEENEG102A - Solve problems in low voltage a.c. circuits UEENEG106A - Terminate cables, cords and accessories for low voltage circuits UEENEG107A - Select wiring systems and cables for low voltage general electrical installations

Description: This unit covers the planning of circuit and equipment for electrical installations where standardised arrangements for service and CT metering equipment are used, not exceeding 400 A per phase. This encompasses schemes for protection of persons and property, correct functioning, compatibility with the supply, arrangement of circuits, metering and control, cable route planning, specifying type and rating of switchgear, controlgear, protection devices and wiring based on calculated and deemed-to-comply solutions and planning documentation.

Required Reading: The qualified trainer and assessor will provide teaching and

learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - electrical metering arrangements.

UEENEEG127A Design electrical installations with a low voltage demand greater than 400 A per phase

Locations: Industry, Sunshine.

Prerequisites: UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace
UEENEE102A - Fabricate, assemble and dismantle utilities industry components
UEENEE104A - Solve problems in d.c. circuits
UEENEE105A - Fix and secure electrotechnology equipment
UEENEE107A - Use drawings, diagrams, schedules, standards, codes and specifications
UEENEEG006A - Solve problems in single and three phase low voltage machines
UEENEEG033A - Solve problems in single and three phase low voltage electrical apparatus and circuits
UEENEEG063A - Arrange circuits, control and protection for general electrical installations
UEENEEG101A - Solve problems in electromagnetic devices and related circuits
UEENEEG102A - Solve problems in low voltage a.c. circuits
UEENEEG106A - Terminate cables, cords and accessories for low voltage circuits
UEENEEG107A - Select wiring systems and cables for low voltage general electrical installations
UEENEEG125A - Plan electrical installations with a low voltage demand up to 400 A per phase

Description: This unit covers the design of supply and distribution arrangements, control, protection and selection of equipment for electrical installations with low voltage demand greater than 400 amperes per phase. This encompasses designing schemes for protection of persons and property and correct functioning, compatibility with the supply, and arrangement of circuits, determination of fault levels, effective switchgear, control gear, and protection against over current and over and under voltage and wiring based on calculations to meet required safety and performance standards and functional requirements.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - electrical installations, determination of demand; - electrical installations, overcurrent protection, and; - electrical installations, overvoltage and undervoltage protection.

UEENEEG128A Plan low voltage switchboard and control panel layouts

Locations: Industry, Sunshine.

Prerequisites: UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace
UEENEE102A - Fabricate, assemble and dismantle utilities industry components
UEENEE104A - Solve problems in d.c. circuits
UEENEE105A - Fix and secure electrotechnology equipment
UEENEE107A - Use drawings, diagrams, schedules, standards, codes and specifications
UEENEEG006A - Solve problems in single and three phase low voltage

machines
UEENEEG033A - Solve problems in single and three phase low voltage electrical apparatus and circuits
UEENEEG063A - Arrange circuits, control and protection for general electrical installations
UEENEEG101A - Solve problems in electromagnetic devices and related circuits
UEENEEG102A - Solve problems in low voltage a.c. circuits
UEENEEG106A - Terminate cables, cords and accessories for low voltage circuits
UEENEEG107A - Select wiring systems and cables for low voltage general electrical installations

Description: This unit covers selecting and arranging equipment in electrical switchboards and control panels operating at voltages up to 1,000V a.c. or 1,500 V d.c. and fault levels not exceeding 20 kA. The unit encompasses arrangements for protection of persons and property, correct functioning, compatibility with the supply, and intended arrangement of circuits and selection of switchgear, controlgear and protection devices based on calculated and deemed-to-comply solutions and planning documentation.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - electrical metering arrangements; - switchgear/controlgear, and; - control panel wiring.

UEENEEG130A Design switchboards rated for high fault levels (greater than 400 A)

Locations: Industry, Sunshine.

Prerequisites: Please contact the Polytechnic, for a list of the required pre-requisites.

Description: This unit covers the design of supply and distribution arrangements, control, protection and selection of equipment for switchboards with low voltage demand greater than 400 amperes per phase. This encompasses designing schemes for protection of persons and property and correct functioning, compatibility with the supply, and arrangement of circuits, determination of fault levels, effective switchgear, control gear, and protection against over current, over and under voltage and wiring based on calculations to meet required safety and performance standards and functional requirements.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - trade calculations; - engineering mechanics; - engineering materials, and; - fault current calculations.

UEENEEG131A Evaluate performance of low voltage electrical apparatus

Locations: Industry, Sunshine.

Prerequisites: UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace

Description: This unit covers testing of electrical apparatus for compliance with a standard and regulation for the purpose of certification, approval and/or product

quality maintenance. The unit encompasses safe working practices, determining performance requirements, inspecting, setting up performance tests, evaluating inspection and test results and documenting test outcomes.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - performance standards and regulatory requirements for electrical equipment.

UEENEEG143A Develop engineering solution for synchronous machine and control problems

Locations: Industry, Sunshine.

Prerequisites:A student must have completed one of the following pre-requisite options: UEENEEG149A Provide engineering solutions to problems in complex polyphase power circuits; UEENEEE125A Provide engineering solutions for problems in complex multiple path circuit; UEENEEE126A Provide solutions to basic engineering computational problems, and; UEENEEE129A Solve electrotechnical engineering problems. OR UEENEEE101A Apply Occupational Health and Safety regulations, codes and practices in the workplace; UEENEEE104A Solve problems in d.c. circuits, and; UEENEEG101A Solve problems in electromagnetic devices and related circuits. OR UEENEEH114A Troubleshoot resonance circuits in an electronic apparatus; UEENEEE101A Apply Occupational Health and Safety regulations, codes and practices in the workplace, and; UEENEEE104A Solve problems in d.c. circuits or UEENEEH169A Solve problems in basic electronic circuits.

Description:This unit covers developing engineering solutions to resolve problems with synchronous machines and their controls. It encompasses working safely, apply extensive knowledge of synchronous machine operation, construction and their application, gathering and analysing data, applying problem solving techniques, developing and documenting solutions and alternatives.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - a.c. generators - construction, types and cooling; - a.c. generators - operating principles and characteristics; - synchronising a.c. generators; - a.c. generators power, torque and efficiency; - voltage regulation (AVR); - a.c. generator operational stability; - a.c. generator protection; - induction generator, and; - three phase synchronous motors.

UEENEEG144A Develop engineering solutions for D.C. machine and control problems

Locations: Industry, Sunshine.

Prerequisites:A student must have completed one of the following pre-requisite options: UEENEEE125A Provide engineering solutions for problems in complex multiple path circuit; UEENEEE126A Provide solutions to basic engineering

computational problems, and; UEENEEE129A Solve electrotechnical engineering problems. OR UEENEEE101A Apply Occupational Health and Safety regulations, codes and practices in the workplace; UEENEEE104A Solve problems in d.c. circuits, and; UEENEEG101A Solve problems in electromagnetic devices and related circuits. OR UEENEEH114A Troubleshoot resonance circuits in an electronic apparatus; UEENEEE101A Apply Occupational Health and Safety regulations, codes and practices in the workplace, and UEENEEE104A Solve problems in d.c. circuits, or UEENEEH169A Solve problems in basic electronic circuits.

Description:This unit covers developing engineering solutions to resolve problems with d.c. machines and their controls. It encompasses working safely; apply extensive knowledge of d.c. machine operation and construction and their application, gathering and analysing data, applying problem solving techniques, developing and documenting solutions and alternatives.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - basic d.c. machine construction and operation; - construction and use of lap and wave windings; - communication process; - armature reaction in d.c. machines; - d.c. generators; - d.c. motors; - starting and protection of d.c. motors; - speed regulation and speed control of d.c. motors; - braking of d.c. motors; - losses, heating and efficiency; - acceleration of d.c. motors and loads; - special d.c. motors construction, operation and applications; - maintenance of d.c. machines; - types of faults, and; - adjustment of machines.

UEENEEG145A Develop engineering solutions for induction machine and control problems

Locations: Industry, Sunshine.

Prerequisites:The student must have completed one of the following pre-requisite options: UEENEEG149A Provide engineering solutions to problems in complex polyphase power circuits; UEENEEE125A Provide engineering solutions for problems in complex multiple path circuit; UEENEEE126A Provide solutions to basic engineering computational problems, and; UEENEEE129A Solve electrotechnical engineering problems. OR UEENEEE101A Apply Occupational Health and Safety regulations, codes and practices in the workplace; UEENEEE104A Solve problems in d.c. circuits, and; UEENEEG101A Solve problems in electromagnetic devices and related circuits. OR UEENEEH114A Troubleshoot resonance circuits in an electronic apparatus; UEENEEE101A Apply Occupational Health and Safety regulations, codes and practices in the workplace, and; UEENEEE104A Solve problems in d.c. circuits, or UEENEEH169A Solve problems in basic electronic circuits.

Description:This unit covers developing engineering solutions to resolve problems with induction machines and their controls. It encompasses working safely; apply extensive knowledge of induction machine operation and construction and their application, gathering and analysing data, applying problem solving techniques, developing and documenting solutions and alternatives.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge

and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - operating principles of polyphase induction motors; - construction of polyphase induction motors; - speed-torque relationships in induction motors; - induction motor performance testing; - induction motor starters; - reduced voltage starting; - speed control of induction motors; - braking of induction motors; - motor protection; - motor selection criteria and RMS rating; - induction motor maintenance/repair, and; - single phase induction motors.

UEENEEG149A Provide engineering solutions to problems in complex polyphase power circuits

Locations: Industry, Sunshine.

Prerequisites: UEENEE125A - Provide engineering solutions for problems in complex multiple path circuits UEENEEG102A - Solve problems in low voltage a.c. circuits

Description: This unit covers determining correct operation of complex polyphase power circuits and providing solutions as they apply to electrical power engineering work functions. It encompasses working safely, problem solving procedures, including using electrical measuring devices, applying appropriate circuit theorems and providing solutions derived from measurements and calculations and justification for such solutions.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - polyphase supply system; - types of three phase system connections; - balanced three phase loads; - unbalanced three phase loads; - power in three-phase circuits; - reactive three phase power; - fault currents, and; - harmonics in three phase systems.

UEENEEG160A Evaluate performance of LV electrical machines

Locations: Industry, Sunshine.

Prerequisites: Please contact the Polytechnic for a list of pre-requisite combinations specific to this unit of competency.

Description: This unit covers electrical and mechanical safety and performance evaluation of electrical machines across their load range. The unit encompasses working safely, setting up and conducting evaluation measurements, evaluating performance from measured parameters and documenting results and recommending any resulting corrective actions.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

technical standards, regulations and codes for special electrical installations, and; - electrical machines, performance monitoring.

UEENEEG161A Design and develop modifications to LV electrical machines

Locations: Industry, Sunshine.

Prerequisites: Please contact the Polytechnic for a list of pre-requisite combinations specific to this unit of competency.

Description: This unit covers the performance and efficiency aspects of electrical machine design as applied to the modification of existing machines. It encompasses designing to given parameters including those related to safety and efficiency, adhering to compliance standards and compliance assessments and documentation.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - motor windings principles and construction; - direct current armature windings; - simplex lap windings; - simplex wave windings; - commutation and interpoles; - alternator windings; - breadth factor and sinusoidal output; - rating, cooling and regulation, and; - testing techniques.

UEENEEG169A Manage large electrical projects

Locations: Industry, Sunshine.

Prerequisites: UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace

Description: This unit covers the management of large electrical projects involving design, modifications, installation, and/or maintenance of systems and equipment. The unit encompasses management of safety, budget variation, personnel, resources, critical path timelines and completion documentation.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - defining project parameters; - time management concepts and standard practices; - financial management; - quality management concepts and practices; - human resource management concepts and practices within a project; - communication management concepts and practices within a project; - risk management and contingencies; - procurement management concepts and practices; - physical resource management concepts and practices relating to equipment, technology, information and facilities; - contracts; - performance assessment and continuous improvement; - engineering ethics principles; - customer/client relations, and; - electrical industry sector customs and practice.

UEENEEG170A Plan large electrical projects

Locations: Industry, Sunshine.

Prerequisites: UEENEE101A - Apply Occupational Health and Safety regulations,

codes and practices in the workplace

Description:This unit covers development and documentation of large electrical project proposals, milestones and completions. The unit encompasses, establishing budgets, critical path analysis, development of workflow strategies, documenting, presenting and negotiating budgets and timelines.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - project planning; - purpose of project planning; - defining project parameters; - time management concepts and standard practices; - financial management; - quality management concepts and practices; - human resource management concepts and practices within a project; - communication management concepts and practices within a project; - risk management and contingencies; - procurement management concepts and practices; - physical resource management concepts and practices relating to equipment, technology, information and facilities; - contracts; - performance assessment and continuous improvement; - engineering ethics principles; - customer/client relations; - electrical industry sector customs and practice; - critical path and project analysis, and; - electrical industry sector customs and practice.

UEENEEG175A Develop compliance policies and plans to conduct a electrical contracting business

Locations: Industry, Sunshine.

Prerequisites:UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace

Description:This unit covers the development of plans and policies to ensure regulatory requirements are met in conducting a contracting business, regulatory compliance, occupational and workplace relation requirements associated with functions and responsibilities of a contracting business. It encompasses applying knowledge of compliance regulations and standards, legislated obligations in relation to safety, the environment, heritage sites and employment and human resources.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - enterprise regulatory requirements and non regulatory standards; - electricity distributors, supply requirements, and; - electricity regulatory safety requirements.

UEENEEG179A Develop detailed electrical drawings

Locations: Industry, Sunshine.

Prerequisites:UEENEE104A - Use engineering applications software on personal computersUEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplaceUEENEE102A - Fabricate, assemble and dismantle utilities industry componentsUEENEE104A - Solve problems in d.c.

circuitsUEENEE107A - Use drawings, diagrams, schedules, standards, codes and specificationsUEENEE190A - Prepare engineering drawings using manual drafting and CAD for electrotechnology/utilities applicationsUEENEE191A - Prepare electrotechnology/utilities drawings using manual drafting and CAD equipment and softwareUEENEE192A - Produce detailed electrotechnology/utilities drawings using computer aided design equipment and software

Description:This unit covers the production of detailed electrical drawings, drawing sets and documentation. It includes safe working practices; interpreting technical data and specifications; using advanced computer-aided systems and commands and appropriate drafting peripheral systems, equipment and tools to develop detailed drawings. It also includes applying knowledge of electrical equipment design drawing methods, techniques, procedures and protocols and documenting design, storing and retrieving data, and producing related documentation for presentation of preliminary and final drafts for verification.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - producing final drafts for verification; - detailed electrical drawing production covering; - schematic component commands detailed; - schematic editing; - detailed panel layouts, and; - digitising and scanning.

UEENEEG180A Develop detailed and complex drawings for electrical systems using CAD systems

Locations: Industry, Sunshine.

Prerequisites:UEENEE104A - Use engineering applications software on personal computersUEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplaceUEENEE102A - Fabricate, assemble and dismantle utilities industry componentsUEENEE104A - Solve problems in d.c. circuitsUEENEE107A - Use drawings, diagrams, schedules, standards, codes and specificationsUEENEE190A - Prepare engineering drawings using manual drafting and CAD for electrotechnology/utilities applicationsUEENEE191A - Prepare electrotechnology/utilities drawings using manual drafting and CAD equipment and softwareUEENEE192A - Produce detailed electrotechnology/utilities drawings using computer aided design equipment and softwareUEENEE179A - Develop detailed electrical drawings

Description:Develop detailed and complex drawings for electrical systems using computer aided design (CAD) systems to meet design specification. It includes 2D and 3D drawing formats covering a representative range of electrical systems such as installations with alternative supplies, installations over 400 A per phase at low voltage and/or high voltage, single or multi tenancies, heavy plant, switchgear, protection systems, earthing, power factor correction, control equipment, and energy monitoring and management.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting

of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - advanced computer-aided drawing design (CAD) systems; - computer based modelling and application systems; - computer based modelling, design and drafting systems; - CAD modelling techniques; - graphical engineering design techniques for products, processes, systems or services representation; - managing resources - CAD; - managing CAD Systems, and; - managing CAD utilities.

UEENEEG181A Provide advice on effective and energy efficient lighting products

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit covers advising customers of effective and energy efficient lighting products within the scope of manufacturers' product data. It encompasses a basic knowledge of lighting principles, light source types and typical applications and interpreting manufacturers' technical data and documenting advice given.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - technology of light; - nature of light; - incandescent lamp; - fluorescent lamps; - high intensity discharge (HID) lamps; - LED lamps, and; - luminaires (Light fittings).

UEENEEG182A Supply effective and efficient lighting products for domestic and small commercial applications

Locations: Industry, Sunshine.

Prerequisites: UEENEEG181A - Provide advice on effective and energy efficient lighting products

Description: This unit covers responding to customer request for the supply of effective and efficient luminaires and associated control and mounting apparatus. It encompasses working safely, a knowledge of luminaires, their application and parameters, energy efficiency and safety compliance requirements and regulations, interrogating customer requests, extracting information from manufacturer's catalogues and technical data and supplying the most appropriate and compliant fittings.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - dealing with customer requests; - extracting information from manufacturers' catalogues and other technical data; - lighting and energy conservation; - lamp types where colour is important for functional or safety reasons; - luminaire types where glare or illumination level gradients may cause difficulty for vision or introduce safety

problems; - regulatory requirements, and; - criteria for recommending the most appropriate light fittings (luminaires).

UEENEEG183A Provide advice on the application of energy efficient lighting for ambient and aesthetic effect

Locations: Industry, Sunshine.

Prerequisites: UEENEEG181A - Provide advice on effective and energy efficient lighting products
UEENEEG182A - Supply effective and efficient lighting products for domestic and small commercial applications

Description: This unit covers advising customers on energy efficient lighting for ambient and aesthetic effects. It encompasses a basic knowledge of lighting principles, light source types, effects of colour, visual perception and interpreting manufacturers' technical data and documenting advice given.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - colour of light sources; - colour rendering index; - effects of surface texture; - visual perception; - effects of indirect light; - diffused light; - psychology of lighting, perception and mood; - function of ambience, and; - control of lighting levels.

UEENEEG184A Provide photometric data for illumination system design

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit covers the provision of photometric data to support illumination system designs. It encompasses working safely, applying knowledge of photometric calculations for the selecting and arranging light sources for particular applications, recognising the visual requirements of the human subject, complying with standards and documenting justification for the data provided.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - nature of light; - photometric principles and definitions; - physiology of the eye and light detection; - colour, and; - photometry.

UEENEEG185A Select effective and efficient light sources and luminaires for given locations and designs

Locations: Industry, Sunshine.

Prerequisites: UEENEEG184A - Provide photometric data for illumination system design

Description: This unit covers the selecting effective and efficient light sources and luminaires for a given location and lighting design. It encompasses, applying knowledge of light sources and luminaires and given lighting design parameters, complying with standards and documenting justification for the selections made.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - types of light sources and their historic development including the practical requirements, advantages and disadvantages of light sources; - each practical lamp type is designated in terms; - types of luminaire; - natural lighting and building design; - techniques used to minimise energy expenditure, and; - specific application lamps.

UEENEEG186A Design effective and efficient lighting for residential and commercial buildings

Locations: Industry, Sunshine.

Prerequisites:UEENEEG1 84A - Provide photometric data for illumination system design
UEENEEG1 85A - Select effective and efficient light sources and luminaries for given locations and designs

Description:This unit covers lighting design for residential and commercial buildings to provide sufficient illumination with minimal energy use. It encompasses an understanding of safety principles and photometrics, the application of design calculations, compliance standards, energy management, lighting control and available lighting products appropriate to the illumination design and fully documenting completed design.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - detailed knowledge of lighting principles; - lighting applications; - safety aspects of lighting; - energy efficiency; - integrating various lighting types into one application; - control and energy management; - interpreting and applying manufacturers technical data; - architectural considerations; - utilising natural lighting, and; - use of computer programs for lighting design.

UEENEEG187A Design effective and efficient lighting for public, open and sports areas

Locations: Industry, Sunshine.

Prerequisites:UEENEEG1 84A - Provide photometric data for illumination system design
UEENEEG1 85A - Select effective and efficient light sources and luminaries for given locations and designs

Description:This unit covers effective and efficient lighting design for public and open areas, such as indoor and outdoor sporting facilities, urban parks and the like, to provide sufficient illumination with minimal energy use. It encompasses an understanding of safety principles and photometrics, the application of design calculations, compliance standards, energy management, lighting control and available lighting products appropriate to the illumination design and fully documenting completed design.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - reasons for quality lighting in sport; - key terms in sports lighting; - the sports lighting design process; - layout for lighting in multi-purpose halls and enclosed areas; - sports grounds and stadiums; - swimming/diving; - other considerations, and; - recommendations.

UEENEEG188A Prepare quotations for the supply of effective and efficient lighting products for lighting projects

Locations: Industry, Sunshine.

Prerequisites:UEENEEG1 84A - Provide photometric data for illumination system design
UEENEEG1 85A - Select effective and efficient light sources and luminaries for given locations and designs

Description:This unit covers preparing quotations for supply of effective and efficient lighting products based on given specifications and/or material schedules. It encompasses knowledge of lighting and ancillary components, their application and parameters, compliance requirements, installations conditions, interpreting manufacturer's technical data, job specifications and equipment schedules and documenting quotations accurately.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - knowledge of lighting products; - illumination principles; - lighting applications; - lighting product parameters; - compliance requirements; - installation conditions; - interpreting manufacturers technical data; - interpreting job specifications; - interpreting equipment schedules; - documenting quotations, and; - use of computer program for quoting purposes.

UEENEEH102A Repairs basic electronic apparatus faults by replacement of components

Locations: Industry, Sunshine.

Prerequisites:UEENEEH1 01A - Apply Occupational Health and Safety regulations, codes and practices in the workplace
UEENEEH1 02A - Fabricate, assemble and dismantle utilities industry components

Description:This unit deals the replacement of electronic components, cabling and sub systems of electronic apparatus. It encompasses safe working practices, following written and oral instruction and procedures, basic testing and techniques, dismantling and assembling apparatus and disconnecting and reconnecting components.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - electronic soldering equipment and techniques; - printed circuit board soldering techniques; - soldering electronic cables; - electronic component basics; - electronic cable overview and coaxial cable; - performance copper cables, and; - electronic apparatus components.

UEENEEH111A Troubleshoot single phase input d.c. power supplies

Locations: Industry, Sunshine.

Prerequisites: A student must complete the following pre-requisites: UEENEE101A Apply Occupational Health and Safety regulations, codes and practices in the workplace; UEENEE104A Solve problems in d.c. circuits; UEENEE102A Repair basic electronic apparatus faults by replacement of components; AND Either: One of the following units: UEENEEH114A Troubleshoot resonance circuits in an electronic apparatus; UEENEE119A Solve problems in multiple path extra low voltage (ELV) a.c. circuits; UEENEEH169A Solve problems in basic electronic circuits, or or both of the following units: UEENEEG101A Solve problems in electromagnetic devices and related circuits, and; UEENEEG102A Solve problems in low voltage a.c. circuits.

Description: This unit covers determining correct operation of independent power supplies and power supply sections of electronic apparatus. It encompasses working safely, problem solving procedures, including the use of voltage, current and resistance measuring devices, providing solutions derived from measurements and calculations to predictable problems in d.c. power supplies with single phases input.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - power supplies operating principles and applications; - d.c. rectification circuits; - filter circuits; - zener diode regulator; - three terminal regulator circuits; - electronic testing and measuring devices and techniques; - d.c. power supply testing and fault finding, and; - OH&S.

UEENEEH147A Assess electronic apparatus compliance

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit covers assessing electronic apparatus for compliance with a standard and/or regulation for the purpose of certification or approval. The unit encompasses safe working practices, determining specified requirements, inspecting, setting up performance tests, evaluating inspection and test results and documenting evaluation outcomes.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting

of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - technical standards, regulations and codes for electronic apparatus; - compliance certification; - preparation required to assess equipment for compliance with Standards, and; - compliance testing and assessment of equipment.

UEENEEH150A Assemble and set up basic security systems

Locations: Industry, Sunshine.

Prerequisites: UEENEE102A - Fabricate, assemble and dismantle utilities industry components UEENEE105A - Fix and secure electrotechnology equipment UEENEE107A - Use drawings, diagrams, schedules, standards, codes and specifications

Description: This unit covers installing electronic security systems with up to 50 connected devices typically used in single domestic and small commercial premises. It encompasses, working safely and to standards, following oral and written instructions and procedures, securely placing and connecting security system components, and applying customer relation protocols.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - regulations applicable to the security industry; - circuit arrangements; - mechanical detectors; - electro-mechanical detectors; - relays; - security planes; - communication systems, and; - closed circuit television.

UEENEEH188A Design and develop electronics - computer systems projects

Locations: Industry, Sunshine.

Prerequisites: UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace

Description: This unit covers the design and development of electronics/computer systems projects. It encompasses working safely, designing, constructing, and recording, evaluating and reporting of an electronics/computer systems design project.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - electronic measuring instruments; - connection of test/measuring devices into a circuit; - taking readings; - storage, maintenance and care of test/measuring devices; - engineering design processes; - the functional and non-functional requirements of a customer; - design objectives (specifications) to satisfy a given set of customer attributes; - creation of the design plan through solution synthesis by selecting or creating the solution; - analysis; - optimisation of the proposed solution; - validations of the resulting design against the customer's; - implementation of the selected design; -

occupational health and safety fundamentals; - the work environment; - manual handling; - working at heights; - confined spaces; - physical and psychological hazards; - working safely with electricity; - life support - CPR in the workplace; - risk management and assessment of risk; - hazards associated with low-voltage, extra-low voltage and high-currents; - risks and control measures associated with high-voltage; - risks and control measures associated with low voltage; - risks and control measures associated with the high levels of radiation; - optical fibre safety, and; - safety, selection, use, maintenance and care of test equipment.

UEENEE101A Use instrumentation drawings, specification, standards and equipment manuals

Locations: Industry, Sunshine.

Prerequisites: UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace UEENEE107A - Use drawings, diagrams, schedules, standards, codes and specifications

Description: This unit covers using drawings, specifications, standards and equipment manual applicable to installing, maintaining and fault finding process controls. It encompasses the principles of process control embodied in drawings, standards, specifications and equipment manuals, matching equipment with that specified for a given function and location and determining the connections required between pneumatic, hydraulic and electrical equipment from instrumentation drawings and specifications

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - industrial instrumentation; - instrument standards; - instrumentation terminology and SI units; - calibration of link and lever instruments; - instrumentation safe working practices; - instrumentation drawings, diagrams and manuals; - quantity take-offs and parts lists, and; - sketching of instrumentation and control.

UEENEE102A Solve problems in pressure measurement components and systems

Locations: Industry, Sunshine.

Prerequisites: UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace UEENEE107A - Use drawings, diagrams, schedules, standards, codes and specifications UEENEE101A - Use instrumentation drawings, specification, standards and equipment manuals

Description: This unit covers setting up pressure measuring components and systems and providing solutions to pressure measurement problems as they apply to various process and control work functions. It encompasses working safely, setting up and calibrating pressure measuring components and systems, problem solving techniques, the use of a range of measuring devices, providing solutions derived from measurements and calculations to predictable problems in pressure measurement components and systems.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge

and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - pressure measurement terms and transducers; - manometers; - absolute, gauge and atmospheric pressure measurement; - mechanical pressure measuring devices; - electrical pressure measuring devices; - dead weight testers; - testing and installation of pressure measurement devices, and; - pressure transmitters and converters.

UEENEE103A Solve problems in density/level measurement components and systems

Locations: Industry, Sunshine.

Prerequisites: UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace UEENEE107A - Use drawings, diagrams, schedules, standards, codes and specifications UEENEE101A - Use instrumentation drawings, specification, standards and equipment manuals UEENEE102A - Solve problems in pressure measurement components and systems

Description: This unit covers setting up density/level measuring components and systems and providing solutions to density/level measurement problems as they apply to various process and control work functions. It encompasses working safely, setting up and calibrating density/level measuring components and systems, problem solving techniques, the use of a range of measuring devices, providing solutions derived from measurements and calculations to predictable problems in density/level measurement components and systems.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - introduction to level/density measurement; - level measurement techniques - sight type; - level/density measurement - force type techniques; - level/density measurement - pressure-type techniques; - level/density measurement - electrical techniques; - level/density measurement - non-intrusive type techniques, and; - level/density measurement calibration.

UEENEE104A Solve problems in flow measurement components and systems

Locations: Industry, Sunshine.

Prerequisites: UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace UEENEE107A - Use drawings, diagrams, schedules, standards, codes and specifications UEENEE101A - Use instrumentation drawings, specification, standards and equipment manuals UEENEE102A - Solve problems in pressure measurement components and systems

Description: This unit covers setting up flow measuring components and systems and providing solutions to flow measurement problems as they apply to various process and control work functions. It encompasses working safely, setting up and calibrating flow measuring systems, problem solving techniques, the use of a range of measuring devices, providing solutions derived from measurements and calculations to predictable problems in flow measurement systems.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - introduction to flow measurement in closed conduits; - differential pressure flow measurement; - differential pressure flow measurement circuits; - variable area flow meters and turbine flow meters; - electromagnetic, vortex and ultrasonic flow meters; - mass flow measurement and volumetric flow rate correction; - mechanical flowmeters for liquid service, and; - open-channel flow measurement and flow meter calibration.

UEENEE105A Solve problems in temperature measurement components and systems

Locations: Industry, Sunshine.

Prerequisites:UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplaceUEENEE107A - Use drawings, diagrams, schedules, standards, codes and specificationsUEENEE101A - Use instrumentation drawings, specification, standards and equipment manuals

Description:This unit covers setting up temperature measuring components and systems and providing solutions to temperature measurement problems as they apply to various process and control work functions. It encompasses working safely, setting up and calibrating temperature measuring components and systems, problem solving techniques, the use of a range of measuring devices, providing solutions derived from measurements and calculations to predictable problems in temperature measurement components and systems.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - introduction to temperature measurement; - resistance temperature detectors (RTDs); - RTD measuring circuits; - thermocouples; - thermocouple measuring circuits; - filled system thermometers; - radiation thermometers, and; - other temperature measuring techniques.

UEENEE106A Set up and adjust PID control loops

Locations: Industry, Sunshine.

Prerequisites:A student must have completed all the units in the Common Unit Group, as well as all units contained within one Pathway Group. Common Unit Group: UEENEE101A Apply Occupational Health and Safety regulations, codes and practices in the workplace UEENEE104A Solve problems in d.c. circuits UEENEE107A Use drawings, diagrams, schedules, standards, codes and specifications UEENEE101A Use instrumentation drawings, specification, standards and equipment manuals UEENEE102A Solve problems in pressure measurement components and systems UEENEE103A Solve problems in density/level measurement components and systems UEENEE104A Solve problems in flow measurement components and systems, and; UEENEE105A Solve problems in temperature measurement

components and systems Electrical Pathway Group: UEENEEG101A Solve problems in electromagnetic devices and related circuits, and; UEENEEG102A Solve problems in low voltage a.c. circuits. Instrumentation and Control Pathway Group: UEENEE119A Solve problems in multiple path extra low voltage (ELV) a.c. circuits.

Description:This unit covers providing solutions to predictable problems in process control loops. It encompasses working safely, applying logical problem solving procedures, evaluating performance, the use of measuring devices, providing solutions to predictable control problems, and documenting solutions.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - introduction to control systems; - process control terminology; - process characteristics; - types of control and control modes; - connection of controllers; - testing of control modes; - process controllers, and; - tuning and installation of control loops,

UEENEE107A Install instrumentation and control cabling and tubing

Locations: Industry, Sunshine.

Prerequisites:UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplaceUEENEE107A - Use drawings, diagrams, schedules, standards, codes and specificationsUEENEE101A - Use instrumentation drawings, specification, standards and equipment manuals

Description:This unit covers the installation and termination of instrument and control cabling and tubing for chemical, industrial or food processing systems or equipment used in medical procedures. It encompasses working safely and to standards, routing cables and tubing to specified locations, terminating cables and tubing and connecting wiring at accessories and at instruments and control apparatus and completing the necessary installation documentation.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - instrumentation cable types and terminations, and; - instrumentation pneumatic/hydraulic control tubing/piping.

UEENEE108A Install instrumentation and control apparatus and associated equipment

Locations: Industry, Sunshine.

Prerequisites:UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplaceUEENEE107A - Use drawings, diagrams, schedules, standards, codes and specificationsUEENEE101A - Use instrumentation drawings, specification, standards and equipment manuals

Description:This unit covers the installation of measurement, monitoring and control apparatus and associated equipment. It encompasses working safely and to installation standards, matching equipment with that specified for a given location,

placing and securing equipment accurately, making required pneumatic, hydraulic and electrical circuit connections and completing the necessary installation documentation.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - instrumentation and control equipment installation requirements and techniques; - equipment specification; - manufacturer's installation instructions; - system specifications; - communication/signal cabling installation requirements; - power wiring requirements, and; - initial set up procedures.

UEENEE112A Verify compliance and functionality of instrumentation and control installations

Locations: Industry, Sunshine.

Prerequisites:A student must have completed all the units in the Common Unit Group, as well as all units contained within one Pathway Group. Common Unit Group: UEENEE101A Apply Occupational Health and Safety regulations, codes and practices in the workplace; UEENEE104A Solve problems in d.c. Circuits; UEENEE107A Use drawings, diagrams, schedules, standards, codes and specifications; UEENEE101A Use instrumentation drawings, specification, standards and equipment manuals; UEENEE102A Solve problems in pressure measurement components and systems; UEENEE103A Solve problems in density/level measurement components and systems; UEENEE104A Solve problems in flow measurement components and systems; UEENEE105A Solve problems in temperature measurement components and systems; UEENEE106A Set up and adjust PID control loops; UEENEE110A Set up and adjust advanced PID process control loops, and; UEENEE113A Setup and configure Human-Machine Interface (HMI) and industrial networks. Electrical Pathway Group: UEENEEG101A Solve problems in electromagnetic devices and related circuits, and; UEENEEG102A Solve problems in low voltage a.c. circuits. Instrumentation and Control Pathway Group: UEENEE119A Solve problems in multiple path extra low voltage (ELV) a.c. circuits.

Description:This unit covers pre-commissioning testing and visual inspection for verifying that installed instrumentation and control apparatus in non-hazardous areas is safe and complies with requirements. It encompasses procedures for safely conducting safety tests, conducting visual inspections, identifying non-compliance defects and reporting requirements.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - safety working practices; - equipment selection; - control loop installation, and; - test and verification.

UEENEE116A Assemble, enter and verify operating instructions in microprocessor equipped devices

Locations: Industry, Sunshine.

Prerequisites:UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace

Description:This unit covers assembling and entering instructions in microprocessor-equipped devices (embedded system) with simple built-in programming function and verifying that the device operates as intended. It encompasses safe working practices, checking device installation, following written and oral instruction and procedures and completing necessary documentation.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - overview of digital controllers; - controller input and output equipment; - installation of controllers, and; - configuration and digital controller set-up.

UEENEE123A Design electronic control systems

Locations: Industry, Sunshine.

Prerequisites:A student must have completed all the units in the Common Unit Group, as well as all units contained within one Pathway Group. Common Unit Group: UEENEE101A Apply Occupational Health and Safety regulations, codes and practices in the workplace; UEENEE104A Solve problems in d.c. Circuits; UEENEE107A Use drawings, diagrams, schedules, standards, codes and specifications; UEENEEG101A Solve problems in electromagnetic devices and related circuits; UEENEEG102A Solve problems in low voltage a.c. circuits; UEENEE124A Fault find and repair analogue circuits and components in electronic control systems, and; UEENEE139A Diagnose and rectify faults in digital controls systems. Electrical Pathway Group: Please contact Victoria University Polytechnic, for the list of pre-requisites required and contained within this group. Instrumentation Pathway Group: Please contact Victoria University Polytechnic, for the list of pre-requisites required and contained within this group.

Description:This unit covers designing electronic control systems incorporating closed loop and digital and analogue elements. It encompasses working safely, following design brief, applying knowledge of digital and analogue devices, interpreting device specifications, constructing prototypes, using appropriate development software, applying programming techniques, testing developed system prototype operation and documenting design and development work.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - control systems; - purpose built microprocessor controller multiple inputs resulting in different or changed outputs; - different types and applications of system transducers and sensors, and; - actuators and drive systems.

UEENEE124A Fault find and repair analogue circuits and components in electronic control systems

Locations: Industry, Sunshine.

Prerequisites: A student must have completed all the units in the Common Unit Group, as well as all units contained within one Pathway Group. Common Unit Group: UEENEE101A Apply Occupational Health and Safety regulations, codes and practices in the workplace; UEENEE104A Solve problems in d.c. Circuits, and; UEENEE107A Use drawings, diagrams, schedules, standards, codes and specifications.

Instrumentation and Control Pathway Group: UEENEE119A Solve problems in multiple path extra low voltage (ELV) a.c. circuits; UEENEE1101A Use instrumentation drawings, specification, standards and equipment manuals; UEENEE1102A Solve problems in pressure measurement components and systems; UEENEE1103A Solve problems in density/level measurement components and systems; UEENEE1104A Solve problems in flow measurement components and systems; UEENEE1105A Solve problems in temperature measurement components and systems; UEENEE1106A Set up and adjust PID control loops; UEENEE1110A Set up and adjust advanced PID process control loops; UEENEE112A Verify compliance and functionality of instrumentation and control installations, and; UEENEE113A Setup and configure Human-Machine Interface (HMI) and industrial networks. Electrical Pathway Group: Please contact Victoria Polytechnic, for the list of pre-requisites required and contained within this group.

Description: This unit covers fault finding and repairing analogue applications in electronic control systems. The unit encompasses safe working practices, interpreting diagrams and technical data, applying knowledge of analogue circuits and components to logical fault finding processes, implementing fault rectification, safety and functional testing and reporting work activities and outcomes.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - amplifier fundamentals; - basic op-amp configurations; - op amp limitations; - single stage amplifiers; - amplifier applications; - op amp/diode circuits; - oscillators; - op amp/RC circuits; - filters; - timers; - power amplifiers, and; - multi-stage circuits.

UEENEE125A Provide solutions to fluid circuit operations

Locations: Industry, Sunshine.

Prerequisites: UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace; UEENEE102A - Fabricate, assemble and dismantle utilities industry components; UEENEE107A - Use drawings, diagrams, schedules, standards, codes and specifications

Description: This unit covers the solution to problems associated with the operation of fluid controlled circuits. It encompasses working safely, problem solving procedures, including using measuring instruments, applying appropriate circuit theorems and providing solutions derived from measurements and calculations and justification for such solutions.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge

and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - terms and their definitions used in fluid power systems; - applications of fluid power; - Pascal's law as it relates to force transfer, multiplication and intensification; - mathematical relationships involving temperature and volume (Charles law), pressure and volume (Boyles law), pressure and volume (Boyles law) and their combinational relationships; - fluid power principles related to components and the identification of components; - operation of fluid power components; - interpretation of fluid system operation from circuit diagrams; - operation and construction of basic pneumatic circuit; - operation and construction of a basic hydraulic circuit; - routing maintenance procedures, and; - safety requirement.

UEENEE129A Set up electronically controlled mechanically operated complex systems

Locations: Industry, Sunshine.

Prerequisites: A student must have completed all the units in the Common Unit Group, as well as all units contained within one Pathway Group. Common Unit Group: UEENEE101A Apply Occupational Health and Safety regulations, codes and practices in the workplace; UEENEE102A Fabricate, assemble and dismantle utilities industry components; UEENEE104A Solve problems in d.c. Circuits; UEENEE107A Use drawings, diagrams, schedules, standards, codes and specifications; UEENEE1101A Solve problems in electromagnetic devices and related circuits; UEENEE1102A Solve problems in low voltage a.c. circuits; UEENEE124A Fault find and repair analogue circuits and components in electronic control systems; UEENEE127A Analyse complex electronic circuits controlling fluids, and; UEENEE139A Diagnose and rectify faults in digital controls systems. Electrical Pathway Group: Please contact Victoria University Polytechnic, for the list of pre-requisites required and contained within this group. Instrumentation and Control Pathway Group: Please contact Victoria University Polytechnic, for the list of pre-requisites required and contained within this group.

Description: This unit covers the setting up, adjustment, maintenance and modification to electronically controlled mechanically operated complex systems. It encompasses working safely, applying extensive knowledge of electronic circuits and the integration to mechanically operated equipment and systems, gathering and analysing data, applying problem solving techniques, developing and documenting solutions and alternatives.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - connection of sensors and actuators to an interface for communications with a discrete device electronic controller or programmable controller or computer for the operation of a process requiring continuously variable changes; - description of the logic sequence for the integrated system including: operator actions, input signals, output actions, interlocks and safety and emergency requirements; - transformation of the system logic into a program to carry out the desired task using a port address on a computer using programming software and codes; - commissioning systems and perform fault

diagnosis using computer automation; - operation of circuits controlling hydraulics; - technical specifications and data for the selection of hydraulic components for machine control, and; - installation, commissioning and testing hydraulic systems.

UEENEE138A Provide solutions to extra low voltage (ELV) electro-pneumatic control systems and drives

Locations: Industry, Sunshine.

Prerequisites: UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace

Description: This unit covers developing and implementing control solutions for systems using electro-pneumatic elements operating at extra-low voltage and variable speed drives. It encompasses safe working practices, establishing required control functions, checking device installation, entering instruction into programmable devices, following written and oral instruction and procedures and completing necessary documentation.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - electrical and pneumatic safety; - electrical/pneumatic drawing types and applications; - electrical and pneumatic control system components; - electrical relay types; - pneumatic control valves and actuators; - basic logic as applied to control systems; - evidence shall show an understanding of variable speed drive (VSD) functions and set up; - basic function of a variable speed drive in controlling an induction motor; - configuring a variable speed drive; - configuration includes setting rated motor voltage and current, digital and analogue inputs, speed range, ramp times and the like, and; - testing procedures.

UEENEE140A Plan the electrical installation of integrated systems

Locations: Industry, Sunshine.

Prerequisites: A student must have completed all the units in the Common Unit Group, as well as all units contained within one Pathway Group. Common Unit Group: UEENEE101A Apply Occupational Health and Safety regulations, codes and practices in the workplace; UEENEE102A Fabricate, assemble and dismantle utilities industry components; UEENEE105A Fix and secure electrotechnology equipment, and; UEENEE107A Use drawings, diagrams, schedules, standards, codes and specifications. Electrotechnology Pathway Group: UEENEE108A Lay wiring/cabling and terminate accessories for ELV circuits. Electrical Pathway Group: UEENEE106A Terminate cables, cords and accessories for low voltage circuits.

Description: This unit covers the planning and practices in installing an integrated systems. It encompasses working safely, applying knowledge bus system parameters, topology and installation requirements, bus system cables and terminations, control and dimming methods and planning and documenting integrated installation plans.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting

of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - bus system parameters; - LV supply voltage parameters and quality; - cabling; - supply and load protection; - output devices; - installation requirements for input devices; - acceptable and unacceptable topologies for a single network, and; - devices and connections for other control methods.

UEENEE141A Develop electrical integrated systems

Locations: Industry, Sunshine.

Prerequisites: A student must have completed all the units in the Common Unit Group, as well as all units contained within one Pathway Group. Common Unit Group: UEENEE101A Use computer applications relevant to a workplace UEENEE101A Apply Occupational Health and Safety regulations, codes and practices in the workplace; UEENEE102A Fabricate, assemble and dismantle utilities industry components; UEENEE105A Fix and secure electrotechnology equipment, and; UEENEE107A Use drawings, diagrams, schedules, standards, codes and specifications. Electrotechnology Pathway Group: UEENEE108A Lay wiring/cabling and terminate accessories for ELV circuits. Electrical Pathway Group: UEENEE106A Terminate cables, cords and accessories for low voltage circuits.

Description: This unit covers the development of integrated systems. It encompasses working safely, scrutinising and adapting project specifications, applying knowledge of the application for integrated systems, system topologies and devices applications and capabilities, system programming methods, using diagnostic tools and documenting the developed systems.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - applications and advantages of integrated systems; - system components; - network specifications; - software for system and device programming, monitoring and controlling; - system and device programming, and; - system fault-finding processes.

UEENEE142A Develop an electrical integrated system interface for access through a touch screen

Locations: Industry, Sunshine.

Prerequisites: A student must have completed all the units in the Common Unit Group, as well as all units contained within one Pathway Group. Common Unit Group: UEENEE101A Use computer applications relevant to a workplace; UEENEE101A Apply Occupational Health and Safety regulations, codes and practices in the workplace; UEENEE102A Fabricate, assemble and dismantle utilities industry components; UEENEE105A Fix and secure electrotechnology equipment; UEENEE107A Use drawings, diagrams, schedules, standards, codes and specifications, and; UEENEE141A Develop electrical integrated systems' Electrotechnology Pathway Group: UEENEE108A Lay wiring/cabling and terminate accessories for ELV circuits. Electrical Pathway Group: UEENEE106A Terminate cables, cords and accessories for low voltage circuits.

Description: This unit covers the development of integrated systems touch screen interface. It encompasses working safely, applying knowledge of the application integrated system, working with customers to determine required control parameters,

application of touch screen software components and embellishments, network connectivity, using diagnostic tools and documenting the developed systems.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - integrated system touch screen types, features and parameters; - touch screen mounting methods and manufacturer's instructions; - touch screen wiring and connection arrangements; - electrical protection requirements; - programming requirements and process; - programming software specifications and tools; - HMI programming techniques with proprietary software, and; - methods for transferring and project data and backing up.

UEENEE143A Develop access control of electrical integrated systems using logic-based programming tools

Locations: Industry, Sunshine.

Prerequisites:A student must have completed all the units in the Common Unit Group, as well as all units contained within one Pathway Group. Common Unit Group: UEENEE101A Use computer applications relevant to a workplace; UEENEE101A Apply Occupational Health and Safety regulations, codes and practices in the workplace; UEENEE102A Fabricate, assemble and dismantle utilities industry components; UEENEE105A Fix and secure electrotechnology equipment; UEENEE107A Use drawings, diagrams, schedules, standards, codes and specifications; UEENEE141A Develop electrical integrated systems, and; UEENEE142A Develop an electrical integrated system interface for access through a touch screen, Electrotechnology Pathway Group: UEENEE108A Lay wiring/cablings and terminate accessories for ELV circuits. Electrical Pathway Group: UEENEE106A Terminate cables, cords and accessories for low voltage circuits.

Description:This unit covers programming functions and parameters of touch screens and other access controls in an integrated system. It encompasses working safely and to manufacturer's instructions and regulatory requirements, applying knowledge of the application integrated system, using proprietary touch screen programming tools, and documenting as-programmed assess functions.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - integrated system hardware parameters and limitations; - integrated system configuration software features and options; - logic gates as they apply in integrated system control, and; - logic-based software tools.

UEENEE144A Develop interfaces for multiple access methods to monitor, schedule and control an electrical integrated system

Locations: Industry, Sunshine.

Prerequisites:A student must have completed all the units in the Common Unit Group, as well as all units contained within one Pathway Group. Common Unit Group: UEENEE101A Use computer applications relevant to a workplace; UEENEE101A Apply Occupational Health and Safety regulations, codes and practices in the workplace; UEENEE102A Fabricate, assemble and dismantle utilities industry components; UEENEE105A Fix and secure electrotechnology equipment; UEENEE107A Use drawings, diagrams, schedules, standards, codes and specifications; UEENEE141A Develop electrical integrated systems, and; UEENEE142A Develop an electrical integrated system interface for access through a touch screen. Electrotechnology Pathway Group: UEENEE108A Lay wiring/cablings and terminate accessories for ELV circuits. Electrical Pathway Group: UEENEE106A Terminate cables, cords and accessories for low voltage circuits.

Description:This unit covers programming for multiple access to integrated systems for a single dwelling. Such access includes mobile phones, computer networks, remote controls, touch screens and the like. It encompasses working safely and to manufacturer's instructions and regulatory requirements, installing and setting up gateway equipment, applying knowledge of the application of integrated system including remote reprogramming and monitoring, using proprietary programming tools, and documenting as-programmed assess functions.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - gateway devices; - network set up; - controller user interface; - programming software and application, and; - interface web browsers.

UEENEE145A Diagnose and rectify faults in a.c. motor drive systems

Locations: Industry, Sunshine.

Prerequisites:UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplaceUEENEE104A - Solve problems in d.c. circuitsUEENEE105A - Fix and secure electrotechnology equipmentUEENEE107A - Use drawings, diagrams, schedules, standards, codes and specificationsUEENEEG006A - Solve problems in single and three phase low voltage machinesUEENEEG033A - Solve problems in single and three phase low voltage electrical apparatus and circuitsUEENEEG063A - Arrange circuits, control and protection for general electrical installationsUEENEEG101A - Solve problems in electromagnetic devices and related circuitsUEENEEG102A - Solve problems in low voltage a.c. circuitsUEENEEG106A - Terminate cables, cords and accessories for low voltage circuitsUEENEE124A - Fault find and repair analogue circuits and components in electronic control systemsUEENEE148A - Solve problems in single phase electronic power control circuitsUEENEE149A - Solve problems in polyphase electronic power control circuits

Description:This unit covers diagnosing and rectifying faults in systems controlling starting, speed, torque, power output, efficient running and braking of a.c. motors. The unit encompasses safe working practices, interpreting technical data, applying knowledge of a.c. motors operating parameters to logical fault finding processes, implementing fault rectification, safety and functional testing and reporting work activities and outcomes.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic

and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - methods and operating principles; - installation requirements; - filtering; - performance characteristics; - set up and commissioning, and; - common faults: their symptoms and causes.

UEENEE1146A Diagnose and rectify faults in d.c. motor drive systems

Locations: Industry, Sunshine.

Prerequisites: UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace UEENEE104A - Solve problems in d.c. circuits UEENEE105A - Fix and secure electrotechnology equipment UEENEE107A - Use drawings, diagrams, schedules, standards, codes and specifications UEENEG006A - Solve problems in single and three phase low voltage machines UEENEG033A - Solve problems in single and three phase low voltage electrical apparatus and circuits UEENEG063A - Arrange circuits, control and protection for general electrical installations UEENEG101A - Solve problems in electromagnetic devices and related circuits UEENEG102A - Solve problems in low voltage a.c. circuits UEENEG106A - Terminate cables, cords and accessories for low voltage circuits UEENEE1124A - Fault find and repair analogue circuits and components in electronic control systems UEENEE1148A - Solve problems in single phase electronic power control circuits UEENEE1149A - Solve problems in polyphase electronic power control circuits

Description: This unit covers diagnosing and rectifying faults in systems controlling starting, speed, torque, power output, efficient running and braking of d.c. motors. The unit encompasses safe working practices, interpreting technical data, applying knowledge of d.c. motors operating parameters to logical fault finding processes, implementing fault rectification, safety and functional testing and reporting work activities and outcomes.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - methods and operating principles; - installation requirements; - filtering; - performance characteristics; - set up and commissioning, and; - common faults their symptoms and causes.

UEENEE1147A Diagnose and rectify faults in servo drive systems

Locations: Industry, Sunshine.

Prerequisites: UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace UEENEE104A - Solve problems in d.c. circuits UEENEE105A - Fix and secure electrotechnology equipment UEENEE107A - Use drawings, diagrams, schedules, standards, codes and specifications UEENEG006A - Solve problems in single and three phase low voltage machines UEENEG033A - Solve problems in single and three phase low voltage electrical apparatus and circuits UEENEG063A - Arrange circuits, control and

protection for general electrical installations UEENEG101A - Solve problems in electromagnetic devices and related circuits UEENEG102A - Solve problems in low voltage a.c. circuits UEENEG106A - Terminate cables, cords and accessories for low voltage circuits UEENEE1124A - Fault find and repair analogue circuits and components in electronic control systems UEENEE1148A - Solve problems in single phase electronic power control circuits UEENEE1149A - Solve problems in polyphase electronic power control circuits

Description: This unit covers diagnosing and rectifying faults in systems controlling servo and drives. The unit encompasses safe working practices, interpreting technical data, applying knowledge of servo/stepper drives operating parameters to logical fault finding processes, implementing fault rectification, safety and functional testing and reporting work activities and outcomes.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - servomechanism terminology and concepts; - difference between an open loop and a closed loop system; - differences in operation between types of servomechanism systems; - causes of hunting; - inspection, testing, and alignment of a servomechanism system; - common faults their symptoms and causes, and; - programming and configuration of a PLC driven servo system.

UEENEE1148A Solve problems in single phase electronic power control circuits

Locations: Industry.

Prerequisites: A student must have completed all the units in the Common Unit Group, as well as all units contained within one Pathway Group. Common Unit Group: UEENEE101A Apply Occupational Health and Safety regulations, codes and practices in the workplace, and; UEENEE104A Solve problems in d.c. Circuits. Electrotechnology Pathway Group: Please contact Victoria Polytechnic, for the list of pre-requisites required and contained within this group. Electronics and Communications Pathway Group: Please contact Victoria Polytechnic, for the list of pre-requisites required and contained within this group. Electrical Pathway Group: Please contact Victoria Polytechnic, for the list of pre-requisites required and contained within this group. Instrumentation and Control Pathway Group: Please contact Victoria Polytechnic, for the list of pre-requisites required and contained within this group.

Description: This unit covers solving problems with electronic aspects of single phase power control devices and circuits. The unit encompasses safe working practices, interpreting diagrams, applying knowledge of electronic power control devices and their application, using effective problem solving techniques, safety and functional testing and reporting work activities and outcomes.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - introduction to power control; - single phase power rectifiers; - silicon controlled rectifiers; - triacs and gate turn off (GTO) thyristors; - power transistors (BJTs); - power field effect transistors (FET); - triggering devices diac; - programmable unijunction transistors (PUTs); - triggering circuits; - half wave controlled rectification; - full wave controlled bridge rectification; - fully controlled bridge rectification; - single-phase a.c. voltage control; - zero voltage switching (ZVS), and; - fault finding of power control circuits.

UEENEE149A Solve problems in polyphase electronic power control circuits

Locations: Industry.

Prerequisites: UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace
UEENEE104A - Solve problems in d.c. circuits
UEENEE105A - Fix and secure electrotechnology equipment
UEENEE107A - Use drawings, diagrams, schedules, standards, codes and specifications
UEENEG006A - Solve problems in single and three phase low voltage machines
UEENEG033A - Solve problems in single and three phase low voltage electrical apparatus and circuits
UEENEG063A - Arrange circuits, control and protection for general electrical installations
UEENEG101A - Solve problems in electromagnetic devices and related circuits
UEENEG102A - Solve problems in low voltage a.c. circuits
UEENEG106A - Terminate cables, cords and accessories for low voltage circuits
UEENEE124A - Fault find and repair analogue circuits and components in electronic control systems
UEENEE148A - Solve problems in single phase electronic power control circuits

Description: This unit covers solving problems with electronic aspects of polyphase power control devices and circuits. The unit encompasses safe working practices, interpreting diagrams, applying knowledge of electronic power control devices and their application, using effective problem solving techniques, safety and functional testing and reporting work activities and outcomes.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - three-phase circuit configurations; - three-phase half wave controlled rectifiers; - three-phase half controlled bridge rectifier; - three-phase fully controlled bridge rectifier; - three-phase a.c. controllers; - d.c. converters; - cycloconverters; - inverters; - thyristor protection; - installation of thyristor devices and circuits; - series and parallel thyristor connections, and; - fault finding three-phase thyristor circuits.

UEENEE150A Develop, enter and verify discrete control programs for programmable controllers

Locations: Industry, Sunshine.

Prerequisites: UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace

Description: This unit covers development, installation and testing of programs for programmable controllers (PLC) for a system requiring discrete control functions. It encompasses working safely, applying knowledge of control systems, control system development methods, using ladder diagrams/statement list/function block diagram instruction sets, following written instructions and documenting program development and testing activities.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - PLC introduction; - types of PC programs; - programming timers; - programming counters; - program storage; - PLC input and output modules; - PLC input; - output; - PLC installation requirements; - master control; - jump function; - the shift register; - the step sequencer, and; - PLC diagnostics and fault finding.

UEENEE151A Develop, enter and verify word and analogue control programs for programmable logic controllers

Locations: Industry, Sunshine.

Prerequisites: UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace
UEENEE150A - Develop, enter and verify discrete control programs for programmable controllers

Description: This unit covers development, installation and testing of programs for an industrial system requiring advance control functions. It encompasses working safely, using structure logic, acceptable design techniques, applying knowledge of high level instructions, and documenting development and programming activities.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - numbering systems and codes; - use PLC software; - PLC hardware; - analogue modules; - data manipulation; - sequencer; - languages; - diagnostic, and; - complex industrial process.

UEENEE152A Develop, enter and verify programs in Supervisory Control and Data Acquisition systems

Locations: Industry, Sunshine.

Prerequisites: UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace
UEENEE150A - Develop, enter and verify discrete control programs for programmable controllers
UEENEE151A - Develop, enter and verify word and analogue control programs for programmable logic controllers

Description: This unit covers development, installation and testing of programs for supervisory control and data acquisition. It encompasses working safely, process analysis, developing process condition database and Human-Machine Interface (HMI) using SCADA software package and documenting programming activities.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting

of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - SCADA system communications and networking; - mimics and animated graphics; - trending; - alarm logging; - recipes and scheduling; - data collection and databases; - programming language, and; - implementation and applications.

UEENEE153A Design and configure Human-Machine Interface (HMI) networks

Locations: Industry, Sunshine.

Prerequisites:UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplaceUEENEE150A - Develop, enter and verify discrete control programs for programmable controllersUEENEE151A - Develop, enter and verify word and analogue control programs for programmable logic controllers

Description:This unit covers monitoring and maintaining the operation of distributive and central control system networks. It encompasses safe working practices, installing and configuring controllers and devices, monitoring system operations, diagnosing malfunctions and faults and documenting development activities.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - purpose and application of control system networks systems; - open and common proprietary control system networks models (layers) and protocols - CANopen, ControlNet, Devicenet, Ethernet, Foundation Fieldbus, Interbus, Modbus, Profibus; - control system networks interface; - domain name service (DNS); - dynamic host configuration protocol (DHCP); - network infrastructure; - network protocols; - internet naming services in a network; - IP routing; - network address translation (NAT), and; - certificate services.

UEENEE154A Design and use advanced programming tools PC networks and HMI interfacing

Locations: Industry, Sunshine.

Prerequisites:UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplaceUEENEE150A - Develop, enter and verify discrete control programs for programmable controllersUEENEE151A - Develop, enter and verify word and analogue control programs for programmable logic controllers

Description:This unit covers the design of computer application for control processes. It encompasses apply knowledge of control devices, control systems, programmable logic controllers, supervisory control and data acquisition systems and control programming methods, developing alternative design schemes based on design brief, customer relations and documenting designs.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - alternative/enhancing programming methods; - system diagnostics techniques; - control loops; - specialist instructions - interrupt driven applications, high speed counters, positional encoders; - communications methods and requirements; - intelligent terminals/graphic interfaces installation and communication requirements; - data link layer; - bus monitor; - fieldbus message specification, and; - high speed ethernet.

UEENEE155A Develop structured programs to control external devices

Locations: Industry, Sunshine.

Prerequisites:UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace

Description:This competency standard unit covers programming of microprocessor/microcontroller devices to access external devices. The unit encompasses working safely, applying knowledge of control applications, and analogue and digital input/output signals, programming fundamentals, writing and testing program and documenting programming activities.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - control applications of software; - software terminology; - programming languages currently used by industry; - program development - flowcharts, pseudocode, algorithms, and; - programming concepts.

UEENEE156A Develop and test code for microcontroller devices

Locations: Industry, Sunshine.

Prerequisites:UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace

Description:This competency standard unit covers structured programming instructions for micro devices at a fundamental level. The unit encompasses working safely, applying knowledge device architecture and programming fundamentals, writing and testing specified instructions and documenting development activities.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - microcontroller architecture; - programmer's model; - programming terms; - language programming basics; - memory organisation, operation and addressing methods, and; - system clock circuits fetch and execute.

UEENEE157A Configure and maintain industrial control system networks

Locations: Industry, Sunshine.

Prerequisites:UEENEE101A - Apply Occupational Health and Safety regulations,

codes and practices in the workplace

Description: This unit covers installing, configuring and maintaining communication service on a control network. It encompasses safe working practices, applying knowledge of industrial control network topology and protocols, configuring data links, bus monitoring and system management and access, network testing and documenting system settings.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - purpose and application of control system networks systems; - open and common proprietary control system networks models (layers) and protocols - CANopen, ControlNet, DeviceNet, Ethernet, Foundation Fieldbus, Interbus, Modbus, Profibus; - control system networks interface; - data link layer; - bus monitor; - fieldbus message specification, and; - high speed ethernet.

UEENEE102A Prepare and connect refrigerant tubing and fittings

Locations: Industry, Werribee, Sunshine.

Prerequisites: UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace

Description: This unit covers the basic connection of refrigeration and air conditioning piping/tubing and fittings. It encompasses the safe use of hand, fixed and portable power tools for cutting, flaring, bending, swaging, silver brazing copper tube to copper tube, Bundy tube and brass and steel fittings, measurement and reading drawings and diagrams.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Evidence shall show an understanding of cutting, bending and joining refrigeration piping and tubing tools, equipment and techniques, applying safe working practices and relevant Standards, Codes and Regulations to an extent indicated by the following aspects: T1 Piping - Refrigeration & water grade copper tube; - Maintaining cleanliness (always capped, do not blow out with mouth etc); - Soft and hard drawn tube; - Tubing applications (soft, hard, pair coil, water grade etc); - Tube qualities - diameter, wall thickness (gauge) and pressure ratings (R410A etc); - Pipe insulation (types - tube, slit tube, sheet etc and joining methods - glue, tape etc), and; - Other tube materials (Bundy, steel, aluminum, brass). T2 Cutting - Cutting tools (Imps, normal & large pipe cutters, tube cutting rings etc); - Precautions while cutting (sharp burrs, sharp blades etc), and; - Deburring tools (reamers, deburrers etc). T3 Bending - Bending tools (springs, levers, presses etc); - Precautions while bending (work hardening, collapsing etc), and; - Bending hard drawn tube - the process of annealing. T4 Joining - Flare nuts (plain, short barrel, frost proof, reducing); - Flaring tools (flare block, eccentric with clutch for high pressure tube); - Precautions while flaring (deburred, length past block face, cleanliness); - Swaging tools (punch, flare block, expander etc); - Precautions while swaging (length past block face, tube shortening

effect, cleanliness etc); - Other tube fittings (BSP to flare elbows, tees, unions, plugs, flare washers, Lokrings etc); - Thread sealants (tapes, pastes etc); - Access valves (Schradler, piercing, cutaway of service valve/s), and; - Precautions using access valves (refrigerant leakage, core removal, limitations on piercing valves etc). T5 Soldering and brazing equipment - Gas types (oxy acetylene, air acetylene, propane, Mapp gas); - Hazards associated with their use (cylinder transport, remove regulator, oil & oxy = bang); - Personal safety (MSDS - oxy, acetylene, propane, MAPP gas); - Flash back arrestors; - Setting up equipment (fitting regulator, adjusting pressures, tip selection); - Igniting and flame types (flint guns, oxidising, neutral, carburising), and; - Care and maintenance of equipment (hoses, regulator, tips, cylinders, flash back arrestors). T6 Silver solder - Types (yellow, brown, blue and their metal components); - Personal safety (MSDS - silver brazing alloys); - Flux and its use (dissimilar metals); - Personal safety (MSDS - flux), and; - Preparing surfaces (removing oxides, oils, applying flux). T7 Soldering techniques - Dry nitrogen; - Personal safety (MSDS - nitrogen); - Applying dry nitrogen to a piping circuit; - Silver soldering copper to copper; - Silver soldering copper to dissimilar metals, and; - Annealing copper tube.

UEENEE104A Establish the basic operating conditions of air conditioning systems

Locations: Werribee, Sunshine.

Prerequisites: UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace

Description: This unit covers the determination of basic operating conditions of air conditioning systems. It encompasses working safely, determining air temperature, air flow rates and relative humidity using measurement and basic calculation methods.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Evidence shall show an understanding of basic air conditioning operating conditions, applying safe working practices and relevant Standards, Codes and Regulations to an extent indicated by the following aspects: T1 The Air Conditioning Industry - industry classifications; - applications and typical equipment used in each classification, and; - types of systems commonly used. T2 Working safely with air conditioning systems - risk management principles and processes, and; - hazards and risk control measures associated with air conditioning systems and components and measuring and testing equipment. T3 Temperature & relative humidity measuring devices - thermometer types and applications; - relative humidity measurement devices and applications; - hazards and related safe working practices; - care and maintenance; - calibration; - typical locations where values are commonly obtained; - obtaining temperature and relative humidity readings, and; - recording temperature and relative humidity readings. T4 Air velocity measuring devices (Anemometers only) - anemometer types; - typical applications for each; - air speed; - air flow rate; - methods for setting up and using anemometers; - hazards & safe working practices; - care and maintenance (maintaining vane balance; - calibration requirements; - typical locations where air velocity measurements values are commonly obtained; - obtaining and recording air velocity readings, and; - calculating volume flow rate from an outlet/grille. T5 Psychrometrics - composition of air; - psychrometric chart; - terms

used in the study of air; - sensible heat, latent heat and total heat; - sensible heat ratio; - plotting basic points on a chart; - reading additional information, and; - values relevant to a plotted process and plotting a simple process on a psychrometric chart. T6 Basic air conditioning processes- factors effecting human comfort; - industry recognised human comfort conditions; - the comfort zone, and;- basic processes used to obtain comfort conditions. T7 Ventilation - basic needs for ventilation; - methods used to ventilate an area, and; - typical applications for ventilation systems. T8 Regulations - covering ventilation; - common council requirements/regulations, and; - fresh air requirements for typical situations. T9 Heat loads - sources of sensible heat in an air conditioned space; - sources of latent heat in an air conditioned space; - changes in sensible/latent ratios and their effect on operating system capacity; - industry check figures; - basic room heat load calculation using check figures, and; - basic RAC/split system unit selection.

UEENEE105A Position, assemble and start up single head split air conditioning and water heating heat pump systems

Locations: Industry, Sunshine.

Prerequisites:UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplaceUEENEE102A - Prepare and connect refrigerant tubing and fittingsUEENEE172A - Recover, pressure test, evacuate, charge and leak test refrigerants - split systems

Description:This unit covers the assembly, installation and starting up and de-commissioning of single head split air conditioning systems and split water heating heat pump systems up to a maximum of 18kW refrigeration capacity. It encompasses working safely and to standards, following routine procedures to install equipment, connecting pipe work, pressure testing, evacuating, perform functional checks and complete installation / regulatory documentation. Note: The Ozone Protection and Synthetic Greenhouse Gas Legislation Amendment Bill 2003 may apply to this unit. Prior to planning the delivery of any training and/or assessment activities all legislative and regulatory requirements shall be identified and included.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - sustainable energy; - sustainable energy work practices; - heritage awareness; - relevant installation codes; - split air conditioning systems; - types and applications; - split water heating heat pump systems; - installation of unit and pipework; - system start up, and; - de-commission split air conditioning systems.

UEENEE172A Recover, pressure test, evacuate, charge and leak test refrigerants - split systems

Locations: Industry, Sunshine.

Prerequisites:UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplaceUEENEE102A - Prepare and connect refrigerant tubing and fittings

Description:This competency standard unit covers the recovery of refrigerant, pressure and leak testing, evacuation and refrigerant charging in split air conditioning and heat pump systems. It encompasses working safely and to standards, following regulations and industry practices for handling refrigerants and completing the

necessary documentation. Note: The Ozone Protection and Synthetic Greenhouse Gas Legislation Amendment Bill 2003 may apply to this competency standard unit. Prior to planning the delivery of any training and/or assessment activities all legislative and regulatory requirements shall be identified and included.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - the Residential Air Conditioning and Heat Pump Industry and Licensing Requirements; - heat; - temperature and relative humidity; - sensible and latent heat; - pressure; - refrigerant conditions; - the vapour compression cycle; - thermometers and relative humidity devices; - leak detectors; - service gauges; - properties of split heat pump refrigerants; - properties of split heat pump refrigerant oils, and; - procedures for working with refrigerants.

UEENEE112A Provide basic sustainable energy solutions for energy reduction in residential premises

Locations: Industry, Werribee, Sunshine.

Prerequisites:Nil.

Description:This unit covers monitoring energy use and providing basic sustainable energy options to reduce the energy consumption in residential premises. It encompasses working safely and providing basic sustainable energy solutions for energy reduction in domestic premises.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - non-technical issues; - energy services/demand; - solar radiation resource; - solar thermal systems; - photovoltaic arrays; - wind energy resource and technology; - micro-hydro resource and technology, and; - stand-alone power system configuration.

UEENEE123A Carry out basic repairs to renewable energy apparatus

Locations: Industry, Sunshine.

Prerequisites:A student must have completed the following pre-requisites:

UEENEE104A Solve problems in d.c. circuits, and; UEENEE108A Lay wiring/cabling and terminate accessories for extra-low voltage (ELV) circuits, or UEENEE106A Terminate cables, cords and accessories for low voltage circuits.

Description:This unit deals with the replacement of electrical and non-electrical components of renewable energy apparatus. It encompasses safe working practices, following written and oral instructions and procedures, basic testing techniques, disconnecting and reconnecting electrical/electronic components, dismantling and assembling apparatus and reporting repair activities.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - major non-technical issues; - energy services and demand; - the solar resource; - solar thermal systems; - energy efficient building design; - photovoltaic arrays; - wind energy resources; - micro-hydro system basis; - energy storage; - stand alone power system basis, and; - biomass.

UEENEEK124A Solve basic problems in micro hydro systems

Locations: Industry, Sunshine.

Prerequisites: UEENEEG101A - Solve problems in electromagnetic devices and related circuits UEENEE104A - Solve problems in d.c. circuits UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace

Description: This unit covers providing known solutions to predictable problems in micro hydro apparatus and systems operated at ELV and LV. It encompasses working safely, problem solving procedures, including the use of basic voltage, current and resistance measuring devices, providing known solutions to predictable circuit problems.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - system components and configuration; - micro-hydro systems standards, and; - micro-hydro systems drawings.

UEENEEK125A Solve basic problems in photovoltaic energy apparatus and systems

Locations: Industry, Sunshine.

Prerequisites: A student must complete the following pre-requisites: UEENEE104A Solve problems in d.c. circuits; UEENEE137A Document and apply measures to control OHS risks associated with electrotechnology work, and; One of the following units: UEENEE108A Lay wiring/cabling and terminate accessories for extra-low voltage (ELV) circuits, or; UEENEE106A Terminate cables, cords and accessories for low voltage circuits. Note: Those holding an 'Unrestricted Electrician's Licence' or equivalent issued in an Australian State or Territory meet the pre-requisite requirements of this unit.

Description: This unit covers providing known solutions to predictable problems in photovoltaic energy apparatus and systems operated at ELV and LV. It encompasses working safely, problem solving procedures, including the use of basic voltage, current and resistance measuring devices, providing known solutions to predictable circuit problems.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting

of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - daily irradiation; - photovoltaic modules, and; - module characteristics.

UEENEEK128A Solve problems in stand-alone renewable energy systems

Locations: Industry, Sunshine.

Prerequisites: UEENEEK123A - Carry out basic repairs to renewable energy apparatus

Description: This unit covers providing known solutions to predictable problems in stand-alone renewable energy systems operated at extra-low voltage. It encompasses working safely, problem solving procedures, including the use of basic voltage, current and resistance measuring devices, providing known solutions to predictable circuit problems.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - ELV wiring and circuit protection for renewable power systems; - electrical diagrams for a renewable power system; - batteries; - balance of system components and common loads; - basic lighting design; - generating sets, and; - generator set sizing calculations.

UEENEEK130A Solve problems in wind energy conversion systems rated to 10 kW

Locations: Industry, Sunshine.

Prerequisites: UEENEE104A - Solve problems in d.c. circuits UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace UEENEEG101A - Solve problems in electromagnetic devices and related circuits

Description: This unit covers providing known solutions to predictable problems in wind energy conversion systems rated up to 10 kW. It encompasses working safely, problem solving procedures, including the use of voltage, current and resistance measuring devices, providing known solutions to predictable circuit problems.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - basic operation of lift and drag type WECS; - characteristics of WECS in terms of power and torque, efficiency (power and output co-efficient), solidity and tip speed ratio; - major categories and sub-categories of WECS; - advantages and disadvantages of each type of WECS; - suitable materials for the construction of WECS taking into consideration fatigue stresses and environmental conditions such as salt air, humidity and ice; - typical system configurations and components for: stand-alone power systems and water pumping; - strategies and/or mechanisms to control mechanical stresses on

the WECS in gale force winds and power output for battery charging, and; - appropriate types of WECS for a particular application.

UEENEEK131A Design wind energy conversion systems (WECS) rated to 10 kW

Locations: Industry, Sunshine.

Prerequisites:UEENEEK130A - Solve problems in wind energy conversion systems rated to 10 kWUEENEEG101A - Solve problems in electromagnetic devices and related circuitsUEENEEE104A - Solve problems in d.c. circuitsUEENEEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace

Description:This unit covers the design of wind energy conversion systems and their installation. It encompasses following design briefs, incorporating schemes for protection of persons and property from dangers of system malfunction, ensuring other safety and performance standards and functional requirements are met and documenting design calculations and criteria.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - wind characteristics; - wind speed data measurement and analysis; - site selection, and; - selection of WECS.

UEENEEK132A Develop energy sector strategies to address environmental and sustainability issues

Locations: Industry, Sunshine.

Prerequisites:Nil.

Description:This unit covers developing strategies to address environmental and sustainability issues in the energy sector. It encompasses working safely, apply extensive knowledge of sustainable energy systems and components and their operating parameters, gathering and analysing data, applying problem solving techniques, developing and documenting alternatives solutions.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - principles of sustainability; - problems in a sustainable world; - sustainability principles; - addressing the problem of global warming; - greenhouse gas emissions profile; - understanding and communicating climate change and its impacts; - partnerships for greenhouse action; - efficient and sustainable energy use and supply; - efficient transport and sustainable urban planning; - greenhouse sinks and sustainable land management; - models of greenhouse best practice in industrial processes and waste management, and; - adaptation to climate change.

UEENEEK133A Design hybrid renewable power systems

Locations: Industry, Sunshine.

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Prerequisites:UEENEEK128A - Solve problems in stand-alone renewable energy systems

Description:This unit covers the design of hybrid renewable power systems and their installation. It encompasses following design briefs, incorporating schemes for protection of persons and property from dangers of system malfunction, ensuring other safety and performance standards and functional requirements are met and documenting design calculations and criteria.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - energy demand; - hybrid energy system operation; - system design; - life cycle costing; - installation, commissioning and maintenance; - data communications; - data-logging, and; - interactive inverters.

UEENEEK135A Design grid connected photovoltaic power supply systems

Locations: Industry, Sunshine.

Prerequisites:UEENEEK125A - Solve basic problems in photovoltaic energy apparatus and systems

Description:This unit covers the design of grid connected photovoltaic power supply systems and their installation. It encompasses following design briefs, incorporating schemes for protection of persons and property from dangers of system malfunction, ensuring other safety and performance standards and functional requirements are met and documenting design calculations and criteria

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - site survey; - PV arrays selection; - system components selection; - other design considerations; - inverters; - inverter operation; - inverter characteristics; - PV grid connected system operation, and; - grid connect inverter selection.

UEENEEK138A Design micro-hydro systems rated to 6.4 kW

Locations: Industry, Sunshine.

Prerequisites:UEENEEK124A - Solve basic problems in micro hydro systems

Description:This unit is intended for competency development entry-level employment-based programs incorporated in approved contracts of training. It applies to any formal recognition for this standard at the aligned AQF 5 level or higher.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - site evaluation; - system design; - system costing, and; - micro-hydro systems installation and maintenance processes.

UEENEEK139A Design stand-alone renewable energy (RE) systems

Locations: Industry, Sunshine.

Prerequisites: UEENEEK128A - Solve problems in stand-alone renewable energy systems

Description: This unit covers the design of stand-alone renewable energy systems and their installation. It encompasses following design briefs, incorporating schemes for protection of persons and property from dangers of system malfunction, ensuring other safety and performance standards and functional requirements are met and documenting design calculations and criteria.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - load analysis and projected use; - availability of sustainable/renewable energy sources; - incorporating diesel generating plant; - component selection factors, and; - installation requirement.

UEENEEK140A Develop engineering solutions to renewable energy (RE) problems

Locations: Industry, Sunshine.

Prerequisites: UEENEEK131A - Design wind energy conversion systems (WECS) rated to 10 kW
UEENEEK132A - Develop energy sector strategies to address environmental and sustainability issues
UEENEEK135A - Design grid connected photovoltaic power supply systems
UEENEEK138A - Design micro-hydro systems rated to 6.4 kW
UEENEEK139A - Design stand-alone renewable energy (RE) systems

Description: This unit covers developing engineering solutions to resolve problems with renewable energy. It encompasses working safely, applying extensive knowledge of renewable energy systems and components and their operating parameters, gathering and analysing data, and applying problem solving techniques, developing and documenting alternative solutions.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - energy and humanity; - basic concepts; - energy; - energy transfer in closed and open systems; - gases; - heat engines; - heat engine performance; - structure of the existing generation, transmission and distribution system; - benefits, issues and impacts; - distributed generation technologies; - electrical power distribution systems operation; - protection and relaying; - distributed generation issues; - renewable energy supplies issues, and; - factors affecting the uptake of distributed generation.

UEENEEK142A Apply environmental and sustainable procedures in the energy sector

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This competency standard unit requires the worker to undertake methods of work practice that minimises energy and material usage and to seek energy reduction strategies in the energy sector workplace. The unit seeks to minimise negative impacts on the environment.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - sustainable work practices, and; - techniques for reducing carbon produced energy and hence greenhouse gases.

UEENEEK145A Implement and monitor energy sector environmental and sustainable energy policies and procedures

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This Competency Standard Unit specifies the outcomes for the collecting, interpretation and application of environmental management information, the identification of environmental impacts and the assessment of risks. It also consists of monitoring while implementing environmentally sustainable work policies and plans and, the development of modifications as part of the review process.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - provisions of relevant environmental legislation; - notion of sustainable work practice; - effects of neglecting sustainable work practice; - the greenhouse effect - causes, consequences; - international and national greenhouse imperatives; - the role of regulators and similar bodies; - economic benefits of sustainable initiatives; - techniques for reducing the use of carbon based energy sources and hence greenhouse gas emissions; - domestic, commercial and industrial strategies; - trade related technologies and methods; - renewable energy technologies; - energy efficient retrofits; - principles and practice of effective sustainable work practice management; - workplace sustainable work practice non compliance, range and selection of control measures; - organisational systems and policies and procedures needed for legislative compliance; - impact of characteristics and composition of the workforce on sustainable work practice management; - relevance of sustainable work practice management to other organisational management policies, procedures and systems; - analysis of entire work environment and judge sustainable work practice interventions; - analysis of relevant workplace data, and; - ability to assess resources needed for risk control.

UEENEEK146A Design energy management controls for electrical installations in buildings

Locations: Industry, Sunshine.

Prerequisites: UEENEEK132A - Develop energy sector strategies to address environmental and sustainability issues

Description: This competency standard unit covers designing and developing methods to reduce the energy use without compromising occupancy standards in new buildings and structures. The unit encompasses working safely, setting up and conducting evaluation measurements, predicting energy use from plans and specifications and designing and documenting strategies to effectively reduce energy use in the completed installation. It draws on some multi-disciplinary skills.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - functions of a BMS; - BMS hardware; - input and output functions; - energy management; - information processing functions, and; - risk and maintenance management.

UEENEEK148A Install, configure and commission LV grid connected photovoltaic power systems

Locations: Industry, Sunshine.

Prerequisites: UEENEEK125A - Solve basic problems in photovoltaic energy apparatus and systems UEENEEG103A - Install low voltage wiring and accessories

Description: This unit covers the installation, adjustment and set-up of photovoltaic power systems and connecting to a supply grid inverter. It encompasses working safely and to installation standards, matching components with that specified for a given location, placing and securing system components accurately, making required circuit connections and completing the necessary installation documentation.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - PV array installation requirements; - electrical PV array installation requirements; - system installation and maintenance; - inverters; - inverter operation; - inverter characteristics; - PV grid connected system operation; - installation of grid connected inverters, and; - system commissioning and maintenance.

UEENEEK151A Develop effective engineering strategies for energy reduction in buildings

Locations: Industry, Sunshine.

Prerequisites: UEENEEK132A - Develop energy sector strategies to address environmental and sustainability issues

Description: This unit covers evaluating energy used in buildings and developing and documenting strategies/methods to effectively reduce energy use without

compromising occupancy standards. It encompasses working safely, setting up and conducting evaluation measurements and evaluating energy use from measured parameters.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - climate and thermal comfort; - solar geometry and radiation; - heat transfer; - glazing systems; - insulation; - thermal mass; - comfort control strategies; - energy efficiency in buildings; - thermal performance of a building; - integration of active solar systems; - energy rating schemes, and; - sustainable and safe building materials.

UEENEEM019A Attend to breakdowns in hazardous areas - coal mining

Locations: Sunshine.

Prerequisites: A student must complete the following pre-requisite: UEENEEM080A Report on the integrity of explosion-protected equipment in a hazardous area; AND Competencies in attending to breakdowns in general electrical or instrumentation equipment mechanical plant/equipment service and maintenance at least at AQF 3 or equivalent.

Description: This unit covers the explosion-protection aspects of attending to a breakdown in a hazardous area or of explosion-protected and associated equipment. It requires the ability to ascertain the nature of a breakdown, the extent of repairs required and the personnel needed to repair the breakdown.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - explosion-protection equipment - ex certification schemes; - flameproof (ex 'd') explosion-protection technique; - increased safety (ex 'e') explosion-protection technique; - non-sparking (ex 'n') explosion-protection technique; - intrinsic safety (ex 'i') explosion-protection technique; - pressurization (ex 'p') explosion-protection technique; - enclosures for dusts (ex 'td') - explosion-protection technique, and; - common characteristics of explosion-protection techniques.

UEENEEM020A Attend to breakdowns in hazardous areas - gas atmospheres

Locations: Sunshine.

Prerequisites: A student must complete the following pre-requisite: UEENEEM080A Report on the integrity of explosion-protected equipment in a hazardous area; AND Competencies in attending to breakdowns in general electrical or instrumentation equipment mechanical plant/equipment service and maintenance at least at AQF 3 or equivalent.

Description: This unit covers the explosion-protection aspects of attending to a breakdown in a hazardous area or of explosion-protected and associated equipment. It requires the ability to ascertain the nature of a breakdown, the extent of repairs required and the personnel needed to repair the breakdown.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - explosion-protection equipment- ex certification schemes; - flameproof (ex 'd') explosion-protection technique; - increased safety (ex 'e') explosion-protection technique; - non-sparking (ex 'n') explosion-protection technique; - intrinsic safety (ex 'i') explosion-protection technique; - pressurization (ex 'p') explosion-protection technique; - enclosures for dusts (ex 'td') - explosion-protection technique, and; - common characteristics of explosion-protection techniques.

UEENEEM021 A Attend to breakdowns in hazardous areas - dust atmospheres

Locations: Industry, Sunshine.

Prerequisites:A student must complete the following pre-requisite: UEENEEM080A Report on the integrity of explosion-protected equipment in a hazardous area; AND Competencies in attending to breakdowns in general electrical or instrumentation equipment mechanical plant/equipment service and maintenance at least at AQF 3 or equivalent.

Description:This unit covers the explosion-protection aspects of attending to a breakdown in a hazardous area or of explosion-protected and associated equipment. It requires the ability to ascertain the nature of a breakdown, the extent of repairs required and the personnel needed to repair the breakdown.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - explosion-protection equipment ex certification schemes; - flameproof (ex 'd') explosion-protection technique; - increased safety (ex 'e') explosion-protection technique; - non-sparking (ex 'n') explosion-protection technique; - intrinsic safety (ex 'i') explosion-protection technique; - pressurization (ex 'p') explosion-protection technique; - explosion-protection techniques for dusts, and; - common characteristics of explosion-protection techniques.

UEENEEM022A Attend to breakdowns in hazardous areas - pressurisation

Locations: Industry, Sunshine.

Prerequisites:A student must complete the following pre-requisite: UEENEEM080A Report on the integrity of explosion-protected equipment in a hazardous area; AND Competencies in attending to breakdowns in general electrical or instrumentation equipment mechanical plant/equipment service and maintenance at least at AQF 3 or equivalent.

Description:This unit covers the explosion-protection aspects of attending to a breakdown in a hazardous area or of explosion-protected and associated equipment. It requires the ability to ascertain the nature of a breakdown, the extent of repairs required and the personnel needed to repair the breakdown.

Required Reading:The qualified trainer and assessor will provide teaching and

learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - explosion-protection equipment- ex certification schemes; - flameproof (ex 'd') explosion-protection technique; - increased safety (ex 'e') explosion-protection technique; - non-sparking (ex 'n') explosion-protection technique; - intrinsic safety (ex 'i') explosion-protection technique; - pressurization (ex 'p') explosion-protection technique; - enclosures for dusts (ex 'td') - explosion-protection technique, and; - common characteristics of explosion-protection techniques.

UEENEEM023A Install explosion-protected equipment and wiring systems - coal mining

Locations: Industry, Sunshine.

Prerequisites:A student must complete the following pre-requisite: UEENEEM080A Report on the integrity of explosion-protected equipment in a hazardous area; AND Competencies in attending to breakdowns in general electrical or instrumentation equipment mechanical plant/equipment service and maintenance at least at AQF 3 or equivalent.

Description:This unit covers the explosion-protection aspects for installing explosion-protected and associated equipment and wiring systems. It requires the ability to match equipment with that specified for a given location, work safely, and to installation standards and complete the necessary installation documentation.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - explosion-protection equipment- ex certification schemes; - flameproof (ex 'd') explosion-protection technique; - increased safety (ex 'e') explosion-protection technique; - non-sparking (ex 'n') explosion-protection technique; - intrinsic safety (ex 'i') explosion-protection technique; - pressurization (ex 'p') explosion-protection technique; - enclosures for dusts (ex 'td') - explosion-protection technique; - common characteristics of explosion-protection techniques; - preparation to install and maintain explosion-protected equipment in hazardous areas; - the relationship between explosion-protected equipment, their certification documents and required locations given in specifications and layout drawings and/or written instructions; - installation Standards and requirements applicable to hazardous; - maintenance procedures in hazardous areas that will ensure the integrity of the explosion-protection technique; - cable termination types suitable for use in hazardous areas, and; - terminating cables suitable for use in hazardous areas.

UEENEEM024A Install explosion-protected equipment and wiring systems - gas atmospheres

Locations: Industry, Sunshine.

Prerequisites:A student must complete the following pre-requisite: UEENEEM080A

Report on the integrity of explosion-protected equipment in a hazardous area; AND Competencies in attending to breakdowns in general electrical or instrumentation equipment mechanical plant/equipment service and maintenance at least at AQF 3 or equivalent.

Description:This unit covers the explosion-protection aspects for installing explosion-protected and associated equipment and wiring systems. It requires the ability to match equipment with that specified for a given location, work safely, and to installation standards and complete the necessary installation documentation.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - explosion-protection equipment- ex certification schemes; - flameproof (ex 'd') explosion-protection technique; - increased safety (ex 'e') explosion-protection technique; - non-sparking (ex 'n') explosion-protection technique; - intrinsic safety (ex 'i') explosion-protection technique; - pressurization (ex 'p') explosion-protection technique; - enclosures for dusts (ex 'td') - explosion-protection technique; - common characteristics of explosion-protection techniques; - preparation to install and maintain explosion-protected equipment in hazardous areas; - the relationship between explosion-protected equipment, their certification documents and required locations given in specifications and layout drawings and/or written instructions; - installation Standards and requirements applicable to hazardous; - maintenance procedures in hazardous areas that will ensure the integrity of the explosion-protection technique; - cable termination types suitable for use in hazardous areas, and; - terminating cables suitable for use in hazardous areas.

UEENEEM025A Install explosion-protected equipment and wiring systems - dust atmospheres

Locations: Industry, Sunshine.

Prerequisites:A student must complete the following pre-requisite: UEENEEM080A Report on the integrity of explosion-protected equipment in a hazardous area; AND Competencies in attending to breakdowns in general electrical or instrumentation equipment mechanical plant/equipment service and maintenance at least at AQF 3 or equivalent.

Description:This unit covers the explosion-protection aspects for installing explosion-protected and associated equipment and wiring systems. It requires the ability to match equipment with that specified for a given location, work safely, and to installation standards and complete the necessary installation documentation.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - explosion-protection equipment- ex certification schemes; - flameproof (ex 'd') explosion-protection technique; - increased safety (ex 'e') explosion-protection technique; -

non-sparking (ex 'n') explosion-protection technique; - intrinsic safety (ex 'i') explosion-protection technique; - pressurization (ex 'p') explosion-protection technique; - enclosures for dusts (ex 'td') - explosion-protection technique; - common characteristics of explosion-protection techniques; - preparation to install and maintain explosion-protected equipment in hazardous areas; - the relationship between explosion-protected equipment, their certification documents and required locations given in specifications and layout drawings and/or written instructions; - installation Standards and requirements applicable to hazardous; - maintenance procedures in hazardous areas that will ensure the integrity of the explosion-protection technique; - cable termination types suitable for use in hazardous areas, and; - terminating cables suitable for use in hazardous areas.

UEENEEM026A Install explosion-protected equipment and wiring systems - pressurisation

Locations: Industry, Sunshine.

Prerequisites:A student must complete the following pre-requisite: UEENEEM080A Report on the integrity of explosion-protected equipment in a hazardous area; AND Competencies in attending to breakdowns in general electrical or instrumentation equipment mechanical plant/equipment service and maintenance at least at AQF 3 or equivalent.

Description:This unit covers the explosion-protection aspects for installing explosion-protected and associated equipment and wiring systems. It requires the ability to match equipment with that specified for a given location, work safely, and to installation standards and complete the necessary installation documentation.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - explosion-protection equipment- ex certification schemes; - flameproof (ex 'd') explosion-protection technique; - increased safety (ex 'e') explosion-protection technique; - non-sparking (ex 'n') explosion-protection technique; - intrinsic safety (ex 'i') explosion-protection technique; - pressurization (ex 'p') explosion-protection technique; - enclosures for dusts (ex 'td') - explosion-protection technique; - common characteristics of explosion-protection techniques; - preparation to install and maintain explosion-protected equipment in hazardous areas; - the relationship between explosion-protected equipment, their certification documents and required locations given in specifications and layout drawings and/or written instructions; - installation standards and requirements applicable to hazardous; - maintenance procedures in hazardous areas that will ensure the integrity of the explosion-protection technique; - cable termination types suitable for use in hazardous areas, and; - terminating cables suitable for use in hazardous areas.

UEENEEM027A Maintain equipment in hazardous areas - coal mining

Locations: Industry, Sunshine.

Prerequisites:A student must complete the following pre-requisite: UEENEEM080A Report on the integrity of explosion-protected equipment in a hazardous area; AND Competencies in attending to breakdowns in general electrical or instrumentation equipment mechanical plant/equipment service and maintenance at least at AQF 3 or equivalent.

Description:This unit covers the explosion-protection aspects for maintaining

explosion-protected and associated equipment and wiring systems. It requires the ability to follow a maintenance program, work safely, carry out maintenance to Standards and manufacturer instructions and complete the necessary maintenance documentation.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - explosion-protection equipment- ex certification schemes; - flameproof (ex 'd') explosion-protection technique; - increased safety (ex 'e') explosion-protection technique; - non-sparking (ex 'n') explosion-protection technique; - intrinsic safety (ex 'i') explosion-protection technique; - pressurization (ex 'p') explosion-protection technique; - enclosures for dusts (ex 'td')- explosion-protection technique; - common characteristics of explosion-protection techniques; - preparation to install and maintain explosion-protected equipment in hazardous areas; - the relationship between explosion-protected equipment, their certification documents and required locations given in specifications and layout drawings and/or written instructions; - installation standards and requirements applicable to hazardous; - maintenance procedures in hazardous areas that will ensure the integrity of the explosion-protection technique; - cable termination types suitable for use in hazardous areas, and; - terminating cables suitable for use in hazardous areas.

UEENEEM028A Maintain equipment in hazardous areas - gas atmospheres

Locations: Industry, Sunshine.

Prerequisites:A student must complete the following pre-requisite: UEENEEM080A Report on the integrity of explosion-protected equipment in a hazardous area; AND Competencies in attending to breakdowns in general electrical or instrumentation equipment mechanical plant/equipment service and maintenance at least at AQF 3 or equivalent.

Description:This unit covers the explosion-protection aspects for maintaining explosion-protected and associated equipment and wiring systems. It requires the ability to follow a maintenance program, work safely, carry out maintenance to Standards and manufacturer instructions and complete the necessary maintenance documentation.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - explosion-protection equipment- ex certification schemes; - flameproof (ex 'd') explosion-protection technique; - increased safety (ex 'e') explosion-protection technique; - non-sparking (ex 'n') explosion-protection technique; - intrinsic safety (ex 'i') explosion-protection technique; - pressurization (ex 'p') explosion-protection technique; - enclosures for dusts (ex 'td')- explosion-protection technique; - common characteristics of explosion-protection techniques; - preparation to install and maintain explosion-protected equipment in hazardous areas; - the relationship between

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explosion-protected equipment, their certification documents and required locations given in specifications and layout drawings and/or written instructions; - installation standards and requirements applicable to hazardous; - maintenance procedures in hazardous areas that will ensure the integrity of the explosion-protection technique; - cable termination types suitable for use in hazardous areas, and; - terminating cables suitable for use in hazardous areas.

UEENEEM029A Maintain equipment in hazardous areas - dust atmospheres

Locations: Industry, Sunshine.

Prerequisites:A student must complete the following pre-requisite: UEENEEM080A Report on the integrity of explosion-protected equipment in a hazardous area; AND Competencies in attending to breakdowns in general electrical or instrumentation equipment mechanical plant/equipment service and maintenance at least at AQF 3 or equivalent.

Description:This unit covers the explosion-protection aspects for maintaining explosion-protected and associated equipment and wiring systems. It requires the ability to follow a maintenance program, work safely, carry out maintenance to Standards and manufacturer instructions and complete the necessary maintenance documentation.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - explosion-protection equipment- ex certification schemes; - flameproof (ex 'd') explosion-protection technique; - increased safety (ex 'e') explosion-protection technique; - non-sparking (ex 'n') explosion-protection technique; - intrinsic safety (ex 'i') explosion-protection technique; - pressurization (ex 'p') explosion-protection technique; - enclosures for dusts (ex 'td')- explosion-protection technique; - common characteristics of explosion-protection techniques; - preparation to install and maintain explosion-protected equipment in hazardous areas; - the relationship between explosion-protected equipment, their certification documents and required locations given in specifications and layout drawings and/or written instructions; - installation standards and requirements applicable to hazardous; - maintenance procedures in hazardous areas that will ensure the integrity of the explosion-protection technique; - cable termination types suitable for use in hazardous areas, and; - terminating cables suitable for use in hazardous areas.

UEENEEM030A Maintain equipment in hazardous areas - pressurisation

Locations: Industry, Sunshine.

Prerequisites:A student must complete the following pre-requisite: UEENEEM080A Report on the integrity of explosion-protected equipment in a hazardous area; AND Competencies in attending to breakdowns in general electrical or instrumentation equipment mechanical plant/equipment service and maintenance at least at AQF 3 or equivalent.

Description:This unit covers the explosion-protection aspects for maintaining explosion-protected and associated equipment and wiring systems. It requires the ability to follow a maintenance program, work safely, carry out maintenance to Standards and manufacturer instructions and complete the necessary maintenance documentation.

Required Reading:The qualified trainer and assessor will provide teaching and

learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - explosion-protection equipment- ex certification schemes; - flameproof (ex 'd') explosion-protection technique; - increased safety (ex 'e') explosion-protection technique; - non-sparking (ex 'n') explosion-protection technique; - intrinsic safety (ex 'i') explosion-protection technique; - pressurization (ex 'p') explosion-protection technique; - enclosures for dusts (ex 'td') - explosion-protection technique; - common characteristics of explosion-protection techniques; - preparation to install and maintain explosion-protected equipment in hazardous areas; - the relationship between explosion-protected equipment, their certification documents and required locations given in specifications and layout drawings and/or written instructions; - installation standards and requirements applicable to hazardous; - maintenance procedures in hazardous areas that will ensure the integrity of the explosion-protection technique; - cable termination types suitable for use in hazardous areas, and; - terminating cables suitable for use in hazardous areas.

UEENEEM036A Conduct a conformity assessment of explosion-protected equipment - gas atmospheres

Locations: Industry, Sunshine.

Prerequisites: A student must be confirmed competent in compliance assessment of electrical/electronic equipment and general technical evaluation and report writing at AQF 5 or equivalent, as a pre-requisite to this unit.

Description: This Competency Standard Unit covers assessing the Certification documentation of explosion-protected equipment with a certificate of conformity other than an IECEx, ANZEx or AUS Ex Certificate, and producing a conformity assessment document. It encompasses skills and knowledge to examine and compare document content, compare requirements of IEC or AS/NZS Standards with alternative Standards on which the original certification was based, knowledge of explosion-protection techniques and technical report writing. This unit is directly equivalent to the Unit 2.9 Conduct a conformity assessment of explosion-protected equipment in the Australian/New Zealand Standard AS/NZS 476.1.1 Competencies for working with electrical equipment for hazardous areas (EEHA) Part 1: Competency Standards. Equivalence includes endorsement in the explosion-protection techniques listed in the Range statement of this unit.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - occupational health and safety responsibilities related to hazardous areas; - the roles of the parties involved in the safety of hazardous areas; - properties of combustible substances and their potential to create an explosive hazard; - the nature of hazardous areas; - explosive-protected equipment; - explosion-protection equipment- ex certification schemes; - flameproof (ex 'd') explosion-protection technique; - increased safety (ex

'e') explosion-protection technique; - non-sparking (ex 'n') explosion-protection technique; - intrinsic safety (ex 'i') explosion-protection technique; - pressurization (ex 'p') explosion-protection technique; - enclosures for dusts (ex 'td') - explosion-protection technique; - common characteristics of explosion-protection techniques; - the compliance certification and the 'ex' scheme for recognition of certification; - the preparation required to assess explosion-protected equipment for compliance with standards; - assessing and testing explosion-protected equipment; - documentation used in assessing explosion-protected equipment for conformance to accepted standards; - assessing to a current acceptable standard existing equipment that has been certified to previously acceptable standards, and; - a clause by clause assessment between the equipment manufacturing standard(s) and the current acceptable ex standards.

UEENEEM038A Conduct testing of hazardous area installations - coal mining

Locations: Industry, Sunshine.

Prerequisites: A student must complete the following pre-requisite: UEENEEM080A Report on the integrity of explosion-protected equipment in a hazardous area; AND Competencies in attending to breakdowns in general electrical or instrumentation equipment mechanical plant/equipment service and maintenance at least at AQF 3 or equivalent.

Description: This unit covers the explosion-protection aspects for electrical, electronic, instrument and data communication installations for hazardous areas. It requires the ability to select, prepare and use appropriate testing devices, work safely and to Standards and to interpret and record test results.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - explosion-protection equipment- ex certification schemes; - flameproof (ex 'd') explosion-protection technique; - increased safety (ex 'e') explosion-protection technique; - non-sparking (ex 'n') explosion-protection technique; - intrinsic safety (ex 'i') explosion-protection technique; - pressurization (ex 'p') explosion-protection technique; - enclosures for dusts (ex 'td') - explosion-protection technique; - common characteristics of explosion-protection techniques; - preparation to install and maintain explosion-protected equipment in hazardous areas; - the relationship between explosion-protected equipment, their certification documents and required locations given in specifications and layout drawings and/or written instructions; - installation standards and requirements applicable to hazardous; - cable termination types suitable for use in hazardous areas; - terminating cables suitable for use in hazardous areas; - preparation for conducting installation testing in a hazardous area; - characteristics and limitations of testing equipment used to test installation in hazardous areas, and; - documentation of results of hazardous area installation tests.

UEENEEM039A Conduct testing of hazardous area installations - gas atmospheres

Locations: Industry, Sunshine.

Prerequisites: A student must complete the following pre-requisite: UEENEEM080A Report on the integrity of explosion-protected equipment in a hazardous area; AND Competencies in attending to breakdowns in general electrical or instrumentation equipment mechanical plant/equipment service and maintenance at least at AQF 3

or equivalent.

Description:This unit covers the explosion-protection aspects for electrical, electronic, instrument and data communication installations for hazardous areas. It requires the ability to select, prepare and use appropriate testing devices, work safely and to Standards and to interpret and record test results.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - explosion-protection equipment- ex certification schemes; - flameproof (ex 'd') explosion-protection technique; - increased safety (ex 'e') explosion-protection technique; - non-sparking (ex 'n') explosion-protection technique; - intrinsic safety (ex 'i') explosion-protection technique; - pressurization (ex 'p') explosion-protection technique; - enclosures for dusts (ex 'td') - explosion-protection technique; - common characteristics of explosion-protection techniques; - preparation to install and maintain explosion-protected equipment in hazardous areas; - the relationship between explosion-protected equipment, their certification documents and required locations given in specifications and layout drawings and/or written instructions; - installation standards and requirements applicable to hazardous; - cable termination types suitable for use in hazardous areas; - terminating cables suitable for use in hazardous areas; - preparation for conducting installation testing in a hazardous area; - characteristics and limitations of testing equipment used to test installation in hazardous areas, and; - documentation of results of hazardous area installation tests.

UEENEEM040A Conduct testing of hazardous area installations - dust atmospheres

Locations: Industry, Sunshine.

Prerequisites:A student must complete the following pre-requisite: UEENEEM080A Report on the integrity of explosion-protected equipment in a hazardous area; AND Competencies in attending to breakdowns in general electrical or instrumentation equipment mechanical plant/equipment service and maintenance at least at AQF 3 or equivalent.

Description:This unit covers the explosion-protection aspects for electrical, electronic, instrument and data communication installations for hazardous areas. It requires the ability to select, prepare and use appropriate testing devices, work safely and to Standards and to interpret and record test results.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - explosion-protection equipment- ex certification schemes; - flameproof (ex 'd') explosion-protection technique; - increased safety (ex 'e') explosion-protection technique; - non-sparking (ex 'n') explosion-protection technique; - intrinsic safety (ex 'i') explosion-protection technique; - pressurization (ex 'p') explosion-protection

technique; - enclosures for dusts (ex 'td') - explosion-protection technique; - common characteristics of explosion-protection techniques; - preparation to install and maintain explosion-protected equipment in hazardous areas; - the relationship between explosion-protected equipment, their certification documents and required locations given in specifications and layout drawings and/or written instructions; - installation standards and requirements applicable to hazardous; - cable termination types suitable for use in hazardous areas; - terminating cables suitable for use in hazardous areas; - preparation for conducting installation testing in a hazardous area; - characteristics and limitations of testing equipment used to test installation in hazardous areas, and; - documentation of results of hazardous area installation tests.

UEENEEM041A Conduct testing of hazardous area installations - pressurisation

Locations: Industry, Sunshine.

Prerequisites:A student must complete the following pre-requisite: UEENEEM080A Report on the integrity of explosion-protected equipment in a hazardous area; AND Competencies in attending to breakdowns in general electrical or instrumentation equipment mechanical plant/equipment service and maintenance at least at AQF 3 or equivalent.

Description:This unit covers the explosion-protection aspects for electrical, electronic, instrument and data communication installations for hazardous areas. It requires the ability to select, prepare and use appropriate testing devices, work safely and to Standards and to interpret and record test results.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - explosion-protection equipment- ex certification schemes; - flameproof (ex 'd') explosion-protection technique; - increased safety (ex 'e') explosion-protection technique; - non-sparking (ex 'n') explosion-protection technique; - intrinsic safety (ex 'i') explosion-protection technique; - pressurization (ex 'p') explosion-protection technique; - enclosures for dusts (ex 'td') - explosion-protection technique; - common characteristics of explosion-protection techniques; - preparation to install and maintain explosion-protected equipment in hazardous areas; - the relationship between explosion-protected equipment, their certification documents and required locations given in specifications and layout drawings and/or written instructions; - installation standards and requirements applicable to hazardous; - cable termination types suitable for use in hazardous areas; - terminating cables suitable for use in hazardous areas; - preparation for conducting installation testing in a hazardous area; - characteristics and limitations of testing equipment used to test installation in hazardous areas, and; - documentation of results of hazardous area installation tests.

UEENEEM042A Conduct close visual inspection of existing hazardous areas installations

Locations: Industry, Sunshine.

Prerequisites:A student must complete the following pre-requisite: UEENEEM080A Report on the integrity of explosion-protected equipment in a hazardous area; AND Competencies in attending to breakdowns in general electrical or instrumentation equipment mechanical plant/equipment service and maintenance at least at AQF 3

or equivalent.

Description:This unit covers the explosion-protection aspects for conducting visual inspections of explosion-protected equipment and installations. It requires the ability to work safely in a hazardous area, and to identify conditions that affect the integrity of explosion-protection and document inspection findings.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - occupational health and safety procedures; - requirements for a verification dossier and relationship to as-built electrical installation; - purpose, scope and limitations of visual inspections, and; - documentation requirements resulting from a visual inspection.

UEENEEM052A Classify hazardous areas - gas atmospheres

Locations: Industry, Sunshine.

Prerequisites:A student must have completed one of the following pre-requisites: UEENEE071B Write specifications for electrical engineering projects; UEENEE075B Write specifications for industrial electronics and control projects, or; UEENEER002B Contribute to the conduct of a research project.

Description:This unit covers knowledge and skills to classify areas where flammable/combustible potentially explosive materials may exist. It requires the ability to gather and analyse data relative to explosion hazards, determine the extent of risk and establish and document zones. This unit is directly equivalent to the Unit 2.16 Classify hazardous areas in the Australian/New Zealand Standard AS/NZS 4761.1 Competencies for working with electrical equipment for hazardous areas (EEHA) Part 1: Competency Standards. Equivalence includes endorsement in the explosion-protection techniques listed in the Range statement of this unit.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - occupational health and safety responsibilities related to hazardous areas; - the roles of the parties involved in the safety of hazardous areas; - properties of combustible substances and their potential to create an explosive hazard; - the nature of hazardous areas; - the process of classifying hazardous areas; - the likelihood (zoning) or risk assessment method of an explosive hazard, and; - the extent of an explosive hazard and classifying an area accordingly.

UEENEEM053A Classify hazardous areas - dust atmospheres

Locations: Industry, Sunshine.

Prerequisites:A student must have completed one of the following pre-requisites: UEENEE071B Write specifications for electrical engineering projects; UEENEE075B Write specifications for industrial electronics and control projects, or UEENEER002B Contribute to the conduct of a research project.

Description:This unit covers knowledge and skills to classify areas where

flammable/combustible materials may exist. It requires the ability to gather and analyse data relative to explosion hazards, determine the extent of risk and establish and document zones. This unit is directly equivalent to the Unit 2.16 Classify hazardous areas in the Australian/New Zealand Standard AS/NZS 4761.1 Competencies for working with electrical equipment for hazardous areas (EEHA) Part 1: Competency Standards. Equivalence includes endorsement in the explosion-protection techniques listed in the Range statement of this unit.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - occupational health and safety responsibilities related to hazardous areas; - the roles of the parties involved in the safety of hazardous areas; - properties of combustible substances and their potential to create an explosive hazard; - the nature of hazardous areas; - the process of classifying hazardous areas; - the likelihood (zoning) or risk assessment method of an explosive hazard, and; - the extent of an explosive hazard and classifying an area accordingly.

UEENEEM057A Design explosion-protected electrical systems and installations - gas atmospheres

Locations: Industry, Sunshine.

Prerequisites:A student must have confirmed competency in designing electrical systems and installations at AQF level 6 or equivalent as a pre-requisite to this unit.

Description:This unit covers the explosion-protection aspects of designing electrical power, control and instrumentation systems and installations. It requires the ability to establish design briefs and to pursue economical and effective design solutions. This unit is directly equivalent to the Unit 2.18 Design explosion-protected electrical systems and installations in the Australian/New Zealand Standard AS/NZS 4761.1 Competencies for working with electrical equipment for hazardous areas (EEHA) Part 1: Competency Standards. Equivalence includes endorsement in the explosion-protection techniques listed in the Range statement of this unit.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - occupational health and safety responsibilities related to hazardous areas; - the roles of the parties involved in the safety of hazardous areas; - properties of combustible substances and their potential to create an explosive hazard; - the nature of hazardous areas; - explosion-protection equipment - ex certification schemes; - flameproof (ex 'd') explosion-protection technique; - increased safety (ex 'e') explosion-protection technique; - non-sparking (ex 'n') explosion-protection technique; - intrinsic safety (ex 'i') explosion-protection technique; - pressurization (ex 'p') explosion-protection technique; - enclosures for dusts (ex 'td') - explosion-protection technique; - common characteristics of explosion-protection techniques; - preparation to install and maintain

explosion-protected equipment in hazardous areas; - the relationship between explosion-protected equipment, their certification documents and required locations given in specifications and layout drawings and/or written instructions; - installation standards and requirements applicable to hazardous; - interpretation of documents showing the classification of a hazardous area; - selecting and checking equipment, wiring and accessories; - documentation of hazardous area installation design; - process for establishing a design brief for an explosion-protected electrical system; - system design, and; - design documentation required for a hazardous area.

UEENEEM058A Design explosion-protected electrical systems and installations - dust atmospheres

Locations: Industry, Sunshine.

Prerequisites: A student must have confirmed competency in designing electrical systems and installations at AQF level 6 or equivalent as a pre-requisite to this unit

Description: This unit covers the explosion-protection aspects of designing electrical power, control and instrumentation systems and installations. It requires the ability to establish design briefs and to pursue economical and effective design solutions. This unit is directly equivalent to the Unit 2.18 Design explosion-protected electrical systems and installations in the Australian/New Zealand Standard AS/NZS 4761.1 Competencies for working with electrical equipment for hazardous areas (EEHA) Part 1: Competency Standards. Equivalence includes endorsement in the explosion-protection techniques listed in the Range statement of this unit.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - occupational health and safety responsibilities related to hazardous areas; - the roles of the parties involved in the safety of hazardous areas; - properties of combustible substances and their potential to create an explosive hazard; - the nature of hazardous areas; - explosion-protection equipment - ex certification schemes; - flameproof (ex 'd') explosion-protection technique; - increased safety (ex 'e') explosion-protection technique; - non-sparking (ex 'n') explosion-protection technique; - intrinsic safety (ex 'i') explosion-protection technique; - pressurization (ex 'p') explosion-protection technique; - enclosures for dusts (ex 'td') - explosion-protection technique; - common characteristics of explosion-protection techniques; - preparation to install and maintain explosion-protected equipment in hazardous areas; - the relationship between explosion-protected equipment, their certification documents and required locations given in specifications and layout drawings and/or written instructions; - installation standards and requirements applicable to hazardous; - interpretation of documents showing the classification of a hazardous area; - selecting and checking equipment, wiring and accessories; - documentation of hazardous area installation design; - process for establishing a design brief for an explosion-protected electrical system; - system design, and; - design documentation required for a hazardous area.

UEENEEM059A Design explosion-protected electrical systems and installations - pressurisation

Locations: Industry, Sunshine.

Prerequisites: A student must have confirmed competency in designing electrical systems and installations at AQF level 6 or equivalent as a pre-requisite to this unit

Description: This unit covers the explosion-protection aspects of designing electrical power, control and instrumentation systems and installations. It requires the ability to establish design briefs and to pursue economical and effective design solutions. This unit is directly equivalent to the Unit 2.18 Design explosion-protected electrical systems and installations in the Australian/New Zealand Standard AS/NZS 4761.1 Competencies for working with electrical equipment for hazardous areas (EEHA) Part 1: Competency Standards. Equivalence includes endorsement in the explosion-protection techniques listed in the Range statement of this unit.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - occupational health and safety responsibilities related to hazardous areas; - the roles of the parties involved in the safety of hazardous areas; - properties of combustible substances and their potential to create an explosive hazard; - the nature of hazardous areas; - explosion-protection equipment - ex certification schemes; - flameproof (ex 'd') explosion-protection technique; - increased safety (ex 'e') explosion-protection technique; - non-sparking (ex 'n') explosion-protection technique; - intrinsic safety (ex 'i') explosion-protection technique; - pressurization (ex 'p') explosion-protection technique; - enclosures for dusts (ex 'td') - explosion-protection technique; - common characteristics of explosion-protection techniques; - preparation to install and maintain explosion-protected equipment in hazardous areas; - the relationship between explosion-protected equipment, their certification documents and required locations given in specifications and layout drawings and/or written instructions; - installation standards and requirements applicable to hazardous; - interpretation of documents showing the classification of a hazardous area; - selecting and checking equipment, wiring and accessories; - documentation of hazardous area installation design; - process for establishing a design brief for an explosion-protected electrical system; - system design, and; - design documentation required for a hazardous area.

UEENEEM065A Conduct audit of hazardous areas installations - gas atmospheres

Locations: Industry, Sunshine.

Prerequisites: A student must have completed one of the following pre-requisites: UEENEEG131A Evaluate performance of low voltage electrical apparatus, or; UEENEEG060B Evaluate performance of LV electrical machines

Description: This competency standard unit covers the explosion-protection aspects of conducting an audit of an electrical installation. It requires the ability to verify whether an installation complies with the relevant hazardous areas Standards for that installation and includes the verification of design and certification documentation (verification dossier), maintenance, overhaul and repair, work safety, inspection against Standards and reporting of audit results. This unit is directly equivalent to the Unit 2.21 Conduct audit of hazardous areas installations in the Australian/New Zealand Standard AS/NZS 4761.1 Competencies for working with electrical equipment for hazardous areas (EEHA) Part 1: Competency Standards. Equivalence includes endorsement in the explosion-protection techniques listed in the Range statement of this unit.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic

and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - occupational health and safety responsibilities related to hazardous areas; - the roles of the parties involved in the safety of hazardous areas; - properties of combustible substances and their potential to create an explosive hazard; - the nature of hazardous areas; - explosive-protected equipment; - explosion-protection equipment - ex certification schemes; - flameproof (ex 'd') explosion-protection technique; - increased safety (ex 'e') explosion-protection technique; - non-sparking (ex 'n') explosion-protection technique; - intrinsic safety (ex 'i') explosion-protection technique; - pressurization (ex 'p') explosion-protection technique; - enclosures for dusts (ex 'td') - explosion-protection technique; - common characteristics of explosion-protection techniques; - preparation to install and maintain explosion-protected equipment in hazardous areas; - the relationship between explosion-protected equipment, their certification documents and required locations given in specifications and layout drawings and/or written instructions; - installation standards and requirements applicable to hazardous, and; - processes used in auditing hazardous areas.

UEENEEM068A Assess the fitness-for-purpose of hazardous areas explosion-protected equipment - gas atmospheres

Locations: Industry, Sunshine.

Prerequisites: UEENEEM036A - Conduct a conformity assessment of explosion-protected equipment - gas atmospheres UEENEEM044A - Conduct detailed inspection of hazardous areas installations gas atmospheres UEENEEM065A - Conduct audit of hazardous areas installations - gas atmospheres

Description: This Competency Standard Unit covers the explosion-protection aspects of overhauling and repairing explosion-protected equipment at a craftsman level. It requires the ability to identify and select authorized components, follow repair specifications to effect the overhauled/repaired of equipment and complete repair documentation. This unit is directly equivalent to the Unit 2.20 Carry out overhaul and repair of explosion-protected equipment in the Australian/New Zealand Standard AS/NZS 4761.1 Competencies for working with electrical equipment for hazardous areas (EEHA) Part 1: Competency Standards. Equivalence includes endorsement in the explosion-protection techniques listed in the Range statement of this unit.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - preparation to install and maintain explosion-protected equipment in hazardous areas; - the relationship between explosion-protected equipment, their certification documents and required locations given in specifications and layout drawings and/or written instruction; - installation standards and requirements applicable to hazardous; - maintenance procedures in hazardous areas that will ensure the integrity of the explosion-protection technique; - cable termination types suitable for use in hazardous areas; - the relationship between the documentation held in a verification

dossier and the installed equipment; - inspecting a hazardous area installation; - documentation used in assessing explosion-protected equipment for conformance to accepted standards; - assessing to a current acceptable standard existing equipment that has been certified to previously acceptable standards; - a clause by clause assessment between the equipment manufacturing standard(s) and the current acceptable ex standards; - techniques used in fitness-for purpose assessment of equipment for use in hazardous areas, and; - processes used in auditing hazardous areas.

UEENEEM075A Design explosion-protected electrical systems - coal mining

Locations: Industry, Sunshine.

Prerequisites: A student must have confirmed competency in designing electrical systems and installations at AQF level 6 or equivalent as a pre-requisite to this unit.

Description: This unit covers the explosion-protection aspects of designing electrical power, control and instrumentation systems and installations. It requires the ability to establish design briefs and to pursue economical and effective design solutions. This unit is directly equivalent to the Unit 2.18 Design explosion-protected electrical systems and installations in the Australian/New Zealand Standard AS/NZS 4761.1 Competencies for working with electrical equipment for hazardous areas (EEHA) Part 1: Competency Standards. Equivalence includes endorsement in the explosion-protection techniques listed in the Range statement of this unit.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - occupational health and safety responsibilities related to hazardous areas; - the roles of the parties involved in the safety of hazardous areas; - properties of combustible substances and their potential to create an explosive hazard; - the nature of hazardous areas; - explosive-protected equipment; - explosion-protection equipment - ex certification schemes; - flameproof (ex 'd') explosion-protection technique; - increased safety (ex 'e') explosion-protection technique; - non-sparking (ex 'n') explosion-protection technique; - intrinsic safety (ex 'i') explosion-protection technique; - pressurization (ex 'p') explosion-protection technique; - enclosures for dusts (ex 'td') - explosion-protection technique; - common characteristics of explosion-protection techniques; - preparation to install and maintain explosion-protected equipment in hazardous areas; - installation standards and requirements applicable to hazardous; - cable termination types suitable for use in hazardous areas; - interpretation of documents showing the classification of a hazardous area; - selecting and checking equipment, wiring and accessories; - documentation of hazardous area installation design; - common and specific hazardous areas for which classification examples are given in standards; - system design, and; - design documentation required for a hazardous area.

UEENEEM079A Design of gas detection systems

Locations: Industry, Sunshine.

Prerequisites: A student must have completed one of the following pre-requisites: UEENEEM057A Design explosion-protected electrical systems and installations gas atmospheres; UEENEEM058A Design explosion-protected electrical systems and installations dust atmospheres, or; UEENEEM059A Design explosion-protected electrical systems and installations pressurisation.

Description: This unit covers the selection aspects of gas detection equipment for the design of gas detection systems and installations for hazardous areas. It requires the ability to establish equipment parameters and to evaluate these against manufacturer specifications. This unit is directly equivalent to the Unit 2.19 Design gas detection systems and installations in the Australian/New Zealand Standard AS/NZS 4761.1 Competencies for working with electrical equipment for hazardous areas (EEHA) Part 1: Competency Standards. Equivalence includes endorsement in the explosion-protection techniques listed in the Range statement of this unit.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - maintenance procedures in hazardous areas that will ensure the integrity of the explosion-protection technique; - techniques for the installation and maintenance of fixed gas detection equipment; - location of fixed sample points or sensors; - gas and vapour releases; - common problems with fixed gas detectors; - calibration and response checking; - factors to consider in the evaluation and selection of portable and fixed gas detection equipment; - detecting gases and vapours; - oxygen deficiency and effects on safety; - measuring principles of catalytic sensors, electrochemical sensors, infrared sensors and semi-conductor sensors; - measuring principles of thermal conductivity sensors, flame ionization detectors (FID), flame temperature analyzers (FTA), photo ionisation detectors (PID) and paramagnetic oxygen detectors; - selection of apparatus; - behaviour of gas and vapour releases; - design and installation; - integrity and safety, and; - commissioning and scheduled maintenance.

UEENEEM080A Report on the integrity of explosion-protected equipment in a hazardous area

Locations: Industry, Sunshine.

Prerequisites: UEENEEG105A - Verify compliance and functionality of low voltage general electrical installations UEENEE112A - Verify compliance and functionality of instrumentation and control installations MEMO7001B - Perform operational maintenance of machines/equipment PMAOPS201B - Operate fluid flow equipment

Description: This unit covers the explosion-protection aspects of plant and machinery operation and maintenance. It requires the ability to visually identify any damage or deterioration of explosion-protected equipment, monitor changes in the explosion hazard and to implement procedures established to limit the risk of an explosion.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - Occupational Health and Safety responsibilities related to hazardous areas; - the roles of the parties involved in the safety of hazardous areas; - properties of combustible substances and their potential to create an explosive hazard; - the nature of

hazardous areas; - explosive-protected equipment, and; - explosion-protection visual checks.

UEENEEP012A Disconnect / reconnect composite appliances connected to low voltage installation wiring

Locations: Industry, Sunshine.

Prerequisites: A student must have completed unit/s of competency needed for emergency services and equipment repair.

Description: This unit covers disconnecting and reconnecting composite appliances connected to low voltage installation wiring. This may be incidental to or a primary and regular function of work related to a principle work function. It encompasses working safely, identifying supply arrangements, following isolation procedures, selecting and using testing and measuring devices, terminating and connecting cables and conductors, safely testing and reporting. The unit coverage excludes disconnecting or reconnecting circuits at a switchboard or to general electrical accessories (including switches, socket outlets, circuit protective devices etc); or installation of or alteration to any part of the fixed electrical wiring system (defined as electrical installing work).

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - the basic electrical circuit; - relationships in an electrical circuit; - electrical diagrams; - test equipment - selection and care; - test equipment - voltage measurement; - test equipment - resistance measurement; - test equipment - current measurement; - cable connections; - protection for safety; - safety testing preparation and procedures; - isolating supplies; - disconnecting composite electrical equipment - ELV; - reconnecting composite electrical equipment - ELV; - disconnecting composite electrical equipment - LV; - reconnecting composite electrical equipment - LV; - produce documentation and reports, and; - enterprise reporting and recording system.

UEENEEP017A Locate and rectify faults in low voltage composite appliances using set procedures

Locations: Industry, Sunshine.

Prerequisites: UEENEEP012A - Disconnect / reconnect composite appliances connected to low voltage installation wiring

Description: This unit covers locating and rectifying fault(s) in composite appliances intended to operate to a connected supply up to 1,000 volts a.c. or 1,500 volts d.c. This may be incidental to or a primary and regular function in the workplace. It encompasses following prescribed procedures, working safely, reading circuit diagrams, isolation procedures, identifying faults according to procedures, identifying like for like replacement/repair components according to procedures, selecting and using testing and measuring devices, terminating and connecting cables and conductors, safety testing and reporting.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each

unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - safe fault finding; - single and three phase composite equipment, and; - produce documentation and reports.

UEENEE024A Attach cords and plugs to electrical equipment for connection to a single phase 230 volt supply

Locations: Industry, Sunshine.

Prerequisites: UEENEE01A - Apply Occupational Health and Safety regulations, codes and practices in the workplace

Description: This unit covers attaching flexible cords and plugs to electrical equipment for connection to supplies up to 230V a.c. This may be incidental to or a primary and regular function of work related to a principle function in the workplace. It encompasses working safely, identifying plug configurations, selecting and using testing and measuring devices, terminating and connecting cords/plugs and conductors, safety testing and reporting.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - safety; - the basic electrical circuit; - relationships in an electrical circuit; - test equipment - resistance measurement; - selection of flexible cords and plugs to suit given applications; - connecting flexible cords and plugs to appliances; - testing, and; - producing documentation and reports.

UEENEE025A Attach cords, cables and plugs to electrical equipment for connection to 1000 Va.c. or 1500 Vd.c. supply

Locations: Industry, Sunshine.

Prerequisites: UEENEE024A - Attach cords and plugs to electrical equipment for connection to a single phase 230 volt supply

Description: This unit covers attaching flexible cords, cables and plugs to electrical equipment connected to a supply up to 1,000V a.c. or 1,500V d.c. This may be incidental to or a primary and regular function of work related to a principle function in the workplace. It encompasses working safely, identifying plug configurations, selecting and using testing and measuring devices, terminating and connecting flexible cords/plugs and conductors, safety testing and reporting.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - safety; - selection of flexible cords/cables and plugs to suit given applications; - connect flexible cords/cables and plugs to multiphase equipment; - determine that a flexible

cord/cable and plug is safe and is connected correctly, and; - producing documentation and reports.

UEENEE026A Conduct in-service safety testing of electrical cord connected equipment and cord assemblies

Locations: Industry, Sunshine.

Prerequisites: UEENEE01A - Apply Occupational Health and Safety regulations, codes and practices in the workplace

Description: This unit covers safety testing of electrical cord connected equipment and cord assemblies. It encompasses working safely, using portable apparatus tester, identifying faults, applying tagging, arranging for repair of faulty equipment and complete testing documentation.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - Australian Standards and Commonwealth/State/Territory legislation and regulations; - basic electrical testing concepts; - electrical equipment and cord assemblies testing, and; - testing and tagging documentation requirements.

UEPOPS202B Apply quality systems to work

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit is intended to augment formally acquired competencies. It is suitable for employment-based programs under an approved contract of training.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - quality management systems; - principles contained within the AS/NZS ISO 9001 quality management standard; - quality management tools and techniques; - continuous improvement techniques; - communication in a team environment, and; - principles of sustainable energy practice.

UEPOPS337B Maintain quality systems within the team

Locations: Industry, Sunshine.

Prerequisites: UEPOPS202B - Apply quality systems to work

Description: This unit is intended to augment formally acquired competencies. It is suitable for employment-based programs under an approved contract of training.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting

of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - quality management theory; - quality management system; - performance reporting; - advanced quality management tools and techniques; - advanced continuous improvement techniques, and; - communication when leading a team.

UEPOPS416B Monitor the implementation of the enterprise's production-maintenance quality control procedures

Locations: Industry, Sunshine.

Prerequisites:UEPOPS338B - Facilitate effective workplace communication

Description:This unit is intended to augment formally acquired competencies. It is suitable for employment-based programs under an approved contract of training.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - evidence shall show that knowledge has been acquired for safe working practices, and; - specific skills needed to achieve the performance criteria.

VU20276 Write non-fiction

Locations: Industry, St Albans, Online.

Prerequisites:Nil.

Description:This unit describes the performance outcomes, skills and knowledge required to develop works of non-fiction suitable for publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

VU20277 Refine writing skills

Locations:Footscray Nicholson, Online.

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:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - an ability to research information to inform experimentation in writing; - an ability to write extended work using appropriate style, grammar, responding to proof correction and revision; - an ability to apply appropriate techniques to a specific writing task; - an ability to apply creative thinking to writing, and; - an ability to experiment in the developing and refining of concepts for writing. Students will also be expected to demonstrate the

following knowledge: - a knowledge of writing theories and their application; - a knowledge of the writing techniques most appropriate for particular purposes; - a knowledge of the historical and theoretical contexts for writing styles and techniques, and; - a knowledge of the copyright, moral rights and intellectual property issues associated with writing.

VU20278 Refine editing skills

Locations:Footscray Nicholson, Online.

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:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - ability to edit written work for clarity of expression; - ability to edit written work for tone and consistency; - ability to edit written work for grammar, style and punctuation; - ability to work with others; - ability to develop clear action plans, and; - ability to use word processing software. Students will also be expected to demonstrate the following knowledge: - a knowledge of the steps in the publishing process; - a knowledge of standard industry practices for both paper-based and screen-based publications; - a knowledge of Australian publication styles; - a knowledge of conventions for citing resources and research; - a knowledge of standard symbols for text mark-up and proof correction, and; - a basic knowledge of the essential legal issues involved in copyright, intellectual property and libel.

VU20279 Write for children and young adults

Locations:Footscray Nicholson, Online.

Prerequisites:Nil.

Description:This unit covers the knowledge and skills required to work as a writer for children.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - ability to generate concept for a work suitable for children; - ability to workshop and develop age-appropriate stories; - writing and editing skills sufficient to produce a written work for children; - ability to recognise most suitable platform and format for work; - ability to develop plot, characters and theme that will engage proposed audience; - ability to create dialogue suitable for proposed audience; - work collaboratively with editors, illustrators, designers, animators etc. to develop the work; - request and respond to constructive feedback; - understand and respond to a brief; - prioritise work tasks; - create and manage timelines, and; - seek expert assistance when necessary. Students will also be expected to demonstrate the following knowledge: - stages of

development in children's reading interests and abilities; - conceptual levels of understanding of children at different ages; - language, structure and formats of works suitable for writing for children; - trade and educational markets; - genres of fictional works written for children; - alternative platforms for children's writing; - trends in children's writing; - publishing houses that specialise in works for children; - national and international journals specialising in discussing works written for children, and; - wider forums and networking opportunities for children's writers.

VU20280 Develop a novel to a second draft

Locations: Footscray Nicholson, Online.

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: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - an ability to experiment in the development and refining of concepts for a novel; - an ability to use research to inform experimentation in writing; - an ability to develop the elements of the novel within the chosen structure; - an ability to write a synopsis; - an ability to apply appropriate writing techniques to draft; - an ability to apply appropriate editing techniques to draft; - discuss written draft in a collaborative manner; - request and respond to critical feedback, and; - pitch the concept or idea for the novel. Students will also be expected to demonstrate the following knowledge: - a knowledge of the relationship between the different elements of a novel; - a knowledge of established conventions associated with different genres of novel; - a knowledge of writing theories and their application to novel writing; - a knowledge of different writing techniques; - a knowledge of the copyright, moral rights and intellectual property issues associated with writing; - a knowledge of copyright, moral rights and intellectual property legislation; - a knowledge of the publishing industry, and; - a knowledge of the current market.

VU20746 Apply essential further study skills

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

Prerequisites: Nil.

Description: This unit covers the knowledge and skills required to study and participate effectively in a tertiary learning environment within an art or arts related discipline.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - verbal communication such as skills in argument, participation and debate; - writing skills appropriate for the completion of complex texts including correct use of citations; - collaborative learning skills; - reading skills such as skimming, scanning, reading for meaning; - note-taking skills including summarising, synthesising and record keeping; - information access

using library resources including internet and online searches; - assessing appropriateness of information for specific purposes; - ability to work in groups, and; - negotiation skills. Students will also be expected to demonstrate the following knowledge: - range of learning strategies; - library services; - online services; - reading strategies; - writing processes; - text structures; - usage and syntax; - conventions of academic referencing, and; - plagiarism and collusion. .

VU20747 Research fields of study and enquiry

Locations: Footscray Park.

Prerequisites: Nil.

Description: This unit develops the knowledge and the skills required to research a tertiary field of study in a tertiary learning environment.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - respond in online discussion; - ask for and give feedback, and; - use online tools such as email to communicate effectively. - access and use features of Learning Management Systems for example Moodle or Blackboard; - access and use online tools such as blogs and wikis, and; - send and reply to emails, SMS. - compose online posts, and; - prepare questions and answers. - determine appropriate language to use to meet the purpose; - deal with possible break downs in online group activity; - use reflective processes to evaluate online learning; - seek assistance as required, and; - prioritise activities and meet deadlines. Students will also be expected to demonstrate the following knowledge: - online discussion protocols and etiquette, and; - privacy principles when engaging in online learning.

VU20749 Analyse stories/narratives within cultures

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

Prerequisites: Nil.

Description: This unit covers the knowledge and skills required to analyse and explore the significance of stories told within and across cultures and the ways personal, cultural and cross-cultural identities are shaped and mediated by stories. These skills and knowledge can be extended to and underpin other areas of arts and arts related study.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - read and interpret complex texts; - synthesise and summarise information; - locate and assess reference materials; - gather evidence in support of an argument or point of view; - cite resources using academic conventions, and; - use terminology of the discipline. Students will also be expected to demonstrate the following knowledge: - primary stories told in major cultures; - the nature of culture and acculturation; - different

versions of stories commonly told across cultures, and; - theories relevant to narrative and narrative structure. .

VU20832 Write fiction

Locations:Footscray Nicholson, Online.

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:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: collect, compile and record raw material as the basis of a fiction work; - create a narrative suitable for a work of fiction; - organise material; - pitch a concept or idea; - plan a complex writing project; - write a proposal; - communication skills sufficient to undertake interviews and to work with other people; - research skills sufficient to undertake archival research, electronic searches and case study approaches; - interview skills sufficient to interview a wide range of persons of differing backgrounds, and; - writing and editing skills sufficient to produce an extended work using correct style, grammar, proof correction and revision. Students will also be expected to demonstrate the following knowledge: - marketing and distribution strategies; - legislation governing copyright and ownership of material; - legislation governing privacy provisions; - the markets that exist for fiction works; - the range of writing techniques and editing most appropriate to works of fiction, and; - different sources for research.

VU20833 Coordinate editing and pre-production processes for a publication

Locations:Footscray Nicholson, Online.

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:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - work with others; - assess purpose and audience of a work; - develop a production plan and schedule; - liaise with industry professionals; - manage a range of editorial tasks; - edit a range of publication content, and; - draft a range of briefs. Students will also be expected to demonstrate the following knowledge: - production processes; - editorial roles and duties in the publishing industry; - processes required to coordinate production of a publication; - legal issues in copyright, defamation and intellectual property, and; - publishing contracts.

VU20880 Develop writing and editing skills

Locations:Footscray Nicholson, Online.

Prerequisites:Nil.

Description:This unit covers the knowledge and skills in the use of the English language for writing and editing tasks. It also includes the use of appropriate punctuation, as well as basic proofreading and editing skills.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - applying grammar; - applying the fundamentals of English grammar, spelling and vocabulary to a range of written contexts; - applying correct punctuation Using structural editing conventions; - using a dictionary and thesaurus, and; - the ability to clearly articulate corrections, amendments and suggestions on both hard copy and on-screen materials. Students will also be expected to demonstrate the following knowledge: - components of speech; - industry standards of grammar and structure; - principles of clear language; - conventions of grammar and usage; - punctuation and spelling, and; - proofreading marks.

VU20881 Write fiction material

Locations:Footscray Nicholson, Online.

Prerequisites:Nil.

Description:This unit covers the knowledge and skills required to write fiction material such as, narratives, dialogue, genre and poetry. It also includes the use of appropriate punctuation, as well as basic proof reading and editing skills.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - collecting and analysing relevant information; - writing fiction material using correct style, grammar, proof correction and revisions; - applying appropriate techniques to a range of fiction writing tasks; - applying creative thinking applicable to fiction writings, and; - developing and using imagination, personal experience and observation to furnish material for the fiction Students will also be expected to demonstrate the following knowledge: - historical and contemporary writing contexts, and; - a range of fiction writing techniques, forms and styles.

VU20882 Write non-fiction material

Locations:Footscray Nicholson, Online.

Prerequisites:Nil.

Description:This unit covers the knowledge and skills required to write non-fiction material such as, feature articles, obituaries, reviews and advertorials. It also includes the use of appropriate punctuation, as well as basic proof reading and editing skills.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic

and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - collecting and analysing relevant information; - writing non-fiction material using correct style, grammar, proof correction and revisions; - applying appropriate techniques to a range of non-fiction writing tasks, and; - applying creative thinking applicable to non-fiction writings. Students will also be expected to demonstrate the following knowledge: - writing theories and the implications for writing, and; - appropriate non-fiction writing techniques.

VU20883 Write short narratives

Locations: Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to write short narratives for print and electronic publication, and for a range of other media. A writer of short narratives must draw on a range of experiences, observations and research. The process involves conception, form, drafting, redrafting and consideration of the requirements of the media or performance platform.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - apply correct grammar, spelling and punctuation; - analyse forms, audience and purpose; - read material in a range of forms and discuss to inform own writing; - apply redrafting skills; - present drafts for workshoping and apply feedback; - ability to take part in workshoping and critique works by other writers; - technical skills sufficient to use word-processing applications and format a range of works to industry expectations; - self-management and planning skills sufficient to: prioritise work tasks, meet deadlines, develop clear goals and outcomes, seek out and participate in professional development activities; - learning skills sufficient to improve written drafts and final product through self-reflection and redrafting after feedback, and; - initiative and enterprise skills. Students will also be expected to demonstrate the following knowledge: - issues and challenges involved in writing short narratives, knowledge of standards of literacy skills required for publication; - intended audiences for short narratives, and ways in which works can be performed or published; - communication and inter-personal techniques required for workshoping; - organisational and legislative OHS standards as they relate to working for periods of time on computers, and; - copyright and intellectual property requirements as they relate to writing and publishing works.

VU20884 Write long narratives

Locations: Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to write long narratives for print and electronic publication, and for a range of other media. A writer of long narratives must draw on a range of experiences,

observations and research. The process involves conception, form, drafting and redrafting.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication and literacy skills sufficient to: apply correct grammar, spelling and punctuation; analyse forms, audience and purpose; read material in a range of forms and discuss to inform own writing; apply redrafting skills; present drafts for workshoping and apply feedback; - ability to take part in workshoping and critique works by other writers; - technical skills sufficient to use word-processing applications and format work to industry expectations; - self-management and planning skills sufficient to: prioritise work tasks, meet deadlines, develop clear goals and outcomes, seek out and participate in professional development activities; - learning skills sufficient to improve written drafts and final product through self-reflection and redrafting after feedback; - initiative and enterprise skills. Students will also be expected to demonstrate the following knowledge: - issues and challenges involved in writing long narratives, knowledge of standards of literacy skills required for publication; - intended audiences for long narratives, and ways in which works can be published; - communication and inter-personal techniques required for workshoping; - organisational and legislative OHS standards as they relate to working for periods of time on computers, and; - copyright and intellectual property requirements as they relate to writing and publishing works.

VU20885 Write poetry

Locations: Footscray Nicholson, Online.

Prerequisites: Nil.

Description: This unit describes the performance outcomes, skills and knowledge required to write poetry for a wide range of audiences, magazines, journals, books and web-based formats. A poet draws on many different experiences and ideas to draft poems that may be performed or published. The process involves conception, form, drafting, redrafting and consideration of audience.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication and literacy skills sufficient to: - apply correct grammar, spelling and punctuation; analyse forms, audience and purpose; read poetry and discuss to inform own writing; apply redrafting skills; present drafts for workshoping and apply feedback; - ability to take part in workshoping and critique poems by other writers; - technical skills sufficient to use word-processing applications and format poems to industry expectations; - self-management and planning skills sufficient to: prioritise work tasks, meet deadlines, develop clear goals and outcomes, seek out and participate in professional development activities; - learning skills sufficient to improve written drafts and final

product through self-reflection and redrafting after feedback, and; - initiative and enterprise skills. Students will also be expected to demonstrate the following knowledge: - issues and challenges involved in writing poems, knowledge of standards of literacy skills required for publication; - various audiences for poetry, and ways in which poetry can be performed or published; - communication and inter-personal techniques required for workshoping; - organisational and legislative OHS standards as they relate to working for periods of time on computers, and; - copyright and intellectual property requirements as they relate to writing and publishing poems. .

VU20886 Write for young children

Locations:Footscray Nicholson, Online.

Prerequisites:Nil.

Description:This unit describes the performance outcomes, skills and knowledge required to write picture books, poetry, fiction and nonfiction for younger children ideally aged between 3- 9 years. A writer for younger children must draw on a range of experiences, observations and research. The process involves conception, form, drafting, redrafting and consideration of this particular audience.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication and literacy skills sufficient to: apply correct grammar, spelling and punctuation; analyse forms, audience and purpose; read material in a range of forms for younger children and discuss to inform own writing; apply redrafting skills; present drafts for workshoping and apply feedback; - ability to take part in workshoping and critique works by other writers - technical skills sufficient to use word-processing applications and format a range of works to industry expectations; - self-management and planning skills sufficient to: prioritise work tasks, meet deadlines, develop clear goals and outcomes, seek out and participate in professional development activities; - learning skills sufficient to improve written drafts and final product through self-reflection and redrafting after feedback, and; - initiative and enterprise skills. Students will also be expected to demonstrate the following knowledge: - issues and challenges involved in writing for younger children, knowledge of standards of literacy skills required for publication; - intended audiences for content for younger children, and ways in which works can be performed or published; - communication and inter-personal techniques required for workshoping; - organisational and legislative OHS standards as they relate to working for periods of time on computers, and; - copyright and intellectual property requirements as they relate to writing and publishing works.

VU20887 Write comedy

Locations:Footscray Nicholson, Online.

Prerequisites:Nil.

Description:This unit describes the performance outcomes, skills and knowledge required to write comedic scripts for TV, film and theatre, and for a range of other media. A writer of comedy must draw on a range of experiences, observations and research. The process involves conception, form, drafting, redrafting and consideration of the requirements of the media or performance platform.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic

and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication and literacy skills sufficient to: apply correct grammar, spelling and punctuation; analyse forms, audience and purpose; read material in a range of forms and discuss to inform own writing; apply redrafting skills; present drafts for workshoping and apply feedback; - ability to take part in workshoping and critique works by other writers; - technical skills sufficient to use word-processing applications and format a range of scripts to industry expectations; - self-management and planning skills sufficient to: prioritise work tasks, meet deadlines, develop clear goals and outcomes, seek out and participate in professional development activities; - learning skills sufficient to improve written drafts and final product through self-reflection and redrafting after feedback, and; - initiative and enterprise skills. Students will also be expected to demonstrate the following knowledge: - issues and challenges involved in writing comedy, knowledge of standards of literacy skills required for publication; - intended audiences for comedy, and ways in which works can be performed or published; - communication and inter-personal techniques required for workshoping; - organisational and legislative OHS standards as they relate to working for periods of time on computers, and; - copyright and intellectual property requirements as they relate to writing and publishing works.

VU20888 Write journalism

Locations:Footscray Nicholson, Online.

Prerequisites:Nil.

Description:This unit describes the performance outcomes, skills and knowledge required to develop a range of journalism articles suitable for publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - apply creative thought processes to journalism writing; - research, analyse and determine the suitability of content material; - employ a range of form and style to suit specific non-fiction content, and; - edit and proofread texts to a publishable standard. Students will also be expected to demonstrate the following knowledge: - occupational health & safety procedures relevant to writing; - feature writing styles and techniques, and; - non-fiction writing theories and the implications for writing.

VU20890 Write short scripts

Locations:Footscray Nicholson, Online.

Prerequisites:Nil.

Description:This unit describes the performance outcomes, skills and knowledge required to write scripts for TV, film and theatre, and for a range of other media. A writer of scripts must draw on a range of experiences, observations and research. The process involves conception, form, drafting, redrafting and consideration of the requirements of the media or performance platform.

Required Reading:The qualified trainer and assessor will provide teaching and

learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication and literacy skills sufficient to: apply correct grammar, spelling and punctuation; - use correct script formatting for intended purpose; - ability to take part in workshoping and critique works by other writers; - technical skills sufficient to use word-processing applications and produce a range of scripts to industry expectations; - self-management and planning skills sufficient to: prioritise work tasks, meet deadlines, develop clear goals and outcomes, seek out and participate in professional development activities; - learning skills sufficient to improve written drafts and final product through self-reflection and redrafting after feedback, and; - initiative and enterprise skills. Students will also be expected to demonstrate the following knowledge: - issues and challenges involved in writing scripts, knowledge of standards of literacy skills required for publication; - intended audiences for scripts, and ways in which works can be performed or published; - communication and interpersonal techniques required for workshoping; - organisational and legislative OHS standards as they relate to working for periods of time on computers, and; - copyright and intellectual property requirements as they relate to writing, performing and publishing works.

VU20903 Produce basic engineering components and products using fabrication and machining

Locations: Industry, Sunshine.

Prerequisites: VU20912 - Perform basic machining processes VU20913 - Apply basic fabrication techniques

Description: This unit of competency sets out the knowledge and skills required to produce a range of basic engineering components and products using basic fabrication and machining techniques. This involves identifying the required manufacturing methods, planning the operations, preparing materials and tooling, producing components and assembling components.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - plan and sequence a job; - follow instructions; - use machines and handle materials safely; - mark out materials using appropriate marking medium and tools; - select techniques for holding work; - cut a range of materials; - identify worn or damaged cutting tools; - reshape and/or sharpen cutting tools; - use common abrasives; - set up and operate cutting, grinding, drilling, turning and milling machines; - turn, face and bore using a lathe; - select drill bits and cutting/shaping tools; - select cutting speeds and feeds; - mount and position work and cutting tools; - adjust machine settings, and; - select and apply lubricants. Students will also be expected to demonstrate the following knowledge: - safe work practices and procedures; - hazards and control measures; - basic marking out techniques; - techniques and tools for measuring materials; - properties of

materials; - safe operation of tools and machines; - machine types, operation and maintenance for cutting, grinding, drilling turning and milling; - methods of holding work; - selection of feeds and speeds, and; - cutting tool materials.

VU20904 Perform cutting, grinding and turning operations

Locations: Industry, Sunshine.

Prerequisites: VU20912 - Perform basic machining processes

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

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - plan and sequence operations; - mark out work to meet specified tolerances; - complete calculations; - select and prepare machines and accessories for use; - set up and operate cutting machines, grinding machines and lathes; - cut/machine materials to specified dimensions and tolerances; - hold work for cutting, grinding or turning; - maintain mechanical cutting machines, grinding machines and lathes; - calculate work speeds and feed rates; - apply recommend tool angles from charts/tables for different material types; - overcome cutting tool failure; - apply quality procedures; - read and interpret routine information on written job instructions, procedures, specifications, charts, lists, drawings; - follow oral instructions and standard procedures; - check and clarify task related information; - enter routine and familiar information onto proforma and standard workplace forms; - check conformance of work to specifications, and; - measure to specified tolerances and dimensions. Students will also be expected to demonstrate the following knowledge: - factors influencing cutting machine, grinding machine and centre lathe selection; - machine capacities; - marking out tools and techniques; - safe work practices and procedures; - hazards and control measures; - functions of the major parts of cutting machines, grinding machines and centre lathe; - factors influencing feeds and speeds and depth of cut or material removal; - cutting fluids and coolants; - cutting tool materials; - principles of chip formation and control; - standard grinding sheet shapes, grades, composition and relevant applications, and; - cutting machine, grinder and lathe maintenance.

VU20909 Develop an individual career plan for the engineering industry

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to research careers and training opportunities in the Manufacturing and Engineering Industry and develop an individual career path plan. This involves examining the range of activities the industry covers, the types of occupations that are available and the training pathways that can lead to those occupations.

Required Reading: No required text

Assessment: The evidence on which competency in this unit is deemed should demonstrate consistent performance. A representative body of performance criteria

demonstrated within the timeframes typically expected of the discipline, work function and industrial environment. In particular this shall incorporate evidence that shows a candidate is able to: Demonstrate essential knowledge and associated skills as described in this unit Demonstrate an appropriate level of skills enabling employment Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School.

VU20911 Handle engineering materials

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to safely handle materials in accordance with occupational health and safety requirements and enterprise procedures. This involves using manual handling techniques, operating mechanical handling equipment and handling industrial chemicals and materials. The skills and knowledge described in this unit do not require a licence to practice in the workplace. However, practise in this unit is subject to regulations directly related to occupational health and safety and, where applicable, contracts of training such as apprenticeships.

Required Reading: No required text

Assessment: A person who demonstrates competency in this unit must be able to safely handle engineering materials. Competency in this unit cannot be claimed until all prerequisites have been satisfied. Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and to be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. In particular this shall incorporate evidence that shows a candidate is able to: Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range Demonstrate essential knowledge and associated skills as described in this unit Demonstrate an appropriate level of skills enabling employment Plan to lift and move a range of engineering materials, considering applicable safety and handling factors Safely lift and move materials using a range of mechanical handling aids and equipment Demonstrate hazard control and emergency procedures Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific assessments are located in the learning and assessment plans within the College.

VU20912 Perform basic machining processes

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to undertake basic machining operations under supervision. This involves setting up and machining components by using lathes, milling machines, cut off saws, pedestal grinders and fixed position drilling machines. Marking out skills are also included as necessary in the machining process.

Required Reading: No required text

Assessment: Before the critical aspects of evidence are considered all prerequisite requisite shall be met. The evidence on which competency in this unit is deemed should demonstrate consistent performance. A representative body of performance criteria demonstrated within the timeframes typically expected of the discipline, work function and industrial environment. In particular this shall incorporate evidence that shows a candidate is able to: Implement Occupational Health and Safety workplace

procedures and practices including the use of risk control measures as specified in the performance criteria and range; Demonstrate essential knowledge and associated skills; Demonstrate an appropriate level of skills enabling employment Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School.

VU20913 Apply basic fabrication techniques

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to perform basic fabrication tasks under supervision. This involves using appropriate machinery and applying associated fabrication and assembly techniques to the fabrications process.

Required Reading: No required text

Assessment: The evidence on which competency in this unit is deemed should demonstrate consistent performance. A representative body of performance criteria demonstrated within the timeframes typically expected of the discipline, work function and industrial environment. In particular this shall incorporate evidence that shows a candidate is able to: Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range; Demonstrate essential knowledge and associated skills as described in this unit; Demonstrate an appropriate level of skills enabling employment. Assessments may include: - practical assessment - work projects - demonstration - written and verbal tasks. Specific unit assessments are located in the learning and assessment plans within the School.

VU20914 Form, bend and shape engineering materials

Locations: Industry, Sunshine.

Prerequisites: VU20913 - Apply basic fabrication techniques

Description: This unit of competency sets out the knowledge and skills required to produce a range of basic engineering components and products using basic fabrication techniques. This involves identifying the required manufacturing methods, planning the operations, preparing materials and equipment, producing components and assembling components.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - mark out materials; - bend allowance/neutral axis; - plan job and task sequence; - set feeds and speeds; - hold work for cutting and forming; - set up and operate cutting equipment; - set up and operate forming equipment; - apply joining method; - apply quality procedures; - check conformance of work specifications; - read and interpret routine information on written job instructions, specifications and standard operating procedures; - follow oral instruction and standard procedures, and; enter routine and familiar information onto proforma and standard workplace forms. Students will also be expected to demonstrate the following knowledge: - production techniques and processes; - forming, fabricating, shaping, extrusions; - marking out medium and tools; - marking out calculations; - fabrication methods/techniques; - machine capacities; - sequence

of operations; - cut off machine types and operation; - assembly aids, and; - joining methods and materials.

VU20915 Perform basic welding and thermal cutting processes to fabricate engineering structures

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to perform: basic welding using manual metal arc welding (MMAW) basic welding using gas metal arc welding (GMAW) basic thermal cutting using fuel gas equipment This involves identifying the welding/cutting requirements, preparing materials and equipment, welding and cutting components. Welding is routine and where the welding quality is not required to meet an Australian Standard or equivalent. Fillet and butt welds would typically be performed on low carbon/mild steels. Thermal cutting is manual straight line cutting. License to practice The skills and knowledge described in this unit do not require a licence to practice in the workplace. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Required Reading: Refer to Learning and Assessment Plan

Assessment: A person who demonstrates competency in this unit must be able to fabricate engineering structures using basic welding and thermal cutting processes. Competency in this unit cannot be claimed until all prerequisites have been satisfied. Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and to be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. In particular this shall incorporate evidence that shows a candidate is able to: Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range; and Demonstrate essential knowledge and associated skills of this unit; and Demonstrate an appropriate level of skills enabling employment

VU20939 Recognise and interpret safety signs and symbols

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to recognise and interpret safety signs and symbols commonly found in workplace and community settings

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - literacy skills to identify and interpret key words regularly used in common safety signs and symbols; - numeracy skills to recognise and interpret the meaning of shapes in safety signage, and; - problem solving skills to distinguish between different types of commonly used safety signs and symbols using shapes, colours and words. Students will also be expected

to demonstrate the following knowledge: - navigation skills and reading strategies to enable recognition and interpretation of commonly used safety signs and symbols; - high frequency words used in safety signage, and; - colours and shapes used in the main categories of safety signage.

VU20940 Recognise and use basic mathematical symbols and processes

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to recognise and use basic mathematical symbols and whole and half numbers to make basic mathematical calculations.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - simple mathematical vocabulary such as addition/plus; subtraction/minus; multiplication/times, and; - the links between addition and subtraction. Students will also be expected to demonstrate the following knowledge: - problem solving skills to select the mathematical process appropriate for each different basic calculation and to test the accuracy of results.

VU20958 Prepare for work in the construction industry

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: The purpose of this module is to provide the participant with the skills and knowledge to determine opportunities and pathways, and to apply for work in the construction industry.

Required Reading: VU Produced Workbooks.

Assessment: - Describe different streams and sectors in building and construction industry. - Identify employment services and opportunities. - Develop a career pathway plan in the construction industry. - Develop methods and strategies to seek work in the construction industry. - Produce an application letter and resume for two potential employment opportunities. - Effectively apply the interview requirements described in the range statement to two simulated or actual job interviews. Specific unit assessments are located in the learning and assessment plans within the School.

VU20960 Introduction to scaffolding and working platforms

Locations: Industry, Werribee, Sunshine.

Prerequisites: CPCCOHS1001A - Work safely in the construction industry

Description: The purpose of this module is to provide the participant with the skills and knowledge to safely erect, use and disassemble restricted height scaffolding and working platforms.

Required Reading: VU Produced Workbooks.

Assessment: - Comply with OHS legislation, regulations, Codes of Practice applicable to workplace operations. - Comply with organisational policies and procedures. - Communicate and work safely and effectively with others. - Construct modular scaffolding which must include a minimum of three bays one lift high incorporating: - one access bay and one return - Or - two

bays plus return and one lift high. - Erect one mobile scaffold to four metres or less in height according to manufacturers' specifications. Specific unit assessments are located in the learning and assessment plans within the School.

VU20964 Workplace documents and plans

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: The purpose of this module is to provide the participant with the skills and knowledge to read, interpret and produce documents and plans used in the construction industry.

Required Reading: VU Produced Workbooks.

Assessment:- Comply with OHS legislation, regulation, Codes of Practice applicable to workplace operations. - Comply with workplace/organisational policies and procedures. - Communicate and work safely and effectively with others. -

Read and interpret the symbols and features of a minimum of two different site plans. - Select and demonstrate the appropriate plan and drawing techniques for given tasks including a minimum of one site plan, one floor plan and one elevation plan for a structure containing floor, walls and roof. Specific unit assessments are located in the learning and assessment plans within the School.

VU20965 Bricklaying hand tools

Locations: Industry, Werribee, Sunshine.

Prerequisites: CPCCOHS1001A - Work safely in the construction industry

Description: The purpose of this module is to provide the participant with the skills and knowledge to select, use and maintain hand tools and equipment in the bricklaying industry.

Required Reading: VU Produced Workbooks.

Assessment:- Comply with OHS legislation, regulations, Codes of Practice applicable to workplace operations. - Comply with workplace/organisational policies and procedures. - Communicate and work safely and effectively with others. -

Select and use appropriate hand tools and equipment. - Mark and cut three bricks using a bolster and hammer to specific requirements. - Use a minimum of six bricklaying hand tools from the range statement to lay brickwork between profiles to a line and gauge to a minimum of eight courses high and eight bricks long. - Select and use PPE appropriately when using bricklaying hand tools. Specific unit assessments are located in the learning and assessment plans within the School.

VU20966 Bricklaying basic skills

Locations: Industry, Werribee, Sunshine.

Prerequisites: CPCCOHS1001A - Work safely in the construction industry

Description: The purpose of this module is to provide the participant with the skills and knowledge to apply basic bricklaying skills. This module also includes an appreciation of the principles of concrete.

Required Reading: VU Produced Workbooks.

Assessment:- Comply with OHS legislation, regulations, Codes of Practice applicable to workplace operations. - Comply with workplace/organisational policies and procedures. - Communicate and work safely and effectively with others. -

Describe the components and principles of mortar. - Select and use the appropriate materials, tools and equipment for basic bricklaying. - Mix a mortar batch to a required standard. - Set out and lay brickwork to a line and gauge. - As a minimum, construct an internal/external corner wall 14 courses high with one stopped end. Specific unit assessments are located in the learning and assessment plans within the School.

VU20967 Brick veneer construction processes

Locations: Industry, Werribee, Sunshine.

Prerequisites: CPCCOHS1001A - Work safely in the construction industry

Description: The purpose of this module is to provide the participant with the skills and knowledge to apply brick veneer construction processes.

Required Reading: VU Produced Workbooks.

Assessment:- Comply with OHS legislation, regulations, Codes of Practice applicable to workplace operations. - Comply with workplace/organisational policies and procedures. - Communicate and work safely and effectively with others. -

Select and use the appropriate materials, tools and equipment for brick veneer construction. - Set out and lay veneer brickwork with one internal and one external corner and one opening containing a window or door with flashing over the opening. This brick veneer structure is to be a minimum of 6 metres in total length and a minimum of 1.7 metres high, and include a brick sill that is a minimum of 600 mm wide. A control joint is to be included in this brick veneer structure. -

Set out and construct base brickwork with bearer piers of a minimum height of six courses, incorporating vents, control joints and sub-floor access. Specific unit assessments are located in the learning and assessment plans within the School.

VU20968 Cavity brick construction processes

Locations: Industry, Werribee, Sunshine.

Prerequisites: CPCCOHS1001A - Work safely in the construction industry

Description: The purpose of this module is to provide the participant with the skills and knowledge to apply cavity brick construction processes.

Required Reading: VU Produced Workbooks.

Assessment:- Comply with OHS legislation, regulations, - Codes of Practice applicable to workplace operations. - Comply with workplace/organisational policies and procedures. - Communicate and work safely and effectively with others. -

Select and use the appropriate materials, tools and equipment for cavity brick construction. - Set out and lay cavity brickwork with one corner and one opening containing a window or door with flashing over the openings. This cavity brick structure must be a minimum of 6 metres in total length and a minimum of 1.7 metres high, and include a brick sill that is a minimum of 600 mm wide. This cavity brick structure must incorporate base brickwork, including bearer piers. Specific unit assessments are located in the learning and assessment plans within the School.

VU20969 Masonry blockwork

Locations: Industry, Werribee, Sunshine.

Prerequisites: CPCCOHS1001A - Work safely in the construction industry

Description: The purpose of this module is to provide the participant with the skills and knowledge to apply masonry blockwork construction principles. This module excludes the practical application of reinforced concrete masonry bond beams.

Required Reading: VU Produced Workbooks.

Assessment:- Comply with OHS legislation, regulations, Codes of Practice applicable to workplace operations. - Comply with workplace/organisational policies and procedures. - Communicate and work safely and effectively with others. -

Describe the components and principles of mortar for masonry blockwork. - Select and use the appropriate materials, tools and equipment for masonry blockwork construction. - As a minimum, set out and lay two masonry blockwork walls, each with one internal and one external corner to a line and gauge. These walls must be constructed from different sized blocks, using blocks that are from the 150 mm series and the 200 mm series. Both walls must be a minimum of six courses high and include one stopped end. Specific unit assessments are located in the learning and assessment plans within the School.

VU20971 Carpentry hand tools

Locations: Industry, Werribee, Sunshine.

Prerequisites: CPCCOHS1001A - Work safely in the construction industry

Description: The purpose of this module is to provide the participant with the skills and knowledge to select, use and maintain hand tools and equipment used in the carpentry industry.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - work safely and effectively as an individual and as part of a team; - communicate effectively by questioning, sharing information and listening; - select appropriate tools to use with carpentry materials; - handle/hold materials while using hand tools, and; - safely and effectively use carpentry hand tools. Students will also be expected to demonstrate the following knowledge: - workplace safety requirements and OHS legislation; - the characteristics of carpentry materials; - the characteristics and functions of materials, equipment and hand tools in carpentry; - manufacturers' specifications for hand tools in carpentry, and; - relevant Australian Standards and codes related to hand tools.

VU20972 Carpentry power tools

Locations: Industry, Werribee, Sunshine.

Prerequisites: CPCCOHS1001A - Work safely in the construction industry

Description: The purpose of this module is to provide the participant with the skills and knowledge to select, safely operate and maintain power tools used in the carpentry sector of the building and construction industry.

Required Reading: VU Produced Workbooks.

Assessment: - Comply with OHS legislation, regulations Codes of Practice applicable to workplace operations. - Comply with workplace/organisational policies and procedures. - Communicate and work safely and effectively with others. - Identify and correctly use the carpentry power tools listed in the range statement during carpentry projects. - Use PPE appropriately when using carpentry power tools. - Correctly replace the blades on a minimum of one power saw and one electric plane. - Correctly replace a minimum of two router bits. Specific unit assessments are located in the learning and assessment plans within the School.

VU20973 Basic setting out

Locations: Industry, Werribee, Sunshine.

Prerequisites: CPCCOHS1001A - Work safely in the construction industry

Description: The purpose of this module is to provide the participant with the skills and knowledge to set out a building.

Required Reading: VU Produced Workbooks.

Assessment: - Comply with OHS legislation, regulations, Codes of Practice applicable to workplace operations. - Comply with workplace/organisational policies and procedures. - Communicate and work safely and effectively with others. - Select and use materials, tools and equipment for setting out. - Complete set out for one rectangular and one L-shaped building according to a plan for a specific building. - Square a corner of a building set out using the 3, 4, 5 triangle method. Specific unit assessments are located in the learning and assessment plans within the School.

VU20974 Sub-floor framing

Locations: Industry, Werribee, Sunshine.

Prerequisites: CPCCOHS1001A - Work safely in the construction industry

Description: The purpose of this module is to provide the participant with the skills and knowledge to construct sub-floor framing.

Required Reading: VU Produced Workbooks.

Assessment: - Comply with OHS legislation, regulations, Codes of Practice applicable to workplace operations. - Comply with workplace/organisational policies and procedures. - Communicate and work safely and effectively with others. - Select and use the appropriate materials, tools and equipment to construct sub-floor framing. - Set out, level, dig stump holes, position soleplates and stumps and construct sub-floor framing for one rectangular shaped building. - Install bearers showing at least one joining method. - Install floor joist to suit fitted and platform floors. Specific unit assessments are located in the learning and assessment plans within the School.

VU20975 Wall framing

Locations: Industry, Werribee, Sunshine.

Prerequisites: CPCCOHS1001A - Work safely in the construction industry

Description: The purpose of this module is to provide the participant with the skills and knowledge to construct wall framing.

Required Reading: VU Produced Workbooks.

Assessment: - Comply with OHS legislation, regulations, Codes of Practice applicable to workplace operations. - Comply with workplace/organisational policies and procedures. - Communicate and work safely and effectively with others. - Select and use the appropriate materials, tools and equipment for wall framing construction. - Set out and construct wall framing for one rectangular shaped building including: - one door and one window opening including a lintel - one external corner for weatherboard and one external corner for brick veneer - one internal wall with junction - two types of bracing. Specific unit assessments are located in the learning and assessment plans within the School.

VU20976 Roof framing

Locations: Industry, Werribee, Sunshine.

Prerequisites: CPCCOHS1001A - Work safely in the construction industry

Description: The purpose of this module is to provide the participant with the skills and knowledge to construct roof framing.

Required Reading: VU Produced Workbooks.

Assessment: - Comply with OHS legislation, regulations, Codes of Practice applicable to workplace operations. - Comply with workplace/organisational policies and procedures. - Communicate and work safely and effectively with others. - Select and use the appropriate materials, tools and equipment for constructing roof framing. - Set out and construct the roof frame for a hip and gable end roof including ceiling framing, outriggers, collar ties and roof battens. - Set out and construct a pattern rafter. - Construct a roof boat. - Mark and cut rafter tails and outriggers to a specified length. - Identify truss types and components. Specific unit assessments are located in the learning and assessment plans within the School.

VU20977 External cladding

Locations: Industry, Werribee, Sunshine.

Prerequisites: CPCCOHS1001A - Work safely in the construction industry

Description: The purpose of this module is to provide the participant with the skills and knowledge to install external cladding.

Required Reading: VU Produced Workbooks.

Assessment:- Comply with OHS legislation, regulations, Codes of Practice applicable to workplace operations. - Comply with workplace/organisational policies and procedures. - Communicate and work safely and effectively with others. - Select and use the appropriate materials for external cladding. - Set out weatherboard stop showing spacing of weatherboards and lap. - Install weatherboards to a frame with one internal corner and one external corner, and two openings (one for a window and one for a door) with flashings. - Join weatherboards using appropriate method. Specific unit assessments are located in the learning and assessment plans within the School.

VU20978 Installation of window and door frames

Locations: Industry, Werribee, Sunshine.

Prerequisites: CPCCOHS1001A - Work safely in the construction industry

Description: The purpose of this module is to provide the participant with the skills and knowledge to install window and door frames.

Required Reading: VU Produced Workbooks.

Assessment:- Comply with OHS legislation, regulations, Codes of Practice applicable to workplace operations. - Comply with workplace/organisational policies and procedures. - Communicate and work safely and effectively with others. - Select and use the appropriate materials for the installation of window and door frames. - Install as a minimum one window frame and one door frame into a wall frame, ensuring frames are flashed, packed, levelled, plumbed and in-wind. Specific unit assessments are located in the learning and assessment plans within the School.

VU20979 Interior fixing

Locations: Industry, Werribee, Sunshine.

Prerequisites: CPCCOHS1001A - Work safely in the construction industry

Description: The purpose of this module is to provide the participant with the skills and knowledge to install interior fixing.

Required Reading: VU Produced Workbooks.

Assessment:- Comply with OHS legislation, regulations, Codes of Practice applicable to workplace operations. - Comply with workplace/organisational policies and procedures. - Communicate and work safely and effectively with others. - Select and use the appropriate materials for interior fixing. - Install one internal door jamb and door complete with architraves and door furniture. - Install one window complete with architraves and window furniture. - Install skirting with a minimum of one internal scribe and one external mitred corner. - Install lining boards and trim around using at least two different types of timber mouldings taken from the range statement. Specific unit assessments are located in the learning and assessment plans within the School.

VU20980 Introduction to demolition

Locations: Industry, Werribee, Sunshine.

Prerequisites: CPCCOHS1001A - Work safely in the construction industry

Description: The purpose of this module is to provide the participant with the skills and knowledge necessary to demolish internal structures.

Required Reading: VU Produced Workbooks.

Assessment:- Comply with OHS legislation, regulations, Codes of Practice applicable to workplace operations. - Comply with workplace/organisational policies and procedures. - Communicate and work safely and effectively with others. - Select and use materials, tools and equipment required for demolition. - Demolish a timber structure, including denailing, reclaiming and stacking of salvaged materials. Specific unit assessments are located in the learning and assessment plans within the School.

VU20981 Formwork for concreting

Locations: Industry, Werribee, Sunshine.

Prerequisites: CPCCOHS1001A - Work safely in the construction industry

Description: The purpose of this module is to provide the participant with the skills and knowledge to construct formwork for concreting.

Required Reading: VU Produced Workbooks.

Assessment:- Comply with OHS legislation, regulations, Codes of Practice applicable to workplace operations. - Comply with workplace/organisational policies and procedures. - Communicate and work safely and effectively with others. - Complete set out to achieve levels and other specified dimensions before construction of formwork. - Construct formwork for an L-shaped dwelling using the appropriate materials and techniques, including: - external corner - internal corner - edge rebate. Specific unit assessments are located in the learning and assessment plans within the School.

VU21038 Develop study skills

Locations: St Albans.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required by Aboriginal and Torres Strait Islander learners to support others to plan, undertake, monitor and review a small scale community project.

Required Reading: The teacher will provide teaching and learning material as required.

Assessment: Assessment must confirm the ability to: - work as part of a team to complete a small scale community project - manage own time to complete tasks - make a positive contribution to the project by offering and accepting feedback on project and personal progress.

VU21047 Participate in a practical placement with support

Locations: Footscray Nicholson, Werribee, City King St, Sunshine, Geelong Learning Links.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to select, negotiate and participate in a practical work or community placement.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - negotiate placement; - participate in a work placement; - complete required documentation; - read and interpret workplace documents/signage and procedures relevant to work performed, and; - personal management skills to assess personal strengths and weaknesses. Students will also be expected to demonstrate the following knowledge: - sources of information on placement options.

VU21049 Use basic measuring and calculating skills

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to measure quantities in standard units and carry out basic calculations involving these quantities.

Required Reading: The qualified trainer and assessor will provide teaching and

learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - interpret the measurement requirements; - apply the appropriate mathematical method to make required calculations, and; - check the accuracy of calculations. Students will also be expected to demonstrate the following knowledge: - measurements of quantities such as time, length, volume, using common measuring instruments; - mathematical processes; - basic functions of calculators, and; - basic measuring instruments. .

VU21054 Develop written job application skills

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

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to produce a written job application in response to an advertised position.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - literacy skills to interpret and address requirements of written job applications, and; - planning and organisational skills to complete and submit applications in required time and format. Students will also be expected to demonstrate the following knowledge: - elements of written job applications to enable accurate and relevant information to be supplied: personal details; technical and generic skills; relevant experience, and; referees, and; - conventions of written job applications: accuracy of spelling, grammatical expression and punctuation; relevance to criteria, and; concise expression.

VU21055 Develop job interview skills

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

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to prepare for and participate in job interviews.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - literacy skills to access and interpret information and prepare required documentation; - personal management skills to attend interviews punctually, and; - communication skills to participate effectively in interviews. Students will also be expected to demonstrate the following knowledge: - sources of information on job interviews, and; - features of references and resumes.

VU21058 Use a range of techniques to solve mathematical problems

Locations:Footscray Park, Footscray Nicholson.

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:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following performance criteria: - perform calculations involving fractions and mixed numbers; - perform calculations involving decimals and directed numbers; - round a decimal to a given number of decimal places; - use simple geometry to determine angles in triangles (including non-right angled); - convert the unit of a quantity to a unit with a different prefix; - write a number correct to a given number of significant figures; - calculate systematic, random and percentage errors; - read off values in a table, chart or graph; - describe the general shape of a given or plotted scatter diagram; - identify general shapes and major characteristics of linear and simple non-linear graphs; - locate embedded information necessary to solve a problem or analyse quantitative information; - estimating skills to check calculations and reasonableness of outcomes; - use mathematical symbolism, charts, diagrams and graphs as appropriate to convey mathematical thinking and processing, and; - use specialised calculator functions relevant to mathematical needs. Students will also be expected to demonstrate the following knowledge: - apply a wide range of strategies and techniques to solve mathematical problems; - using ratio, proportion and percent; - using trigonometry to determine lengths and angles; - using basic indices; - using measurements to solve mensuration problems in two and three dimensions; - substituting into and transposing simple equations and formulae; - solving problems by plotting points; - presenting and evaluating statistical information; - identifying connections between formulae and graphical representations; - using algebraic techniques to analyse and solve 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.

VU21092 Apply advanced statics principles to engineering problems

Locations:Industry, Sunshine.

Prerequisites:VU21100 - Apply principles of mechanics to engineering problems
VU21103 - Apply calculus to engineering problems

Description:This unit of competency sets out the knowledge and skills required to apply advanced static concepts and principles to solve complex engineering problems. It includes two and three dimensional force analysis and associated diagrams for structures and mechanical componentry.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

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

competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identifying and following relevant OH&S procedures; - interpreting industry codes, regulations and technical documentation; - selecting the most appropriate computational method to analyse and solve the engineering problem; - solving engineering problems involving the analysis of two dimensional force and couple systems; - representing forces and moments as three dimensional Cartesian vectors; - analysing and solving engineering problems involving basic three dimensional applications; - analysing and solving problems involving free body diagrams of two and three dimensional structures and assemblies; - constructing shear force and bending moment diagrams for structures and assemblies subjected to two and three dimensional force systems. presenting results in graphs, charts and tables to requirements; - writing technical reports, and; - working with others in a team; adapting to changes in work. Students will also be expected to demonstrate the following knowledge: - two dimensional force analysis; - three dimensional force analysis; - free body diagrams of two and three dimensional systems, and; - shear force, bending moments and torque diagrams for two and three dimensional force systems.

VU21093 Apply advanced dynamics principles to engineering problems

Locations: Industry, Sunshine.

Prerequisites: VU21400 - Apply scientific principles to engineering problems

Description: This unit of competency sets out the knowledge and skills required to apply advanced dynamics to solve problems common to all engineering fields. This includes friction, centrifugal force, balancing, mechanical vibrations, impulse, momentum, impact, systems of bodies in motion, and simple, compound and epicyclic gearing.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identifying and following relevant OH&S procedures; - interpreting industry codes, regulations and technical documentation; - recognising the underlying dynamic principles to solve engineering problems; - selecting the most appropriate computational method to analyse and solve the mechanical engineering problem; - applying advanced dynamics to engineering problems; - quoting and recording assumptions made in the solution; - presenting results in graphs, charts and tables to requirements; - writing technical reports; - working with others in a team, and; - adapting to changes in work. Students will also be expected to demonstrate the following knowledge: - friction; - centrifugal force; - balancing; - mechanical vibrations; - impulse, momentum and impact; - systems of bodies in motion, and; - gearing.

VU21094 Apply finite element analysis

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to apply advanced dynamics to solve problems common to all engineering fields. This includes friction, centrifugal force, balancing, mechanical vibrations, impulse, momentum, impact, systems of bodies in motion, and simple, compound and epicyclic gearing.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate the application of finite element analysis This includes: - modelling a wide range of shapes and structures; - choice of element type and control of element shape so as to minimise calculation errors; - effective use of library files; - selection of efficient modelling techniques including importation of geometry from other software packages; - application of appropriate boundary conditions; - verification of results; - presentation of results, including software generated graphics, in a form useful to others; - ability to identify areas of excessive stress and/or deformation and to recommend modifications.

VU21095 Apply electrotechnology principles in an engineering work environment

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to select, set-up and use a range of test equipment to measure voltage, current and resistance. This involves testing for continuity, insulation and identifying commonly used electrical/electronic devices for the supply of power and for the control of machines and plant in an engineering environment License to practice The skills and knowledge described in this unit do not require a licence to practice in the workplace. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships.

Required Reading: Refer to Learning and Assessment Plan

Assessment: To be considered competent in this unit the participant must be able to demonstrate the achievement of all of the elements of competency to the level defined by their associated performance criteria and incorporating the required skills and knowledge. Specifically they must be able to: - Perform each element on at least two occasions - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range statement - Demonstrate application of the Required Skills and Knowledge at a level and within timeframes appropriate to the workplace.

VU21096 Use basic engineering concepts to plan the manufacture of engineering components

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to plan the fabrication of engineering components. This involves defining the problem, identifying and reviewing specifications, determining resources, production sequence and schedules. License to practice The skills and knowledge described in this unit do not require a licence to practice in the workplace. However, practice in this unit is subject to regulations directly related to occupational health and safety and, where applicable, contracts of training such as apprenticeships and the like.

Required Reading: Refer to Learning and Assessment Plan

Assessment: To be considered competent in this unit the participant must be able to demonstrate the achievement of all of the elements of competency to the level defined by their associated performance criteria and incorporating the required skills and knowledge. Specifically they must be able to: - perform each element on at least two occasions - implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range statement - demonstrate application of the Required Skills and Knowledge at a level and within timeframes appropriate to the workplace. - plan the routine manufacture of engineering components.

VU21098 Apply mathematical solutions to engineering problems

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to apply mathematical concepts and methods that are common to all engineering fields. This includes arithmetic, algebra, geometry, equations, functions, graphs and the use of scientific calculators but does not include differential and integral calculus.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required knowledge, and to be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate the ability to apply mathematical concepts to engineering problems in new situations and different contexts.

VU21099 Apply statistical methods for quality control and reliability

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to apply statistical concepts and methods that are common to all engineering fields for the purpose of quality control. This includes averages, probability, frequency distributions, standard deviation, and quality control applications.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and to be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Perform each element on at least two occasions - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range statement - Demonstrate application of the Required Skills and Knowledge at a level and within timeframes appropriate to the workplace. - Perform a range of statistical computation to obtain enumerated data on quality systems and reliability of outputs in different engineering contexts.

VU21100 Apply principles of mechanics to engineering problems

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to apply mechanics concepts and principles to solve problems common to all engineering fields. This includes forces, moments, friction and frames.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and to be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - apply principles of mechanics to solve engineering problems on at least two occasions researching from each of the following areas respectively: Force and Gravity Equilibrium Moment and Torque Friction Couples Forces in Frames

VU21101 Apply principles of strength of materials to engineering problems

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to apply principles of strength of materials to standard engineering problems. This includes stress strain, deformation, and properties of sections, shear force and testing.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and to be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate the ability to successfully apply strength of materials solutions to common engineering problems on five different occasions.

VU21103 Apply calculus to engineering problems

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to apply calculus to the solution of engineering problems. This includes differentiation and integration, applications to rectilinear motion, maxima and minima and simple differential equations.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and to be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial

environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range- Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate the ability to successfully apply the correct methodology in solving a wide range of complex engineering problems using calculus.

VU21104 Annotate and create assemblies using solid models

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to apply modelling techniques to create 3D solid model assemblies for computer processing and presentation purposes. This includes applications in CAD, computer graphics and animation, Rapid prototyping, medical testing, and visualisation of scientific research.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and to be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range- Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate the ability to create models of solid object assemblies for computer processing and presentation purposes on more than one occasion and in different contexts.

VU21108 Select and apply lubrication principles

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to select, apply and review lubrication principles and products. This includes the requirement to classify and select common and special lubricants and to diagnose problems in lubrication systems.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and to be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range- Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate the ability to select, apply and review lubrication principles and products in a range of engineering applications and on more than one occasion and in different contexts

VU21109 Select and maintain bearing and rotary shaft assemblies

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to select, maintain and review plain and anti-friction bearing assemblies, and rotary shaft seals. This includes selecting and applying appropriate lubricants and conducting premature fault analysis.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and to be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range- Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate to select, maintain and review plain and anti-friction bearing assemblies, and rotary shaft seals on a range of equipment/plant on more than one occasion and in different contexts. It must include: bearing selection; routine checks, replacements, lubrication, fault analysis

VU21110 Plan for the implementation of mechanical drive systems

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to plan for the implementation of mechanical drive systems. This includes using catalogues and drawing of components including shafts, couplings, belts, chains, gears variable speed drives, brakes, clutches, bearings, winch equipment, reciprocating drives/linear to rotational

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and to be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range- Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate the ability to plan the implementation of mechanical drive systems to the specified level on more than one occasion and in different context.

VU21111 Perform vibration measurement and control

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to select suitable vibration measuring equipment, use and apply the instruments required to evaluate, monitor and control machine vibrations.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated

performance criteria, including required skills and knowledge, and to be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate the ability to select suitable vibration measuring equipment, use and apply the instruments required to evaluate, monitor and control machine vibrations. - Obtain measurements using transducers and related instrumentation on more than one occasion and in different contexts. This includes measurement and evaluation through data analysis by employing appropriate methodology and the design of vibration control mechanisms.

VU211 12 Design mechanical engineering systems

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to design mechanical engineering systems. This includes use of codes, catalogues and design handbooks to extract information to make appropriate calculations and/or selections. This is based on skills encompassing project management, client liaison, design options, tender documentation and technical reporting.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and to be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate the ability to design mechanical engineering systems on more than one occasion and in different contexts. This includes: writing specifications; analysing components and assembly design conditions; selecting mechanical components and materials; designing mechanical engineering systems and; documenting mechanical engineering designs.

VU211 13 Apply the thermodynamic principles in engineering

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to apply thermodynamic principles in engineering. This includes concepts, forms and principles and performing relevant calculations with respect to thermodynamics. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Required Reading: Lecturer will provide teaching and learning materials as required in the form of VU produced Workbooks.

Assessment: Students will be expected to demonstrate the following required skills: Consult and communicate with others Identify and follow relevant OH & S procedures Read and use charts and diagrams Perform measurements and calculations Perform maintenance and fault tracing Students will also be expected to demonstrate the following knowledge: General economic and social impacts energy

conversion - typical processes and efficiencies sources of energy solar energy hydro-electric power geothermal energy tidal energy nuclear energy - fission and fusion, burner and breeder reactors stored fuel reserves fuel conservation - reduction in wastage, recycling, greater usage efficiency and use of waste heat Thermodynamic concepts nature of matter - atoms, molecules, inter-molecular forces, molecular motion, states of matter mass and conservation of mass principle volume, density, specific volume, relative density force, weight, pressure (atmospheric, gauge and absolute) temperature (Celsius and Kelvin) systems and black box analysis reciprocating piston and cylinder mechanism - pressure ratio and compression ratio Energy definition and principles potential energy kinetic energy work (linear and rotational), constant and variable force, relationship to pressure and volume change power (linear and rotational) sensible heat - specific heat capacity (constant pressure and constant volume) latent heat chemical energy - energy content of a fuel internal energy Energy transfer in closed and open Systems definition of a closed system calorimetry as an example of a closed system (with or without phase change) non-flow energy equation - typical applications such as stirring with simultaneous heating or cooling definition of an open system mass and volume flow rate and continuity equation steady flow energy equation leading to the concept of enthalpy - typical applications such as turbines, compressors, boilers and heat exchangers. Gases energy balance for a heat engine (as a black box) and efficiency maximum possible efficiency (Carnot efficiency) types of heat engines according to working substance, heat source, mechanical arrangement and working cycle typical practical cycles - stirling, otto, diesel, dual, two stroke (spark and compression ignition) joule cycle. Heat engine performance measurement of torque and power output - rope brake, shoe brake, hydraulic dynamometer, electric dynamometer. heat supply rate, efficiency, specific fuel consumption measurement of indicated power - mechanical indicator, electric/electronic indicator, Morse test friction power, mechanical efficiency, indicated thermal efficiency volumetric efficiency energy balance performance curves - variable load constant speed, variable speed constant throttle setting. Heat transfer modes of heat transfer conduction through a flat plate, series flat plates, thick and thin wall pipe, composite pipes (eg lagged pipes and drums) convection at a flat surface or tube radiation from a flat surface or tube for black or grey bodies combined conduction and convection through single or multiple flat plates or thin wall tubes combined convection and radiation combined conduction, convection and radiation such as fluid in a tank (convection to wall), through wall and/or insulation (conduction) to outside air (convection and radiation) heat exchangers - parallel, counterflow and cross flow Combustion and fuels the combustion process fuels - desirable and undesirable characteristics, solid, liquid and gaseous types, their relative advantages and disadvantages and common methods of combustion air/fuel ration - stoichiometric excess or insufficient air emissions and pollutants and their control combustion equations - element mass balance combustion products - gravimetric basis Steam Refrigeration/heat pump basic principles and terminology vapour compression cycle performance criteria.

VU211 14 Design mechanical machines

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to design rotating machines, using catalogues and standard machine designs.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and to be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial

environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate the ability to interpret design requirements for a rotating machine to design rotating machines, using catalogues and standard machine designs on more than one occasion and in different contexts. This includes selecting mechanical machine components; and designing and documenting mechanical machines.

VU21122 Produce an advanced engineering design for a reinforced concrete structure

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to complete an engineering project brief, including the analysis and design of complex flexural reinforced concrete members from first principles, using appropriate design aids

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit, as specified by the associated performance criteria, including required skills and knowledge, and be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate the ability to complete an engineering project brief including the analysis and design of advanced flexural reinforced concrete members of a concrete structure from first principles, using appropriate design aids on more than one occasion and in different contexts - Prepare and present reports

VU21123 Produce an advanced engineering design for a steel structure

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to complete an engineering project brief, including the analysis and advanced design of steel structures from first principles, using appropriate design aids.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate the ability to complete an engineering project brief including the analysis and advanced design of structural

steel members in a steel structure from first principles using appropriate design aids on more than one occasion and in different contexts. - Prepare and present reports

VU21124 Implement site investigation procedures

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to apply site investigation procedures and geological studies, through an understanding of engineering soils, major rock and mineral types, in accordance with AS 1726. This includes tests that are common to the behaviour of engineering soils, in accordance with AS 1289.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and to be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate practical activities and tests that are common to site investigation, testing and engineering analysis of soils on more than one occasion and in different context. Testing must be done in accordance to the appropriate Australian Standard.

VU21125 Apply construction principles to civil engineering works

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to apply the fundamental principles and concepts associated with planning, estimating and costing to the preparation and interpretation of tender documents, costs estimates and the reporting of actual versus estimated project costs. This includes the documenting of people, plant, equipment and processes employed in the building and civil construction industry.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and to be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate planning, estimating, costing and developing construction principles of a civil engineering project on more than one occasion and in different contexts.

VU21126 Apply principles of materials to civil engineering applications

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required in

practical activities and tests that are common in construction materials, such as aluminium, brick, timber and concrete.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and to be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate practical activities and tests that are common in construction materials, such as aluminium, brick, timber and concrete on more than one occasion and in different context. Testing must be done in accordance to the appropriate Australian Standard.

VU21127 Apply environmental solutions to engineering projects

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to undertake an environmental study for an engineering project, including pollution problems, methods used for monitoring the environment and principles used for restoration programs.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and to be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate the ability and skills required to undertake an environmental study on more than one occasion and in different contexts.

VU21128 Apply principles of mechanics to engineering structures

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to perform analyses concerned with the mechanical properties of materials as they relate to problems of strength and stability of structures and mechanical structures. This includes the calculation of different kinds of loading on structural elements.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and to be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures

as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate the ability to perform analyses concerned with the mechanical properties of materials on more than one occasion and in different context. Analyses must be done in accordance to the appropriate Australian Standard and manufactures' manuals.

VU21129 Apply surveying for civil engineering projects

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to design and establish survey control for engineering and construction purposes. This includes the measurement and calculation of survey data, drawing of sketch plans, collection and processing of topographical data for detail mapping and related computational skills.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and to be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate the ability to design and establish survey control for engineering and construction purposes. This includes the measurement of and calculation of survey data, drawing of sketch plans, collection and processing of topographical data for detail mapping and related computational skills on more than one occasion and in different contexts.

VU21130 Perform measurements and layout tasks on construction sites

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to perform basic measurement and layout tasks on construction sites, including the use of levels and distance measuring techniques.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and to be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate the ability to design and establish survey control for engineering and construction purposes. This includes the measurement of and calculation of survey data, drawing of sketch plans, setting out of works and related computational skills, on more than one occasion and in different contexts.

VU21131 Produce an engineering drainage design of pipes and culverts

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to apply principles of design for a minor culvert for a rural road using appropriate drainage standards. This includes the application of basic practices, concepts and terminology in engineering hydrology to estimate flood flow magnitude.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and to be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate the ability to design a drainage system on more than one occasion and in different contexts.

VU21132 Produce an engineering design for a stormwater reticulation scheme

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to apply principles of design for an engineering stormwater reticulation scheme using appropriate design standards.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and to be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate the ability to design a stormwater reticulation scheme on more than one occasion and in different contexts.

VU21133 Produce an engineering design for a sewerage reticulation scheme

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to apply principles of design for an engineering sewerage reticulation scheme using appropriate design standards.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and to be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial

environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate the ability to apply principles of design for an engineering sewerage reticulation scheme using appropriate design standards.

VU21134 Produce an engineering design for a reinforced concrete structure

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to complete an engineering project brief, including the analysis and design of flexural reinforced concrete members from first principles, using appropriate design aids.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and to be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate the ability to complete an engineering project brief including the analysis and design of flexural reinforced concrete members from first principles, using appropriate design aids on a reinforced concrete structure on more than one occasion and in different contexts.

VU21135 Produce an engineering design for a steel structure

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to complete an engineering project brief, including the analysis and design of simple steel structures from first principles, using appropriate design aids.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and to be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate the ability to design a steel structure on more than one occasion and in different contexts.

VU21136 Produce reinforced concrete drawings

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to

produce typical drawings for the detailing of reinforced concrete elements of buildings, in accordance with standard practice in AS1100.501 and AS3600.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and to be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate the ability to produce drawings of simple reinforced concrete elements on more than one occasion and in different contexts.

VU211 37 Produce advanced engineering drawings for a reinforced concrete structure

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to complete advanced reinforced concrete drawings, in accordance with accepted practice as outlined in AS1100.501 and AS3600.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and to be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate the ability to produce advanced structural reinforced concrete drawings on more than one occasion and in different contexts.

VU211 38 Produce structural steel drawings

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to provide the skills and principles necessary to produce drawings for structural steel elements, in accordance with accepted practice as outlined in AS4100 and Australian Institute of Steel Construction (AISC) manuals.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and to be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required

knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate the ability to produce structural steel drawings one more than one occasion and in different contexts.

VU211 39 Produce advanced engineering drawings for a steel structure

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to complete typical structural steel drawings in accordance with accepted practice as outlined in AS1100.501 and AS4100.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and to be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate the ability to produce structural steel drawings on more than one occasion and in different contexts.

VU211 40 Produce structural steel shop drawings

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to provide the skills and principles necessary to produce structural steel shop drawings dealing with welded and bolted joint connections, in accordance with accepted practice as outlined in AS4100 and Australian Institute of Steel Construction (AISC) manuals.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and to be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate the ability to produce structural steel shop drawings on more than one occasion and in different contexts.

VU211 41 Produce engineering drawings for a rural road

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to complete typical road drawings required in the geometrical layout of rural roads, to the standards of AS1100.401.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and

consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and to be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range- Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate the ability to produce drawings for the geometrical layout of typical rural roads on more than one occasion and in different contexts.

VU211 42 Produce drawings to enable urban road construction

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to complete typical road drawings required in the construction of urban roads, to the standards of AS 1100.401.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and to be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range- Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate the ability to produce urban road project drawings on more than one occasion and in different contexts.

VU211 43 Produce engineering drawings for a stormwater reticulation scheme

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to complete engineering drawings for a stormwater reticulation scheme, in accordance with AS1100.401 and relevant drainage standards.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and to be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range- Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate the ability to produce drawings for a stormwater reticulation scheme on more than one occasion and in different contexts. - Compile document and present results

VU211 44 Apply surveying computations to civil engineering projects

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to apply computational concepts and methods that are common to civil engineering and surveying projects. This includes the conversion of survey measurements and data into surveying and mapping coordinates and computational set out data to facilitate the construction of an engineering project. This does not include the use of calculus.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and to be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range- Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate the ability to apply mathematical concepts to engineering problems in familiar and unfamiliar situations and in different contexts. - Verify results

VU211 45 Analyse piping designs

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to analyse piping designs with respect to equipment, materials, and fittings to meet design specifications, safety and economic parameters for a specific installation.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range- Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and Demonstrate the analysis of piping design on more than one occasion and in different contexts. This includes: - preparation of P&ID and line lists; - application of technical standards or codes of practice; - analysis and consequent design adjustments of material and equipment configurations within a given set of parameters using CAD systems.

VU211 49 Design timber structures

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to complete an engineering project brief, including the analysis and design of simple timber structures from first principles, using appropriate design aids.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated

performance criteria, including required skills and knowledge, and be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate design of structural timber members in a timber structure from first principles using appropriate design aids on more than one occasion and in different contexts.

VU21153 Produce basic engineering sketches and drawings

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required in the identification, selection and interpretation of a drawing or sketch, and the preparation of sketches and drawings. License to practice The skills and knowledge described in this unit do not require a licence to practice in the workplace. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships and traineeships

Required Reading: Refer to Learning and Assessment Plan

Assessment: To be considered competent in this unit the participant must be able to demonstrate the achievement of all of the elements of competency to the level defined by their associated performance criteria and incorporating the required skills and knowledge. Specifically they must be able to: - perform each element on at least two occasions - implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range statement - demonstrate application of the Required Skills and Knowledge at a level and within timeframes appropriate to the workplace.

VU21154 Generate design solutions

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to create sound design solutions in an industry context. Sound design solutions are those which are economically viable, environmentally conscious, ergonomically appropriate and equitable for those producing the product as well as the end user. The starting point may be an open or closed brief, spontaneous idea, modification of existing product, process, or system or a point in an ongoing design process. The unit includes research and analysis of ideas and resources, plus the development of innovative concepts. It also includes a requirement for critical and informed collaboration with others about one's own work.

Required Reading: Refer to Learning and Assessment Plan

Assessment: To be considered competent in this unit the participant must be able to demonstrate the achievement of all of the elements of competency to the level defined by their associated performance criteria and incorporating the required skills and knowledge. Specifically they must be able to: - develop the design concept through a process of selecting and critically examining source material and then refining the design concept - demonstrate effective collaboration about the design concept which shows a command of relevant references, terminologies and ideas - source industry information

VU21155 Implement design solutions

Locations: Industry, Sunshine.

Prerequisites: VU21154 - Generate design solutions

Description: This unit describes the skills and knowledge required to apply techniques for the design of products, prototypes, systems or models in the implementation of design solutions.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - research skills; - literacy skills sufficient to collaborate about the design; - numeracy skills sufficient to calculate sizes, costs etc; - communication skills to request advice, receive feedback and work with a range of people; - personal and professional presentation, and; - project management. Students will also be expected to demonstrate the following knowledge: - a wide range of sources of information pertaining to the development of the design; - appropriate communication methods to encourage collaboration about the concept for own work; - the theoretical and philosophical context for design development; - other design practitioners and their development of concepts for own work; - the elements and principles of design and how they may be used in the development of the concept for own work; - copyright, moral rights and intellectual property issues and legislation which assist the development and critical discourse of the concept for own work, and; - literacy skills sufficient to research and evaluate a wide range of source materials for the development of the concept for own work.

VU21156 Use computer aided drafting systems

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to apply computer aided drafting (CAD) using 2D techniques for engineering applications. This includes complex and advanced applications of CAD systems.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and to be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Use computer aided drawing techniques to produce complex 2D drawings for a range of engineering applications. Drawings should include the applications of a representative range of drawing and modelling skills such as: o a wide range of geometric shapes; o efficient use of library files; o application of the appropriate drawing standards; o selection of most relevant drawing techniques; o hard copies of drawing.

VU211 57 Use advanced 2D and 3D computer aided drafting techniques

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to create 2D and 3D wireframe and surface models and their representation on working drawings for engineering applications.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and to be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Use computer aided drawing techniques to draw a range of complex 2D and 3D engineering applications. Drawings should include the applications of a representative range of drawing and modelling skills such as: o editing; o manipulations of shapes; o creation of views; o movement through space; o region and solid modelling techniques; o rendering; o producing hard copy output.

VU211 58 Design and prototype components and/or small structures using engineering design principles

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to design and prototype engineering components or small structures in an engineering context. This involves preparation of concept proposals, drawings, plans and models.

Required Reading: Refer to Learning and Assessment Plan

Assessment: To be considered competent in this unit the participant must be able to demonstrate the achievement of all of the elements of competency to the level defined by their associated performance criteria and incorporating the required skills and knowledge. Specifically they must be able to: - Perform each element on at least two occasions - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range; and - Demonstrate the required knowledge and skills as described in this unit; and - Demonstrate an appropriate level of skills enabling employment

VU211 59 Apply computer based solid modelling techniques

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to apply modelling techniques to three-dimensional drawings to create models of solid objects for computer processing and presentation purposes. This includes applications in CAD, computer graphics and animation, rapid prototyping, medical testing, and visualisation of scientific research.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required skills and knowledge, and to be capable of applying the competency in new

and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate the ability to create models of solid objects for computer processing and presentation purposes on more than one occasion and in different contexts.

VU211 60 Use extended features of CAD

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to coordinate CAD operations in the use customisation techniques to CAD applications to suit a particular context. This includes the use of extended features in the CAD applications software.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and to be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate a variety of customisation and implementation techniques on more than one occasion and in different contexts in relation to styling features, CAD language programming, macros/icon files, configuration of CAD peripherals, and the creation of complex CAD menus.

VU211 61 Manage CAD systems

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to establish, maintain and review CAD management systems as an integral part of the planning process within an engineering business.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and to be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate the establishment, maintenance and review of CAD management systems. This includes development of all relevant policies and procedures applicable to a specific engineering work site, development of a CAD system implementation plan, maintenance of local standards, user support and establishment of ongoing review processes. This also may include a

feasibility study for the implementation of a CAD system into an organisation for the first time.

VU211 62 Manage CAD in a business

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to translate the business plan into operational strategies to deliver CAD services. These strategies may involve managing CAD equipment, materials, premises and physical and human resources and the development of operational procedures.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and to be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate the implementation of a CAD business plan to deliver CAD services to clients on a for profit basis. The candidate must investigate and analyse a range of CAD business opportunities, ascertain their viability and produce a business plan. From the business plan operational and human resource strategies are derived and implemented. - Candidates must also demonstrate good financial management skills and operate the CAD business within current legislative and regulative settings.

VU21200 Apply fluid mechanic principles in mechanical engineering

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to apply fluid mechanic principles in mechanical engineering. This includes the principles and applications of fluids, fluid components, fluid status, fluid flow, fluid power, and forces developed by flow in fluids. To perform calculations to determine changes, forces etc. fluid flow and headloss in pipes and through open channels, to determine operational aspects of a pump in a system and to describe the basic types of fluid machinery.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and to be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate the application of fluid mechanics principles to the solution of engineering on more than one occasion and in different contexts.

VU21201 Set up fluid power controlled engineering systems

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to develop the knowledge and skills to set up fluid power controlled systems. This includes the maintenance and repair of single and multi actuator fluid power circuits

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and to be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate the ability to develop the knowledge and skills to set up fluid power controlled systems on more than one occasion and in different contexts. This should also include maintenance and repair.

VU21202 Design fluid power controlled engineering systems

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to design, construct and commission fluid power controlled engineering systems. This includes a selection of components, component testing and troubleshooting, mechanical calculations, construction and commissioning of project models.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and to be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate the ability to design, construct and commission fluid power controlled engineering systems on more than one occasion and in different contexts. This includes: o selecting fluid power components o designing fluid power controlled engineering systems o installing and commission fluid power controlled engineering systems.

VU21203 Apply hydraulic principles in engineering

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to apply hydraulic principles in engineering. It involves the operation, maintenance and construction of hydraulic system and machine control circuitry.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and to be capable of

applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate the ability to apply hydraulic principles to plan, conduct, or complete engineering tasks on more than one occasion and in different contexts.

VU21204 Apply pneumatic principles in engineering

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to apply pneumatic principles in engineering. It involves the operation, maintenance and construction of pneumatic system and machine control circuitry.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and to be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate the ability to apply pneumatic principles to plan, conduct, or complete engineering tasks on more than one occasion and in different contexts.

VU21210 Set up manufacturing processes for engineering applications

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit covers the skills and knowledge required to select and set up principal methods of manufacturing in the manufacturing industry, including metal forming operations, fabrication, powder metallurgy, machine tools and CNC.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and to be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate the ability to select and set up principal methods of manufacturing in the manufacturing industry on more than one occasion and in different contexts. This includes: o identifying and discussing engineering methods, processes and construction techniques suitable for continuous, mass, batch or jobbing shop production, work cell or sequential manufacture and assembly; and o selecting and implement engineering processes for specified

manufacturing applications based on functional specifications and other factors affecting the selection decision.

VU21217 Implement basic materials science principles to engineering applications

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to apply basic principles of materials science to engineering problems applications. It involves testing of materials to evaluate the engineering properties of materials and includes the recognition of common materials used in engineering, the classification of materials, the properties of materials and the factors that influence those properties.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and to be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate the ability to successfully apply basic principles of materials science to engineering applications on more than one occasion and in different contexts.

VU21218 Implement advanced materials science principles to engineering applications

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to apply advanced principles of materials science to engineering problems applications. This includes the identification and description of structure and properties of materials, metallography, heat treatment processes for metals, strengthening mechanisms, surface engineering and failure mechanisms.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and to be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate the ability to successfully apply basic principles of materials science to engineering applications on more than one occasion and in different contexts.

VU21219 Set up mechatronics engineering systems

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to plan and construct a mechatronics engineering system and interface it with a standard industrial programmable controller for a complete operating system. It includes all wiring and programming to achieve automation together with commissioning and troubleshooting requirements.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and to be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate the ability to construct and set up a mechatronics system on more than one occasion and in different contexts. This includes interfacing it with a standard industrial programmable controller for a complete operating system; and program and commission the system.

VU21220 Interface and program mechatronics engineering systems

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to interface and program mechatronics systems with solid-state hardware sequencing devices and personal computer interfacing. This includes building a dedicated solid-state hardware controller for selected sequencing operations. It also covers the skills and knowledge required when adding at least 2 analog inputs and 1 analog output using a PC interface to assist in computing dependant output/input conditions.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and to be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate the ability to interface and program mechatronics systems with solid-state hardware sequencing devices and personal computer interfacing on more than one occasion and in different contexts.

VU21221 Manage the development, implementation and review of strategic business plans

Locations: Industry.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to design and manage the implementation, monitoring and evaluation of strategic business plans that are based on a comprehensive analysis of the competitive market and that meet overall enterprise or organisational strategic goals and directions.

Required Reading: Refer to Learning and Assessment Plan

Assessment: A person who demonstrates competency in this unit must provide

evidence of: - developing a strategic business plan that aligns with organisational overall strategic planning - generating performance indicators to meet determined objectives and to measure progress and efficacy of strategic business plan - overseeing the implementation of the strategic business plan including monitoring, review and evaluation - knowledge of critical elements of current and emerging strategic business planning and management theories, models and practice - knowledge of relevant Australian national, state and local government legislation, regulations, standards and provisions

VU21222 Lead creative thinking and innovation practices in an organisational environment

Locations: Industry.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to research and practice innovation and creative thinking in order to lead, support and maintain a culture of innovative thinking and practice that will further organisational strategic planning for sustainable business across a range of organisational contexts.

Required Reading: Refer to Learning and Assessment Plan

Assessment: A person who demonstrates competency in this unit must provide evidence of: - developing and implementing strategies and mechanisms that foster an integrated culture of creative thinking and innovation practices across a range of organisational contexts - developing and overseeing: monitoring; review; risk management, and continuous improvement strategies for organisational creative thinking and innovation practices - knowledge of current theories, techniques and tools for fostering an integrated organisational culture of creative thinking and innovation practices - knowledge of relevant legal, social, political, economic and technological developments that influence organisational capacity for creative thinking and innovation practices

VU21223 Manage multiple projects

Locations: Industry.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to undertake the strategic responsibility, accountability and decision making for overall management of multiple projects within an organisational context, through identifying the project scopes within a strategic context, managing the establishment and integration of project activities, and, finalising and reviewing project processes and outcomes.

Required Reading: Refer to Learning and Assessment Plan

Assessment: A person who demonstrates competency in this unit must provide evidence of: - developing, implementing and reviewing a framework, applicable across a range of organisational contexts, for establishing, managing and monitoring multiple projects - knowledge of relevant Federal, State and local government legislation, standards and regulations - knowledge of project management systems - knowledge of critical aspects of models and methodologies for managing multiple projects

VU21224 Manage legal, regulatory and ethical compliance requirements in an organisational environment

Locations: Industry.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to develop and implement a compliance management system that meets legal, regulatory and ethical compliance requirements relevant to a specific organisational context.

Required Reading: Refer to Learning and Assessment Plan

Assessment: A person who demonstrates competency in this unit must provide

evidence of: - Developing and implementing policies, procedures and support systems to meet compliance requirements for a specific organisational context - Developing and implementing auditing, reporting and continuous improvement systems for a specific organisational context - knowledge of compliance management auditing and reporting strategies and systems - knowledge of relevant International, Australian Federal, State and local government legislation, standards, regulations and ethical requirements

VU21225 Develop and manage risk management strategy

Locations: Industry.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to develop, and oversee the implementation and review of a risk management strategy for a particular organisational context.

Required Reading: Refer to Learning and Assessment Plan

Assessment: A person who demonstrates competency in this unit must provide evidence of: - developing, managing the implementation and evaluation of a risk management strategy based on the analysis of risk management requirements of a particular organisational context - developing and managing the implementation of monitoring and review processes for continuous improvement of the risk management plan - knowledge of key principles and practices of risk management knowledge of relevant international, Australian national, state and local government legislation, regulations, standards and provisions

VU21226 Manage people in an organisational environment

Locations: Industry.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to develop and manage the motivation and engagement of people, within an organisational context, in order to achieve what the organisation has set out to do. This is achieved through analysis of organisational context and stakeholder capability and the development of appropriate people management strategies: communication; collaboration; reflective practice, and motivational approaches.

Required Reading: Refer to Learning and Assessment Plan

Assessment: A person who demonstrates competency in this unit must provide evidence of: - developing, implementing and reviewing a range of people management strategies, based on assessment organisational context, in order to achieve organisational goals and objectives - knowledge of people management concepts, terms, principles, theories and models and their potential application across a range of organisational structures and contexts - knowledge of relevant international, Federal, State and local government legislation, standards and regulations

VU21244 Apply principles of hydraulics to pipe and channel flow

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to apply principles of hydraulics to pipe and channel flow in civil engineering. It provides an understanding of the processes required to collect data accurately, interpret data, verify data and apply theoretical techniques to produce flow data essential to performance.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and be capable of

applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate, in accordance with standard organisational and industry procedures, the ability to use a range of methods to: - calculate energy in pipe flows - calculate hydraulic and energy gradient for pipelines - calculate flow in open channels - calculate flows through notches and weirs - calculate proportions for an economic section.

VU21245 Design a water reticulation scheme

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to apply principles of design for an engineering water reticulation scheme using appropriate design standards.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Design water reticulation systems including: - identifying, analysing and defining water reticulation system design requirements, conditions and constraints - identifying and interpreting legislative, environmental, business and project management requirements - analysing a range of factors to determine hydraulic and system design components - evaluating and clarifying system plans and options for system design - managing and securing documentation to support and report project management. - evaluating design process and outcomes - managing recording, reporting and information management.

VU21246 Plan sewerage reticulation systems

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency describes the outcomes required to plan sewerage reticulation systems.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work

function and industrial environment; and - Plan wastewater and sewage collection/reticulation systems including: - identifying, analysing and defining wastewater collection system planning requirements, conditions and constraints - identifying and interpreting legislative, environmental, business and project management requirements - developing scenario options for future needs and conditions - analysing a range of factors to determine catchment impacts - planning, preparing and selecting options for system design - managing and securing documentation to support and report project management. - evaluating, and consulting on proposals to gauge impact and support - making recommendations on the planning and design requirements for wastewater collection systems.

VU21247 Plan water reticulation systems

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency describes the outcomes required to plan water reticulation systems.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Plan either water collection or distribution systems including: - identifying, analysing and defining water distribution and reticulation system planning requirements, conditions and constraints - identifying and interpreting legislative, environmental, business and project management requirements - developing scenario options for future needs and conditions - analysing a range of factors to determine catchment and supply impacts - planning, preparing and selecting options for system design - managing and securing documentation to support and report project management - evaluating, and consulting on proposals to gauge impact and support - making recommendations on the planning and design requirements for water distribution and reticulation systems.

VU21248 Design pressure sewerage systems

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to apply principles of design for a pressure sewerage system using appropriate design standards.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work

function and industrial environment; and - Design pressure sewerage systems, including: - identifying, analysing and defining wastewater collections systems and conditions and constraints; - identifying and interpreting legislative, environmental, business and project management requirements; - identifying and interpreting standards, codes and specifications; - analysing a range of factors to determine hydraulic and system design components; - evaluating and clarifying system plans and options for system design; - managing and securing documentation to support and report project management; - evaluating design process and outcomes; - managing, recording, reporting and information management.

VU21249 Design sewerage pumping station systems

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to apply principles of design for a sewerage pumping station system, using appropriate design standards.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Design sewerage pumping station systems, including: - identifying, analysing and defining sewerage pumping station design requirements, conditions and constraints; - identifying and interpreting legislative, environmental, business and project management requirements; - developing scenario options for future needs and conditions; - analysing a range of factors to determine catchment impacts; - planning, preparing and selecting options for system design; - managing and securing documentation to support and report project management; - evaluating, and consulting on proposals to gauge impact and support; - making recommendations on the planning and design requirements for sewerage pumping station systems.

VU21250 Manage assets in a water utility

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency describes the skills and knowledge required to manage the hydraulic assets in a water utility including the monitoring, maintenance, repair, replacement, valuation and recording of assets.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work

function and industrial environment; and - Manage assets in a water utility, including: - determining the condition of an asset based on field evidence and an analysis of its history; - determining the need for and specifying the maintenance of an asset and checking the maintenance has been carried out and recorded; - determining the need for and specifying the repair of an asset and checking the repair has been carried out and recorded; - determining the need for and specifying the replacement of an asset and checking the replacement has been carried out and recorded; - recording an asset in an asset management system; - determining the residual value of an asset.

VU21251 Manage drinking water quality information

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to manage drinking water quality information. It provides an understanding of key biological and chemical processes required to design a monitoring program, formulate and manage a water quality database, and assess water quality data.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Use water quality management knowledge and information to: - apply the principles of water quality science to monitoring program design - apply the principles of water science to water quality data analysis and interpretation - design and operate a water quality data base - take action if there are water quality issues.

VU21252 Manage the construction of pipeline systems

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency describes the outcomes required to manage construction of pipeline systems.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Manage pipeline construction including: - interpreting design drawings, project documentation and relevant national, WSAA and water agency codes, supplements, specifications and product lists; - applying quality principles to pipeline construction; - ensuring the safety of people; - applying environmental management principles to pipeline construction; - installing pipes and service connections; - installing appurtenances and maintenance structures; -

installing pipe embedment and support; - installing trench fill; - acceptance testing; - disinfecting water supply pipelines.

VU21253 Analyse and select advanced welding processes

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge, skills and applications required for all welding processes that comply with the Australian Standard AS 1796. It also includes the selection of a variety of welding processes that apply to various industrial applications.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate the ability to analyse a variety of different welding processes, proficient application of welding principles and use of different materials and consumables on more than one occasion and in different contexts.

VU21254 Write and qualify welding procedures for fabrication requirements

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to write and qualify welding procedures for fabrication principles and the validation of the conformity of relevant codes, especially AS1796, AS2214, AS1554, and AS3998 plus the international codes e.g. ASME ix, etc.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate the ability to write and qualify welded fabrication requirements by documenting and evaluating testing and approval processes on more than one occasion and in different contexts.

VU21255 Design welded and fabricated structures

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge, skills and applications required for the design of fabricated and welded structures. This includes structures with static, dynamic and thermodynamic loading, lightweight structures, as well as compliance with all relevant codes and standards.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate the ability to design welded and fabricated structures on more than one occasion and in different contexts.

VU21256 Apply destructive & non-destructive weld testing principles

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required for applying principles of testing of welds and the validation of the conformity of relevant codes.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate the ability to apply testing principles to a variety of welds using different materials and testing methods on more than one occasion and in different contexts. This should include evidence of the application of destructive and non-destructive testing methods.

VU21257 Implement non-destructive weld testing

Locations: Industry, Sunshine.

Prerequisites: VU21256 - Apply destructive & non-destructive weld testing principles

Description: This unit of competency sets out the knowledge and skills required for implementation of non-destructive tests of welds in conformity relevant codes and standards.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identifying and following relevant OH&S procedures; - reading and interpreting texts, drawings, specifications, standards and other applicable reference documents; - analysing job requirements; - selecting appropriate metrology processes; - solving problems that arise from unexpected situations; - recording results; - communicating verbally and in writing

effectively; - working effectively with others assessing risks when preparing weld test; - interpreting and following procedures; - identifying inspection areas; - filling out proformas and workplace forms; - using personal protective equipment correctly, and; - following safe working practices and procedures. Students will also be expected to demonstrate the following knowledge: - metallurgy principles; - property of materials (ferrous and non-ferrous); - welding procedures; - welding inspections; - identification of stress points; - surface preparation; - joints between metals and metal alloys; - non-destructive testing methods; - types of test equipment; - operation of test equipment; - relevant Australian and international standards, and; - regulatory codes and code of practice.

VU21258 Implement destructive weld testing

Locations: Industry, Sunshine.

Prerequisites: VU21256 - Apply destructive & non-destructive weld testing principles

Description: This unit of competency sets out the knowledge and skills required for implementation of destructive tests of welds in conformity relevant codes and standards.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identifying and following relevant OH&S procedures; - reading and interpreting texts, drawings, specifications, standards and other applicable reference documents; - analysing job requirements; - selecting appropriate metrology processes; - solving problems that arise from unexpected situations; - recording results; - communicating verbally and in writing effectively; - working effectively with others; - assessing risks when preparing weld test; - interpreting and following procedures; - identifying inspection areas; - filling out proformas and workplace forms; - using personal protective equipment correctly, and; - following safe working practices and procedures. Students will also be expected to demonstrate the following knowledge: - metallurgy principles; - property of materials (ferrous and non-ferrous); - welding procedures; - welding inspections; - identification of stress points; - surface preparation; - joints between metals and metal alloys; - destructive testing methods; - types of test equipment; - operation of test equipment; - relevant Australian and international standards, and; - regulatory codes and code of practice.

VU21259 Evaluate and interpret boiler and pressure vessel codes and specifications

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to interpret and evaluate the rules set out in Australian Standards AS1210, AS1228 Boiler and Pressure vessel and other relevant Australian codes as set out in AS 2214 and AS1796.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial

environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate the ability to evaluate and interpret structural codes and specifications for a variety of boiler and pressure vessel fabrication processes and document and manage these processes on more than one occasion and in different contexts.

VU21260 Identify and interpret pipeline fabrication requirements

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to identify and apply pipeline fabrication principles and the validation of the conformity of relevant codes, especially AS1796, AS2214, AS2885, and AS4041.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and Demonstrate the ability to identify and interpret pipeline fabrication requirements by documenting and evaluating testing and approval processes on more than one occasion and in different contexts.

VU21261 Compile a technical report for fabrication

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to write a technical report on issues relating to fabrication, including welding. The report can contain some analyses and evaluation.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate the ability to apply write technical reports on fabrication welding on more than one occasion and for different purposes. At least one of these reports should be detailed containing most of the elements and content outlined in the range statement.

VU21262 Design fabricated structures and pressure vessels using non-ferrous metals

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge, skills and applications required for the design of fabricated structures and pressure vessels using non-ferrous metals. This includes structures and pressure equipment with all types of non-ferrous metals, lightweight structures, as well as compliance with all relevant codes and standards.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate the complete design of fabricated and welded structures and pressure vessels on more than one occasion and in different contexts

VU21263 Design fabricated structures and pressure vessels using low and high alloy steels

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge, skills and applications required to design fabricated structures and pressure vessels using low and high alloy steels. This includes welds, structures and pressure equipment with all types of low and high alloy steels, lightweight structures as well as compliance with all relevant codes and standards.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the associated performance criteria, including required skills and knowledge, and be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate the design of fabricated and welded structures and pressure vessels on more than one occasion and in different contexts.

VU21285 Engage with short simple texts for employment purposes

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to engage with short, simple print based and digital texts related to employment environments. The required outcomes described in this unit relate directly to the Australian Core Skills Framework (ACSF), (© Commonwealth of Australia, 2012). They contribute to the achievement of ACSF indicators of competence at Level One (Reading): 1.03, 1.04.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: 1. problem solving skills to: - use cues from context, personal experience and document lay-out to identify highly familiar words, phrases, symbols, visuals, numbers to recognise text types relevant to employment needs;- use a limited range of reading strategies including ability to draw on a small bank of sight vocabulary of personally relevant words/ phrases and use elementary word attack skills to create meaning from text, and; - follow non-linear orientation of digital text to enable simple navigation; 2. communication skills to convey and discuss information about texts, and; 3. technology skills to navigate screen based digital text to locate simple information. Students will also be expected to demonstrate the following knowledge: - different text types relevant to employment purposes;- basic reading strategies to engage with printed and digital texts;- reasons for accessing texts for employment purposes, and; - the different ways in which digital information may be organised, such as linear and non-linear.

VU21289 Create short simple texts for employment purposes

Locations:Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to use initial writing skills to create short simple texts for employment purposes.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - construct short written text of one or two phrases / sentences with support, and; - locate simple information in text and use it to construct simple text. Students will also be expected to demonstrate the following knowledge: - spatial arrangement, word separation and alignment of written text, and; - a small bank of employment related words and phrases to enable the preparation of content.

VU21292 Recognise, give and follow simple and familiar oral directions

Locations:Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge that enable learners to develop the basic skills and confidence to perform very simple and highly familiar numeracy tasks involving the recognition, giving and following of simple and highly familiar oral directions. These directions are part of the learners' normal routines to do with orienting oneself in familiar contexts such as near their homes, in workplace buildings or classrooms. Learners will mainly communicate these mathematical ideas using spoken rather than written responses.

Required Reading:The qualified trainer and assessor will provide teaching and

learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - read relevant, short texts and diagrams, and; - recognise simple diagrams and maps of highly familiar locations. Students will also be expected to demonstrate the following knowledge: - signs/prints/symbols represent meaning in signs, diagrams and maps, and; - informal oral language of position and location to give and follow simple and familiar oral directions.

VU21293 Recognise measurements in simple, highly familiar situations

Locations:Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to enable learners to develop the basic skills and confidence to perform very simple and highly familiar numeracy tasks involving the recognition and comparison of simple and familiar measurements which are part of the learners' normal routines. This would typically relate to activities such as shopping, cooking, work related measures and telling the time. Learners will mainly communicate these mathematical ideas using spoken rather than written responses. The required outcomes described in this unit relate directly to the Australian Core Skills Framework (ACSF), (© Commonwealth of Australia, 2012). They contribute to the achievement of ACSF indicators of competence at Level One Numeracy, 1.09, 1.10, 1.11.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication and literacy skills to read and say whole numbers, simple fractions and basic words associated with measurement and time. Students will also be expected to demonstrate the following knowledge: - signs, prints and symbols represent meaning in measurement contexts and materials such as on tools and packaging; - common units of metric measurement and their appropriate use, and; - abbreviations associated with highly familiar measurement and time.

VU21297 Develop and document a learning plan and portfolio with guidance

Locations:Industry, Footscray Nicholson, St Albans, Werribee, Sunshine, Sunbury Learning Links.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to identify and document current skills and plan future skills development with the guidance of an appropriate support person, and to develop and maintain a portfolio. The learning plan documents an agreed program that the learner will undertake during the course to plan, document and monitor progress towards achieving learning goals.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic

and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to participate in planning process; - literacy skills to follow a written model or complete a simple template; - planning and organising skills to follow a model to organise a portfolio; - problem solving skills to draw on current skills to identify learning goals, and; - oral communication skills to discuss potential issues in the achievement of learning goals. Students will also be expected to demonstrate the following knowledge: - purpose of a learning plan and the process to develop and monitor it; - different types of goals such as personal and work, and; - difference between long and short term goals.

VU21300 Engage with simple texts for learning purposes

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine, Online.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to engage with simple and familiar print and digital texts for learning purposes.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - critically read texts which have predictable structure and familiar vocabulary to make meaning; - get the gist of texts which have more unfamiliar elements to interpret information; - use a range of reading strategies to draw on bank of key vocabulary of personally relevant words/phrases and use of word attack skills; - make connections between own knowledge and experience and the purpose and structure of texts; - follow non-linear digital texts to gain information; - communication skills to discuss and convey information about key content in texts, and; - technology skills to navigate screen based digital text to locate simple information. Students will also be expected to demonstrate the following knowledge: - how basic punctuation impacts on meaning, and; - reading strategies to engage with printed and digital texts.

VU21301 Engage with simple texts for employment purposes

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine, Online.

Prerequisites: Nil.

Description: This unit develops the skills and knowledge to engage with simple and familiar paper based and digital texts for employment purposes.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - critically read texts which have predictable structure and familiar vocabulary to make meaning; - get the gist of texts which have more unfamiliar elements to interpret information; - use a range of reading strategies to draw on bank of key vocabulary of personally relevant words/phrases and use of word attack skills; - make connections between own knowledge and experience and the purpose and structure of texts; - follow simple non-linear digital texts to gain information; - communication skills to discuss and convey information about key content in texts, and; - technology skills to navigate screen based digital text to locate simple information. Students will also be expected to demonstrate the following knowledge: - how basic punctuation impacts on meaning; - reading strategies to engage with printed and digital texts, and; - different sources of employment texts.

VU21304 Create simple texts for learning purposes

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine, Online.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to enable the development of writing skills to create simple paper based and digital texts for learning purposes and for communication with others.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - beginning ability to structure text; - consistent use of upper and lower case letters; - developing ability to link ideas using simple conjunctive devices such as "and" and "but"; - grammatically correct simple sentence structure, and; - problem solving skills to identify audience and purpose of paper based and digital texts and use appropriate language. Students will also be expected to demonstrate the following knowledge: - stages or processes of writing including planning, drafting and editing, and; - punctuation conventions of sentence writing.

VU21305 Create simple texts for employment purposes

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine, Online.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to enable the development of writing skills to create simple paper based and digital texts related to employment.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - beginning ability to structure text; - consistent use of upper and lower case letters; - developing ability to link ideas

using simple conjunctive devices such as "and" and "but"; - grammatically correct simple sentence structure, and; - problem solving skills to identify audience and purpose of paper based and digital texts and use appropriate language. Students will also be expected to demonstrate the following knowledge: - stages or processes of writing including planning, drafting and editing, and; - punctuation conventions of sentence writing.

VU21307 Work with numbers and money in simple familiar situations

Locations:Footscray Park, Footscray Nicholson, St Albans.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to enable learners to develop the basic skills and confidence to perform simple and familiar numeracy tasks involving the recognition, comparison and simple one-step calculations with money, whole numbers and simple everyday fractions, decimals and percentages which are part of the learners' normal routines and activities such as shopping, recreational activities and routine work related calculations or purchases. Learners will communicate these mathematical ideas using mainly spoken responses with some written responses.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - literacy and communication skills to read, write and say whole numbers, simple fractions and familiar words associated with numbers and money, and; - numeracy skills to identify and use the value of coins and notes. Students will also be expected to demonstrate the following knowledge: - signs/prints/symbols represent meaning; - place value of whole numbers into the thousands; - techniques used to make estimations and check results of calculations, and; - understanding of operations of addition (+), subtraction (-), simple multiplication (\times) or simple division (\div) and the words and symbols associated with them.

VU21309 Work with measurements in simple, familiar situations

Locations:Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine, Online.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to enable learners to develop the basic skills and confidence to perform simple and familiar numeracy tasks involving measurement estimations and measurements which are part of the learners' normal routines and activities such as shopping, cooking, work related measures and reading and telling the time. Learners will communicate these mathematical ideas using mainly spoken responses with some written responses.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

skills to read familiar texts containing common measurements such as a simple recipe, and; - ability to use simple measuring tools and time devices. Students will also be expected to demonstrate the following knowledge: - signs/prints/symbols represent meaning in measurement contexts and materials such as on tools and packaging; - whole numbers, simple fractions and the language associated with measurement and time; - abbreviations associated with measurement and time, and; - common units of metric measurement and time and their appropriate use.

VU21311 Work with and interpret simple numerical information in familiar texts

Locations:Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine, Online.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to enable learners to develop the basic skills and confidence to locate and recognise whole numbers and simple everyday fractions, decimals and percentages which are part of numerical information partially embedded in simple familiar texts. Learners can then use those numbers to perform simple one-step calculations when reading documents such as newspaper articles, sports results, prices in advertisements and utility bills. Learners will communicate these mathematical ideas using mainly spoken responses with some written responses.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - read relevant, familiar texts and documents, and; - read, write and say whole numbers, simple fractions and familiar words associated with numbers. Students will also be expected to demonstrate the following knowledge: - signs/prints/symbols represent meaning in texts and documents; - place value of whole numbers into the thousands; - operations of addition (+), subtraction (-), simple multiplication (\times) or simple division (\div) and the words and symbols associated with them, and; - techniques used to make estimations and check results of calculations.

VU21317 Communicate with others in familiar and predictable contexts

Locations:Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine, Online.

Prerequisites:Nil.

Description:This unit develops the skills and knowledge to communicate verbally with others in familiar and predictable contexts.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - provide and respond to key information; - formulate questions to seek clarification of information; - simple grammatical structures and tenses such as openings and closings and adjectives; -

stress and intonation to communicate verbally; - non-verbal communication to convey meaning, and; - own personal experiences to verbally communicate information. Students will also be expected to demonstrate the following knowledge: - simple vocabulary related to personal details and other areas of personal interest; - interactional strategies to participate in verbal communication exchanges such as requesting repetition, using nonverbal communication techniques and turn-taking, and; - different reasons for communicating verbally.

VU21323 Develop and document a learning plan and portfolio

Locations: Industry, Footscray Nicholson, St Albans, Werribee, Sunshine, Sunbury Learning Links.

Prerequisites: Nil.

Description: This unit develops the skills and knowledge to identify and document current skills and plan future skills development to achieve individual learner objectives with the advice of an appropriate support person. This unit also develops the skills and knowledge to develop and maintain a portfolio.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - participate in the planning process to develop a learning plan; - discuss aspects of the learning plan such as purpose and preferred learning styles to support development of the plan; - read and interpret a range of information related to own goals; - gather and use information to support development of the plan; - draw on previous experiences to inform development of the plan; - identify, select and organise evidence for portfolio using an established model, and; - compare own skills to learning goals to identify achievable steps. Students will also be expected to demonstrate the following knowledge: - importance of documenting learning to support progress; - factors which can support or hinder progress in learning, and; - different learning strategies and how they contribute to learning.

VU21326 Engage with texts of limited complexity for learning purposes

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine, Online.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to engage with a range of everyday and less familiar print and digital texts, of limited complexity to participate in learning. The unit provides the learner with the skills and knowledge necessary to read, interpret and evaluate everyday texts of limited complexity for learning purposes.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - interpret basic structural conventions of text such as sequencing of information, identification followed by

description; - draw on a range of de-coding and meaning-making strategies to make sense of text; - draw on prior knowledge to make sense of text; - oral communication skills to convey information about text including an opinion about its effectiveness, and; - technology skills to access and navigate screen based digital text to locate information of limited complexity. Students will also be expected to demonstrate the following knowledge: - texts represent the author's experiences, purposes, opinions; - relationship between source of text and validity of information; - texts have different audiences and different purposes, and; - information can be accessed and represented in a number of ways including digitally.

VU21327 Engage with texts of limited complexity for employment purposes

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine, Online.

Prerequisites: Nil.

Description: This unit develops the skills and knowledge to read, interpret and evaluate a range of everyday and less familiar paper based and digital text types of limited complexity, for employment purposes.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: Problem solving skills to: - interpret basic structural conventions of text such as sequencing of information in flowcharts and work procedures, identification followed by description; - draw on a range of de-coding and meaning-making strategies to make sense of text; - draw on prior knowledge to make sense of text; - distinguish fact from opinion; - oral communication skills to convey information about work related texts including an opinion about effectiveness, and; - technology skills to access and navigate screen based digital text to locate and interpret work related information of limited complexity. Students will also be expected to demonstrate the following knowledge: - strategies used to analyse texts to identify their usefulness; - strategies used in texts to achieve purpose and convey information and opinion; - relationship between source of text and validity of information; - texts have different audiences and different purposes, and; - information can be accessed and represented in a number of ways including digitally.

VU21331 Create texts of limited complexity to participate in the workplace

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine, Online.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to create a range of everyday paper based and digital texts of limited complexity related to employment purposes, which may include some unfamiliar aspects.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

expected to demonstrate the following required skills: - ability to structure and sequence writing to produce text; - use of punctuation devices such as full stops and commas, capitalisation of letters; - ability to use grammatical forms for different purposes such as giving explanations"; - ability to use dependent clauses with simple connectives such as when, if, and; - problem solving skills to identify audience and purpose of paper based and digital texts and use appropriate language. Students will also be expected to demonstrate the following knowledge: - stages or processes of writing including planning, drafting and editing; - punctuation conventions of sentence writing such as full stops, commas and question marks, and; - technical vocabulary and acronyms relevant to the workplace. .

VU21337 Work with and interpret numerical information in familiar and routine texts

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine, Online, Sunbury Learning Links.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to enable learners to develop numeracy skills related to locating and recognising a range of whole numbers, decimals, routine fractions and percentages which are part of numerical information partly embedded in routine texts. Learners can then use those numbers to perform simple multi-step calculations which are part of the learners' familiar and routine situations in their personal, public, work or education and training lives. Learners will communicate these mathematical ideas using a combination of written and spoken responses.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication and literacy skills to read relevant, familiar texts and identify decimals, common fractions and percentages when partly embedded in texts. Students will also be expected to demonstrate the following knowledge: - signs/prints/symbols represent meaning in texts and materials; - place value to read, write and interpret decimals and large whole numbers; - decimals, common fractions and percentages and their common equivalent forms; - informal and formal language of number to compare and interpret decimals, common fractions and percentages, and; - techniques used to make initial estimations and check results of calculations in relation to the context.

VU21353 Research pathways and produce a learning plan and portfolio

Locations: Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine, VU Learning Links - Sunbury Neighbourhood and Altona Meadows Library..

Prerequisites: Nil.

Description: This unit develops the skills and knowledge to investigate pathway options and plan skills development, in discussion with an appropriate support person. The learner will develop and maintain a portfolio of evidence over time.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting

of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - participate in the planning process to develop a learning plan; - discuss aspects of the learning plan such as purpose and preferred learning styles to support development of the plan; - read and interpret a range of information about potential options; - apply research skills to locate information relevant to own goals and options; - gather and use information to support development of the plan; - draw on previous experiences to inform development of the plan; - identify, select and organise evidence for the portfolio - compare own skills to learning goals and options to identify achievable steps - determine own preferred learning style, and; - evaluate own skills and knowledge to identify gaps. Students will also be expected to demonstrate the following knowledge: - importance of documenting learning, monitoring and reviewing learning goals, and; - potential barriers to learning to enable current and future barriers to be recognised.

VU21356 Engage with a range of complex texts for learning purposes

Locations: Footscray Park.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to interpret a range of structurally intricate paper based and digital texts which are relevant to learning purposes and which may include some specialisation and non routine contexts.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - select and apply reading strategies to interpret and analyse texts; - apply critical analysis skills to interpret and compare texts; - assess relevance of texts to own purposes and needs; - assess the validity of online information; - oral communication skills to discuss features and content of texts to establish relevance and effectiveness, and; - technology skills to access and navigate screen based digital text to locate information of some complexity. Students will also be expected to demonstrate the following knowledge: - knowledge of a range of vocabulary related to learning including some specialised vocabulary to support comprehension; - knowledge of techniques used by writers to convey meaning and achieve purpose; - understanding that a text reflects an author's culture, experiences and value system, and; - understanding that paper based and digital information may be represented differently.

VU21360 Create a range of complex texts for learning purposes

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine, Online, VU Learning Links - Sunbury Neighbourhood and Altona Meadows Library..

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to enable the development of writing skills to create a broad range of complex paper based and digital texts which are relevant to the learning environment. At this level the learner works across a range of contexts including some that are unfamiliar and/or unpredictable and include some specialisation.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks

and/or via the Victoria Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to relay complex relationships between ideas; - literacy skills to write texts which include a number of examples, opinions, facts, or arguments with supporting evidence; - organisational skills to gather and order information required to create texts, and; - problem solving skills to select and apply appropriate register according to context. Students will also be expected to demonstrate the following knowledge: - a range of styles of writing and presenting information to a range of audiences; - knowledge of register to enable appropriate selection and application to context; - a broad vocabulary and a range of grammatical structures, and; - how to structure a range of texts.

VU21383 Analyse and evaluate numerical and statistical information

Locations: Footscray Park.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to analyse and evaluate numerical information in texts and analyse and create statistical data, tables and graphs. The required outcomes described in this unit relate directly to the Australian Core Skills Framework (ACSF), (© Commonwealth of Australia, 2012). They contribute to the achievement of ACSF indicators of competence at Level Five Numeracy: 5.09, 5.10, 5.11. At this level the learner is autonomous and accesses and evaluates support from a broad range of sources.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - techniques used to make initial estimations and check results of calculations in relation to the context; - measures of central tendency including mean, median and mode or modal class; - common measures of spread including range, interquartile range, common percentiles and standard deviation; - communication skills to use a wide range of oral and written informal and formal language and representation including symbols, diagrams and charts to communicate mathematically, and; - problem solving skills to: interpret, select and investigate appropriate mathematical information and relationships highly embedded in an activity, item or text; analyse and evaluate the appropriateness, interpretations and wider implications of all aspects of a mathematical activity; select and apply a wide range of mathematical strategies flexibly to generate solutions to problems across a broad range of contexts. Students will also be expected to demonstrate the following knowledge: - techniques used to make initial estimations and check results of calculations in relation to the context; - measures of central tendency including mean, median and mode or modal class, and; - common measures of spread including range, interquartile range, common percentiles and standard deviation.

VU21389 Design and review a project

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to design, conduct and critically examine a project's processes and outcomes. The unit is intended to be delivered over sufficient time to enable learners to develop and demonstrate all outcomes.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to support successful project planning and completion such as negotiation and conflict resolution; - literacy and numeracy skills to source, interpret and synthesise information required to develop, implement and review a project action plan, and; - problem solving skills to: assess the feasibility of a project proposal, and; recognise and address issues affecting the successful. Students will also be expected to demonstrate the following knowledge: - features of project action plans to enable a plan to be developed; - criteria used to assess the outcomes of projects such as costs, time frames, customer satisfaction, and; - the place of legislative requirements such as OHS / WHS, environmental protection and licensing in project planning and implementation.

VU21400 Apply scientific principles to engineering problems

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to apply scientific principles to solve problems common to all engineering fields. This includes quantities and units, vector and scalar quantities, kinematics dynamics, heat and temperature, constitution of matter and error and uncertainty.

Required Reading: Refer to Learning and Assessment Plan

Assessment: Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required skills and knowledge, and to be capable of applying the competency in new and different situations and contexts within the timeframes typically expected of the discipline, work function and industrial environment. Specifically they must be able to: - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range - Demonstrate the required knowledge and skills as described in this unit; - Demonstrate a representative body of performance criteria within a timeframe typically expected of the discipline, work function and industrial environment; and - Demonstrate the ability to apply scientific principles to solve engineering problems on at least two occasions researching from each of the following areas respectively: Basic chemistry Gas laws Linear and circular motion Work energy and power Simple machines Momentum Heat and temperature Error and uncertainty in measurement

VU21434 Read and write short basic messages and forms

Locations: Footscray Nicholson, St Albans.

Prerequisites: Nil.

Description: This unit describes the reading and writing performance outcomes, skills and knowledge required by adult learners of English as an additional language who have little or no formal education to read and write short, basic digital and/or paper based messages and to understand and complete basic forms for immediate personal

needs.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required knowledge and skills: - a small number of basic, common high frequency words and some formulaic phrases related to immediate personal needs to read and write messages and forms; - a small number of simple adjectives and adverbs to describe objects, places, people and situations in messages; - simple time modifiers; - the alphabet and common sound units (phonemes); - simple modal 'can' used in basic messages; - a limited number of very common high frequency basic tense forms; - a limited number of question forms; - ask for help or support to interpret and convey meaning; - seek clarification of instructions or requests for information in forms; - high frequency basic connectives e.g. and to read and write basic forms and messages, e.g. name and address; - basic short sentence structure; - basic prepositional phrases in messages and forms; - connection between familiar words and pictures/signs; - basic conventions in messages; - basic conventions in forms; - two and three digit numbers, and; - basic time.

VU21443 Identify settlement options

Locations:Footscray Nicholson, St Albans, Werribee, Sunshine, Sunbury Learning Links.

Prerequisites:Nil.

Description:This unit describes the language skills and knowledge required by learners of English as an additional language to access information and to seek assistance in relevant settlement contexts.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - simple words, phrases and expressions related to immediate needs in familiar transactions and social situations related to settlement e.g. housing, health, banking, and other support services; - simple adverbs and adjectives and adverbial time expressions e.g. before, after; - a limited range of simple high frequency connectives e.g. and, or, but, because; - a limited range of common high frequency verb tense forms e.g. simple present, past and simple imperative, future with will e.g. I will study English and going to; - some simple phrasal verbs e.g. e.g. take out; - simple question forms to seek clarification, repetition or explanation; - intonation of questions, statements and commands; - simple paralinguistic features e.g. body language, and; - use pronunciation which is generally intelligible with high frequency words and phrases in familiar, supportive contexts.

VU21444 Identify Australian leisure activities

Locations:Footscray Nicholson, St Albans, Werribee, Sunshine, Sunbury Learning Links.

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Prerequisites:Nil.

Description:This unit describes the language skills and knowledge required by learners of English as an additional language to access information and describe leisure activities.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - spoken and written language including basic vocabulary, verbs, expressions, adjectives and adverbs related to describing leisure activities; - a limited range of simple high frequency connectives to describe different leisure options and features; - some simple phrasal verbs used to talk about leisure activities; - structure, features and expressions used in a simple oral presentation; - simple paralinguistic features used in oral presentations; - use pronunciation, stress and intonation which is generally intelligible with high frequency words in familiar, supportive contexts; - simple everyday colloquial expressions associated with leisure activities; - knowledge of some aspects of Australian culture associated with leisure, and; - features of public talks.

VU21445 Locate health and medical information

Locations:Footscray Nicholson, St Albans, Werribee, Sunshine, Sunbury Learning Links.

Prerequisites:Nil.

Description:This unit describes the language skills and knowledge required by learners of English as an additional language to describe simple health matters, to read simple medical advice and to seek assistance in a medical emergency.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - simple terminology and expressions related to human anatomy, health, injuries and ailments and symptoms; - spoken and written (online and print) language and expressions related to accessing health support and services; - a limited range of simple personal singular pronouns, simple possessive adjectives e.g. my, his/her; - question forms; - use simple paralinguistic features e.g. body language; - intonation of questions, statements and commands; - use pronunciation, stress and intonation which is generally intelligible with high frequency words in familiar, supportive contexts; - numerical terms to describe basic measurements, quantities and time; - a range of common polite expressions e.g. Excuse me, can I make an appointment?, and; - simple everyday colloquial expressions e.g. Can I grab your details?.

VU21446 Use basic digital technology language and skills

Locations:Footscray Nicholson, St Albans, Werribee, Sunshine, Sunbury Learning Links.

Prerequisites:Nil.

Description:This unit describes knowledge and skills required in basic digital technology contexts for learners of English as an additional language to access and use a range of digital language learning options.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - simple terminology and expressions in spoken and written English related to using digital devices, functions and programs; - spoken and online and print instructions related to using technology and accessing digital programs for language learning e.g. simple imperative forms; - short, simple verbal and on screen written instructions related to digital devices and their functions; - terminology and instructions related to WHS and computer use; - expressions used in instructions and advice in use of technology; - intonation of questions, statements and commands; - simple question forms; - use pronunciation, stress and intonation which is generally intelligible with high frequency words in familiar, supportive contexts; - a range of common polite expressions e.g. Thanks for your help, and; - conventions, navigation and layout in digital texts.

VU21447 Read and write short, simple descriptive and narrative texts

Locations:Footscray Nicholson, St Albans, Werribee, Sunshine, Sunbury Learning Links.

Prerequisites:Nil.

Description:This unit describes reading and writing performance outcomes, skills and knowledge required by adult learners of English as an additional language to read and write short, simple digital and/or print descriptive and narrative texts directly related to immediate personal and social needs.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - a limited range of simple content words, phrases and expressions relevant to immediate personal and social needs to read and compose short, simple descriptive and narrative texts; - a limited range of simple familiar phrases and formulaic expressions used in descriptions and narratives; - a limited range of simple adjectives and modifying devices; - a limited number of simple adverbial phrases; - a limited range of common high frequency tenses; - a limited range of simple phrasal verbs; - simple modals; - simple connectives; - the alphabet in upper and lower case; - regular and irregular plural forms; - structural features of short simple texts; - simple question forms; - reading skills to access simple bilingual dictionary and / or simple English dictionary to check unfamiliar words; - appropriate register in writing according to the audience and the purpose of the text, and; - writing conventions from left to right and top to bottom.

VU21448 Read and write short, simple instructional and informational texts

Locations:Footscray Nicholson, St Albans, Werribee, Sunshine, Sunbury Learning
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Links.

Prerequisites:Nil.

Description:This unit describes reading and writing performance outcomes, skills and knowledge required by adult learners of English as an additional language to read and write short, simple digital and/or print informational and instructional texts directly related to immediate personal and social needs.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - a limited range of simple content words, phrases and expressions relevant to immediate needs; - a limited range of simple phrases and formulaic expressions used in simple instructions and information texts; - a limited range of simple adjectives and modifying devices e.g. In central Australia it is very hot and dry to provide detail in informational texts; - a limited number of simple adverbial phrases; - a limited range of common high frequency tenses; - a limited range of simple phrasal verbs; - simple modals e.g. must, have to, You must mix it slowly; - simple contracted forms e.g. Your teacher can't come until 2:30; - simple connectives e.g. and, or, but, because; - the alphabet in upper and lower case; - regular and irregular plural forms e.g. strawberries; - basic structural features of informational texts; - simple question forms; - reading skills to access simple bilingual dictionary and / or simple English dictionary to check unfamiliar words; - appropriate register in writing according to the audience and the purpose of the text; - conventions to complete short simple informational texts, and; - writing conventions from left to right and top to bottom.

VU21449 Read and write short simple messages and forms

Locations:Footscray Nicholson, St Albans, Werribee, Sunshine, Sunbury Learning Links.

Prerequisites:Nil.

Description:This unit describes the reading and writing performance outcomes, skills and knowledge required by adult learners of English as an additional language to read and write short, simple digital and/or print messages and forms directly related to immediate personal and social needs.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - a limited range of simple content words relevant to immediate personal and social needs to read and write messages and forms; - a limited range of phrases and formulaic expressions used in simple messages and forms; - a limited range of simple adjectives and adverbs; - a limited range of simple adverbial phrases e.g. at the station, after work; - a limited range of high frequency tenses; - some simple phrasal verbs e.g. get off, pick up, come over; - simple modals e.g. could, must, have to - e.g. I have to let you know; - simple contracted forms, e.g. I'll see you; - simple connectives e.g. and, or, but, because in simple messages e.g. I can't come to class

because I am sick; - the alphabet in upper and lower case; - basic structural features in simple short messages; - follow sequential or conditional instructions to complete forms e.g. Go to section B; - simple question forms; - reading skills to access simple bilingual dictionary and / or simple English picture dictionary to check unfamiliar words; - appropriate forms of address e.g. use of first names, titles Mr, Mrs or familiar forms of address in formal/informal messages; - conventions to complete simple messages e.g. openings, salutations, layout; - conventions in forms e.g. dates, titles, simple abbreviations e.g. N/A, symbols and graphics; - use of models to guide writing in messages and forms; - writing conventions from left to right and top to bottom, and; - simple common polite expressions e.g. How are you? Are you OK?

VU21450 Give and respond to short, simple verbal instructions and information

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine, Sunbury Learning Links.

Prerequisites: Nil.

Description: This unit describes the basic speaking and listening performance outcomes, skills and knowledge required by adult learners of English as an additional language. It focuses on giving and responding to simple instructions and short verbal descriptions directly related to immediate personal and social needs.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - a limited number of simple words, simple structures, phrases and expressions related to simple descriptions and instructions; - simple every day adjectives e.g. to convey attitudes, opinions and feelings; - simple time and place words and phrases in simple descriptions and instructions; - a limited range of simple high frequency connectives; - a limited range of simple discourse markers to convey instructions and information; - a limited range of common high frequency verb tense forms; - simple personal singular pronouns e.g. I, you he/she; - simple possessive adjectives e.g. my, your, his/hers; - simple questions and statements; - intonation of questions, statements and instructions; - simple frequently used modifying words e.g. nearly, very; - some simple phrasal verbs e.g. get off, pick up, pull up; - simple paralinguistic cues e.g. body language to interpret and convey meaning and acknowledge understanding; - intonation of questions, statements and commands e.g. to convey feelings; - pronunciation, stress and intonation which is generally intelligible with high frequency words in familiar, supportive contexts; - appropriate familiar forms of address, use of first names, titles e.g. Mr, Mrs; - a limited range of common colloquialisms e.g. see ya!; - a limited range of common polite expressions e.g. Thanks for your help, and; - basic money, quantities and distance related to simple exchanges in familiar contexts.

VU21451 Participate in short simple exchanges

Locations: Industry, Footscray Nicholson, St Albans, Sunbury Learning Links.

Prerequisites: Nil.

Description: This unit describes the speaking and listening performance outcomes, skills and knowledge required by adult learners of English as an additional language. It focuses on developing listening and speaking skills to participate in short, simple conversations which involve the exchange of personal information and making and

responding to simple requests and inquiries directly related to immediate personal and social needs.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - a limited number of simple words, phrases and expressions related to immediate needs in familiar transactions and social situations; - simple, every day adjectives to make simple requests; - simple time and place words and phrases; - a limited range of simple high frequency connectives; - a limited range of simple discourse markers; - a limited range of common high frequency verb tense forms; - simple relationships expressed by subordination; - simple personal singular pronouns; - simple possessive adjectives; - simple questions and statements; - simple frequently used modifying words and phrases; - some simple phrasal verbs; - use simple paralinguistic features; - intonation of questions, statements and command; - use pronunciation, stress and intonation which is generally intelligible with high frequency words in familiar, supportive contexts; - common polite expressions; - a limited range of common colloquialisms, and; - money, quantities, and time in the context of simple exchanges.

VU21454 Plan language learning with support

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine, Sunbury Learning Links.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required by adult learners of English as an additional language to identify current language learning skills and plan future language skills development with an appropriate support person.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - a limited number of words, phrases and expressions to discuss immediate language learning needs and preferences which include some simple linguistic terms; - simple everyday adjectives, adverbial expressions; - simple past and present, future forms to talk about language learning plan e.g. I am going to make a vocabulary book; - a limited range of common high frequency simple imperative forms related to the learning environment e.g. practise pronunciation every day; - simple question forms to discuss language learning; - limited range of simple connectives to talk about language learning, e.g. and, but, because; - simple modals e.g. must, have to; - simple paralinguistic features to interpret and convey meaning and acknowledge understanding in communicating language learning needs, and; - common polite expressions used in discussions with support persons e.g. Thank you for your help, Could you help me?

VU21456 Participate in simple conversations and transactions

Locations: Industry, Footscray Nicholson, St Albans, Werribee, Sunshine, Sunbury Learning Links.

Prerequisites: Nil.

Description: This unit describes the speaking and listening performance outcomes, skills and knowledge required by adult learners of English as an additional language. It focuses on listening and speaking skills to participate in simple conversations and discussions on everyday topics, and to engage in routine transactions related to personal consumption of goods and services.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - vocabulary to: talk about familiar personal, community, social and topical matters e.g. personal details, simple social events and communicate about everyday goods and services. - simple sentence structures; - a range of common high frequency verb tenses and forms; - a range of modals and modal forms (positive and negative); - a range of common phrasal verbs; - a range of conjunctions; - a range of high frequency discourse markers and cohesive devices; - adjectives, adverbs and some adverbial phrases; - prepositions and prepositional phrases; - simple paralinguistic features; - some awareness of how tone, stress and intonation modify meaning; - use mostly intelligible pronunciation with adequate stress and intonation characterised by hesitation and circumlocution; - politeness conventions in conversation; - some awareness of register, and; - everyday numbers and money in familiar transactions.

VU21457 Give and respond to simple verbal information and directions

Locations: Industry, Footscray Nicholson, St Albans, Werribee, Sunshine, Sunbury Learning Links.

Prerequisites: Nil.

Description: This unit describes the speaking and listening performance outcomes, skills and knowledge required by adult learners of English as an additional language. It focuses on listening and speaking skills in English to understand and convey simple spoken information and to follow and give routine directions and instructions.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - vocabulary exchange information about familiar personal, community, social and topical issues; - simple sentence structures e.g. simple and compound sentences; - simple questions; - a range of common high frequency verb tenses and forms; - a range of modals and modal forms (positive and negative); - a range of common phrasal verbs; - a range of conjunctions; - a range of high frequency discourse markers and cohesive devices; - adjectives, adverbs and some adverbial phrases; - prepositions and prepositional phrases; - paralinguistic features of conversations and transactions to support

understanding and communication; - some awareness of how tone, stress and intonation modify meaning; - use mostly intelligible pronunciation with adequate stress and intonation characterised by hesitation and circumlocution; - politeness conventions in conversation; - some awareness of register, and; - everyday numbers in familiar instructions and directions.

VU21458 Read and write simple personal communications and transactional texts

Locations: Industry, Footscray Nicholson, St Albans, Werribee, Sunshine, Sunbury Learning Links.

Prerequisites: Nil.

Description: This unit describes the reading and writing performance outcomes, skills and knowledge required by adult learners of English as an additional language to read and write simple digital and/or print communications and understand and complete digital and/or print transactional texts directly related to everyday routine social needs.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - vocabulary and expressions for a range of everyday topics related to personal interests and interactions and community participation and transactions; - simple sentence structures for simple, compound and complex sentences; - simple question forms e.g. to make requests; - a limited range of adjectives and adverbs; - a limited number of adverbial phrases; - a limited number of prepositions and prepositional phrases; - a range of common high frequency tense and aspect forms to describe present, past and future; - a limited range of common phrasal verbs; - some modals and modal forms (positive and negative); - a limited range of connectives; - a range of high frequency discourse markers and cohesive devices; - reading skills to access EAL resources online and print based; - some high frequency idiomatic expressions; - conventions and common text formats of letters for routine social purposes; - some understanding of register in communications; - some awareness of tone, intention and attitude of writer, and; - proof read and make some corrections to own work with support.

VU21460 Read and write simple descriptive and narrative texts

Locations: Industry, Footscray Nicholson, St Albans, Werribee, Sunshine, Sunbury Learning Links.

Prerequisites: Nil.

Description: This unit describes the reading and writing performance outcomes, skills and knowledge required by adult learners of English as an additional language to read and write simple routine digital and/or print descriptive and narrative texts.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

expected to demonstrate the following required skills and knowledge: - vocabulary and expressions for a range of everyday topics related to personal needs and interests and social and community participation; - simple sentence structures, for simple, compound and complex sentences; - simple question forms; - a limited range of adjectives, adverbs; - a limited number of adverbial phrases; - a limited number of prepositions and prepositional phrases; - a range of common high frequency tense and aspect forms to describe present, past and future; - a limited range of common phrasal verbs used in descriptive and narrative texts; - some modals and modal forms (positive and negative); - a limited range of connectives; - a range of high frequency discourse markers and cohesive devices; - reading skills to access EAL resources online and print based; - some high frequency idiomatic expressions; - author's voice in descriptive and narrative text; - some awareness of register in descriptive and narrative texts; - some narrative devices, and; - some awareness of tone, intention and attitude of writer.

VU21461 Access the internet and email to develop language

Locations: Industry, Footscray Nicholson, St Albans, Werribee, Sunshine, Sunbury Learning Links.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required by learners of English as an additional language to identify and use the fundamental features of the internet for language learning.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - terminology related to digital devices, functions and programs and internet; - spoken and written language related to accessing internet and internet programs for language learning; - simple verbal and on screen written instructions e.g. open the program, double click on; - some modal forms e.g. used in email communications; - a limited number of prepositions and prepositional phrases related to accessing digital technology e.g. move the mouse under/over/on that word; - a limited number of connectives used in instructions and routine email communications; - a limited number of adjectives, adverbs and adverbial phrases as used in routine instructions and communication; - simple sentence structures for email communication; - a range of common informal expressions, conventions and protocols used in internet use and email communication; - social networking 'protocols' and common expressions; - some understanding or register in email communications, and; - simple on screen graphics, menus and navigational tools.

VU21462 Explore community options

Locations: Industry, Footscray Nicholson, St Albans, Werribee, Sunshine, Sunbury Learning Links.

Prerequisites: Nil.

Description: This unit describes skills and knowledge required by learners of English as an additional language to identify key aspects of the local environment and community to support everyday life.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - vocabulary and expressions to identify location, directions; - vocabulary of days, dates, time and frequency; - language of timetables and transport terminology; - vocabulary and expressions related to community services and recreational activities; - common tense and aspect forms to describe community options; - prepositions and prepositional phrases; - simple question forms; - paralinguistic features of conversations to support understanding and communication; - use mostly intelligible pronunciation with adequate stress and intonation characterised by hesitation and circumlocution; - politeness conventions in conversation, and; - numerical terms and formats.

VU21463 Explore transport options

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

Prerequisites: Nil.

Description: This unit describes skills and knowledge required by learners of English as an additional language to identify requirements for using various local transport options.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: vocabulary and expressions related to using transport, transport safety and regulations - spoken and written language and instructions related to using various modes of transport; - sentence structures for simple, compound and complex sentences; - some modals and modal forms (positive and negative); - paralinguistic features to support understanding and communication, and; - use mostly intelligible pronunciation with adequate stress and intonation characterised by hesitation and circumlocution. Students will also be expected to demonstrate the following knowledge: - some colloquial language.

VU21464 Examine current issues

Locations: Industry, Footscray Nicholson, St Albans, Werribee, Sunshine, Sunbury Learning Links.

Prerequisites: Nil.

Description: This unit describes the language knowledge and skills required by for learners of English as an additional language to investigate a range of local and international current issues.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - vocabulary and expressions for a range of topical issues; - expressions for giving reasons or

simple opinions; - simple sentence structures; - simple question forms; - a range of common high frequency tense and aspect forms to describe present, past and future; - some modals and modal forms (positive and negative); - a limited range of common phrasal verbs; - a limited range of connectives; - a range of high frequency discourse markers and cohesive devices; - a limited range of adjectives, adverbs and some adverbial phrases; - a limited number of prepositions and prepositional phrases e.g. Many Australians are keen on sport; - use mostly intelligible pronunciation with adequate stress and intonation characterised by hesitation and circumlocution; - simple paralinguistic features e.g. body language, to interpret and convey meaning and acknowledge understanding in discussions; - some awareness of how tone, stress and intonation modify meaning when giving opinions on an issue; - some high frequency idiomatic expressions; - some awareness of tone, style; - some awareness of tone, style, attitude, intention of writer; - some colloquial expressions, and; - awareness of different cultural expectations.

VU21465 Engage in casual conversations and straightforward spoken transactions

Locations: Industry, Footscray Nicholson, St Albans, Werribee, Sunshine, Sunbury Learning Links.

Prerequisites: Nil.

Description: This unit describes the speaking and listening performance outcomes, skills and knowledge required by adult learners of English as an additional language. The focus of this unit is on listening and speaking skills to participate effectively in casual conversations and discussions on a range of topics, and to engage in straightforward transactions.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - vocabulary and expressions for a range of straightforward topics related to social, community, recreational, vocational or study purposes; - sentence structures, e.g. simple, compound and complex sentences; - a range of verb tenses and aspects which may include present perfect continuous, past perfect, present and past simple passive, conditional (e.g. with if and unless); - a range of modal forms, e.g. including negative form of need to and have to; - a range of phrasal verbs; - a variety of adjectives, adverbs and adverbial phrases; - a range of conversation discourse markers, conjunctions; - a range of modifying words and phrases to explain and qualify ideas; - question forms and strategies (e.g. paralinguistic) to clarify misunderstandings and ambiguous points; - how tone, stress and intonation modify meaning; - generally intelligible pronunciation with effective use of stress and intonation although speaking may be characterised by hesitations and circumlocution; - register appropriate to the context; - a limited range of colloquial and idiomatic expressions; - detect and express opinions and attitudes in oral texts, and; - recognition of some inferred meaning e.g. logical, contextual, paralinguistic e.g. use of voice for effect (intonation and emphasis), facial expressions.

VU21466 Give and respond to a range of straightforward information and instructions

Locations: Industry, Footscray Nicholson, St Albans, Werribee, Sunshine, Sunbury

Learning Links.

Prerequisites: Nil.

Description: This unit describes the speaking and listening performance outcomes, skills and knowledge required by adult learners of English as an additional language. The focus of this unit is on listening and speaking skills to understand and convey detailed spoken information and to follow and give a set of verbal instructions.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - vocabulary and expressions to participate in a range of straightforward oral interactions to convey information and instructions; - sentence structures, e.g. simple, compound and complex sentences; - variety of question types to clarify misunderstandings and ambiguous points in interactions; - a range of verb tenses and aspects, which may include present perfect continuous, past perfect, present and past simple passive, conditional (e.g. with if and unless); - a range of modal forms, e.g. including negative form of need to and have to; - a range of phrasal verbs; - a variety of adjectives, adverbs and adverbial phrases; - a range of discourse markers, conjunctions; - a range of modifying words and phrases to explain and qualify ideas, express opinions and attitudes; - the gist of oral texts which are clear and straightforward; - question forms and strategies (e.g. paralinguistic) to clarify misunderstandings and ambiguous points; - how tone, stress and intonation modify meaning; - generally intelligible pronunciation with effective use of stress and intonation although speaking may be characterised by hesitations and circumlocution; - use of register appropriate to the context; - a limited range of colloquial and idiomatic expressions; - detect and express opinions and attitudes in oral texts, and; - recognition of some inferred meaning e.g. logical, contextual, paralinguistic e.g. use of voice for effect (silence, pausing), facial expressions.

VU21468 Read and write straightforward informational and instructional texts

Locations: Industry, Footscray Nicholson, St Albans, Werribee, Sunshine, Sunbury Learning Links.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required by adult learners of English as an additional language to read and write formal and informal written communications related to straightforward information and instructions, which may be in printed and/or digital format.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - vocabulary and expressions for a range of topics related to social, community, recreational, vocational or study purposes; - common collocations; - sentence structures for simple,

compound and complex sentences; - question forms to use in seeking feedback on draft writing; - paragraph structure; - definite and indefinite article; - a variety of adjectives and adverbs; - a range of adverbial phrases, prepositions and prepositional phrases; - a range of tense and aspect forms, present and past simple passive, conditional; - reported speech in informational texts; - a range of phrasal verbs; - a range of modals and modal forms, including negative form of need to and have to; - a range of conjunctions; - a range of discourse markers and cohesive devices to structure text; - reported speech with a range of tenses; - use analysis of structure and discourse features as an aid to reading; - reading skills to use EAL supporting texts; - a limited range of idiomatic expressions and colloquialisms; - a range of formal and informal registers used in describing processes and giving information in different contexts; - conventions of written processes and informational texts; - use model texts to guide production of written texts; - recognition of some inferred meaning in texts using a range of cues (syntactic, semantic, logical, contextual); - awareness of tone and intention of writer; - detect and express opinions and attitudes in texts, and; - processes of planning, drafting and review.

VU21469 Read and write straightforward descriptive and narrative texts

Locations: Industry, Footscray Nicholson, St Albans, Werribee, Sunshine, Sunbury Learning Links.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required by adult learners of English as an additional language to read and write straightforward digital and/or print descriptive and narrative texts.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - vocabulary and expressions for a range of straightforward topics in descriptive and narrative texts; - common collocations; - sentence structures for simple, compound and complex sentences; - question forms to use in seeking feedback on draft writing; - paragraph structure; - definite and indefinite article; - a variety of adjectives and adverbs; - a range of adverbial phrases, prepositions and prepositional phrases; - a range of tense and aspect forms, present and past simple passive, conditional; - a range of phrasal verbs - a range of modals and modal forms, including negative form of need to and have to; - a range of conjunctions; - a range of discourse markers and cohesive devices to structure text; - reported speech e.g. in narratives with a range of tenses; - use analysis of structure and discourse features as an aid to reading; - reading skills to use EAL supporting texts; - a limited range of idiomatic expressions and colloquialisms; - descriptive and narrative style in writing; - conventions of written descriptive and narrative texts; - use model texts to guide production of written texts; - recognition of some inferred meaning in texts using a range of cues; - detect and express opinions and attitudes in texts, and; - processes of planning, drafting and review.

VU21470 Investigate issues in the Australian environment

Locations: Industry, Footscray Nicholson, St Albans, Werribee, Sunshine, Sunbury Learning Links.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge for learners of English as an

additional language to research the key aspects of the physical Australian environment, and to identify and investigate environmental issues. The unit provides an introduction to terminology related to Australian physical features and environmental issues, and the skills and knowledge to research and present information in an oral presentation and a written report.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - a varied vocabulary to describe physical features of the landscape environments and to outline environmental issues; - language of measurement, shape and numbers relevant to this unit; - a range of verb tenses and aspects, which may include present perfect continuous, past perfect, present and past simple passive, and conditional; - most modal forms; - a range of discourse markers, connectives and cohesive devices to link ideas and concepts, add information or contrast ideas e.g. in addition, therefore, as a result, finally; - a range of strategies to clarify and state own viewpoint; - features of text organisation of a paragraph, e.g. topic sentence, supporting details and linking devices; - generally intelligible pronunciation with effective stress and intonation, although speaking may be characterised by hesitations and circumlocution; - a range of registers, styles and conventions used in spoken discourse; - distinctions between fact and opinion, irony, understatement, exaggeration in oral and written texts; - a range of verbal and non verbal strategies and conventions in conversation; - use of tone, stress and intonation to modify meaning e.g. to convey emphasis on important information, and; - detect and respond to opinions, attitudes in oral group interaction.

VU21472 Investigate features of the education system in Australia

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge for learners of English as an additional language to examine the features of the Australian education system. The unit provides an introduction to the structure of the Australian education system, and the cultural features of education in Australia. The outcomes described in this unit relate to: The ISLPR (International Second Language Proficiency Ratings) descriptors for Speaking and Listening, Reading and Writing. They contribute directly to the achievement of ISLPR Speaking 2+, Listening 2+, Reading 2+ / 3 and Writing 2+ / 3 and the Australian Core Skills Framework (ACSF). They contribute directly to the achievement of ACSF indicators of competence in Reading and Writing and Oral Communication at Level 3

Required Reading: Refer to learning and assessment plan

Assessment: Assessment must confirm the ability to: - use straightforward conventions and apply linguistic knowledge to: - discuss information on an Australian education structure or cultural feature - write a report of a paragraph in length on an Australian education structure or cultural feature based on research, demonstrating familiarity with related writing conventions and styles

VU21473 Investigate Australian Art and Culture

Locations: Industry, Footscray Nicholson, St Albans, Werribee, Sunshine, Sunbury Learning Links.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge for learners of English as an additional language to investigate and become familiar with aspects of Australian art and culture. The unit focuses on an introduction to Australian art and culture, past and present, including the visual arts and film, and issues related to Australian identity.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - knowledge of a range of vocabulary related to arts and culture including some specialised vocabulary to describe details of the visual arts; - knowledge of techniques used by artists and film makers to convey meaning and achieve purpose; - a range of verb tenses and aspects, including present perfect continuous, past perfect, present and past simple passive, conditional (e.g. with if and unless); - a number of phrasal verbs, adverbs, adverbial phrases and adjectives to convey ideas, express opinions and attitudes e.g. I really like this; - a range of strategies to clarify and state own viewpoint; - methods to record notes, e.g. dot point lists, paraphrasing; - generally intelligible pronunciation with effective stress and intonation, although speaking may be characterised by hesitations and circumlocution; - understanding that a text reflects an author's culture, experiences and value system; - a range of verbal and non verbal strategies and conventions in conversation; - aspects of Australia's multicultural society and cultures; - varieties of Australian English; - discourse strategies to participate in group interactions; - use of tone, stress and intonation to modify meaning e.g. to convey emphasis on important information, and; - a limited range of colloquial expressions and some common idioms in informal interactions.

VU21474 Analyse and participate in complex conversations

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

Prerequisites: Nil.

Description: This unit describes speaking and listening performance outcomes, skills and knowledge required by adult learners of English as an additional language. The focus of this unit is on listening and speaking skills in English to participate effectively in a range of sustained casual conversations and formal exchanges.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of Polytechnic produced workbooks and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - vocabulary and expressions for a wide range of topics related to social, community, recreational, vocational or study purposes; - a wide range of common collocations; - simple, compound and complex sentences with a range of subordinate clauses; - a wide range of verb tenses and verb forms, including active and passive; - most modal forms; - reported speech, questions and instructions using a range of verb forms; - a wide range of phrasal verbs e.g. think through, think over, put off, put through; - a wide range of adjectives, adverbs, adverbial phrases and prepositional phrases; - a

wide range of discourse markers; - a wide range of conjunctions (subordinating and coordinating); - uses intelligible pronunciation; - use tone, intonation and stress to influence meaning in spoken language; - a wide range of registers, styles and conventions in spoken discourse; - a wide range of common idioms and colloquial expressions; - an awareness of English varieties; - recognition of a range of cues for inferred meaning, and; - distinguishes fact and opinion, irony, understatement, exaggeration in oral texts.

VU21475 Give and respond to a wide range of oral presentations and instructions

Locations: Industry, Footscray Nicholson, St Albans, Werribee, Sunshine, Sunbury Learning Links.

Prerequisites: Nil.

Description: This unit describes the speaking and listening performance outcomes, skills and knowledge required by adult learners of English as an additional language. The focus of this unit is on listening and speaking skills in English to interpret aural extended texts, give extended presentations, and give and follow multi-step instructions and complex procedures.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - vocabulary and expressions for a wide range of topics related to social, community, recreational, vocational or study interests; - a wide range of common collocations; - simple, compound and complex sentences with a range of subordinate clauses; - a wide range of verb tenses and verb forms, including active and passive; - most modal forms; - reported speech, questions and instructions using a range of verb forms; - a wide range of phrasal verbs; - a wide range of adjectives, adverbs, adverbial phrases and prepositional phrases to describe and convey information and expand on ideas; - a wide range of discourse markers; - a wide range of conjunctions (subordinating and coordinating); - uses intelligible pronunciation; - use tone, intonation and stress to influence meaning in spoken language; - a wide range of registers, styles and conventions used in spoken discourse; - a wide range of common idioms and colloquial expressions; - an awareness of English varieties; - a range of verbal and paralinguistic strategies; - recognition of a range of cues for inferred meaning, and; - distinguish fact and opinion, irony, understatement, exaggeration in oral texts.

VU21476 Read and write complex communications and transactional texts

Locations: Industry, Footscray Nicholson, St Albans, Werribee, Sunshine, Sunbury Learning Links.

Prerequisites: Nil.

Description: This unit describes the reading and writing performance outcomes, skills and knowledge required by adult learners of English as an additional language. The focus of this unit is on reading and writing a range of complex or extended written communications and transactional texts, which may be in printed and/or digital format.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge

and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - vocabulary and expressions for a wide range of topics related to social, community, recreational, vocational or study needs; - understanding of a wide range of collocations; - a wide range of texts containing simple, compound and complex sentences with a range of subordinate clauses; - a wide range of verb tenses and verb forms, including active and passive; - reported speech (questions/instructions) with a range of reporting verbs; - most modals and modal forms; - definite and indefinite article; - a wide range of phrasal verbs; - a wide range of adjectives, adverbs, and adverbial phrases; - a wide range of conjunctions (subordinating and coordinating); - a wide range of discourse markers to sequence and structure text; - a wide range of adverbial phrases, prepositions and prepositional phrases; - prose texts containing coherently linked paragraphs and communicating complex relationships between ideas; - a wide range of registers and styles appropriate for communication and transactional texts; - recognition of a range of cues for inferred meaning; - ways of detecting the writer's tone, intention and attitude; - a range of common idiomatic and colloquial expressions; - distinguish fact and opinion, irony, understatement, exaggeration in texts, and; - formality requirements for extended communication and transactional texts in electronic and print forms for a wide variety of social, community, recreational, vocational or study needs.

VU21477 Read and write complex instructions and advisory texts

Locations: Industry, Footscray Nicholson, St Albans, Werribee, Sunshine, Sunbury Learning Links.

Prerequisites: Nil.

Description: This unit describes the reading and writing performance outcomes, skills and knowledge required by adult learners of English as an additional language. The focus of this unit is on analysing and taking notes from complex instructional or advisory texts, which may be in printed and/or digital format, and writing complex instructions or advisory texts.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - vocabulary and expressions for a wide range of topics related to personal, social, community, recreational, vocational or study needs; - understanding of a wide range of collocations; - a wide range of instructional and advisory texts containing simple, compound and complex sentences; - a wide range of verb tenses and verb forms, including active and passive; - reported speech (questions/instructions) with a range of reporting verbs; - most modals and modal forms; - definite and indefinite article; - a wide range of phrasal verbs; - a wide range of adjectives, adverbs, and adverbial phrases; - a wide range of conjunctions (subordinating and coordinating); - a wide range of discourse markers to sequence and structure text; - a wide range of adverbial phrases, prepositions and prepositional phrases; - prose texts containing coherently linked paragraphs and communicating complex relationships between ideas a wide range of registers and styles; - recognition of a range of cues for inferred meaning; - ways of detecting the writer's purpose and attitudes; - a range of

common idiomatic and colloquial expressions; - distinguish fact and opinion, irony, understatement, exaggeration in texts, and; - formality requirements for complex instructions and advisory texts in electronic and print forms for a wide variety of social, community, recreational, vocational or study needs.

VU21478 Read and write complex creative texts

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

Prerequisites: Nil.

Description: This unit describes the reading and writing performance outcomes, skills and knowledge required by adult learners of English as an additional language. The focus of this unit is on reading and writing complex creative texts in English, which may be in printed and/or digital format.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - vocabulary and expressions for a wide range of topics, including literary language such as metaphors and similes - understanding of a wide range of collocation; - a range of creative texts for personal, social or community purposes which contain simple, compound and complex sentences, coherently linked paragraphs and which communicate complex relationships between ideas; - a wide range of verb tenses and verb forms, including active and passive; - reported speech (dialogue) with a range of verbs and verb forms; - most modals and modal forms; - definite and indefinite article; - a wide range of phrasal verbs; - a wide range of adjectives, adverbs, and adverbial phrases; - a wide range of conjunctions (subordinating and coordinating), including relative pronouns; - a wide range of discourse markers to sequence and structure text, and link paragraphs; - a wide range of adverbial phrases, prepositions and prepositional phrases; - prose styles, linguistic features and structures used in fictional accounts and personal reflective texts, comprising a number of coherently linked paragraphs or shorter texts which are complex in composition or structure or challenging linguistically; - wide range of common idiomatic and colloquial expressions; - a wide range of registers and styles; - recognition of a range of cues for inferred meaning; - ways of detecting the writer's tone, intention and attitude, and; - distinguish fact and opinion, irony, understatement, exaggeration in texts.

VU21479 Research features of Australian Government

Locations: Industry, Footscray Nicholson, St Albans, Werribee, Sunshine, Sunbury Learning Links.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge for learners of English as an additional language to investigate features of Australian government. The unit provides an introduction to the features of the system of government and the election process in Australia, and the skills and knowledge to research and write an opinion piece on a current issue related to government.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each

unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - a wide range of vocabulary relevant to Australian system of government; - a wide range of simple, compound and complex sentences with a range of subordinate clauses; - a wide range of verb tenses; - most modal forms; - a wide range of discourse markers such as accordingly, subsequently, consequently; - a wide range of conversational/discourse linkers and conjunctions; - prose text comprising several cohesively linked paragraphs to express an opinion; - some knowledge of aspects of the local culture including colloquial language and irony as it relates to spoken texts relevant to the topic; - detect attitude, mood, intentions and inferred meaning by using a range of cues, and; - different sources will present different perspectives, and recognises how text, language and structure influence the reader to adopt particular views and positions.

VU21482 Research current issues

Locations: Industry, Footscray Nicholson, St Albans, Werribee, Sunshine, Sunbury Learning Links.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge for learners of English as an additional language to research a current issue of significance in Australia. The unit provides an introduction to terminology related to current issues, and the skills and knowledge to research, discuss and write a report on a current issue.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - vocabulary for a range of topics related to current issues; - sentence structures, e.g. simple, compound and complex sentences; - a wide range of verb tenses and aspects; - reported speech with a range of tenses; - a wide range of conversation discourse markers, conjunctions; - a wide range of modifying words and phrases to explain and qualify ideas; - uses intelligible pronunciation; - a wide range of discourse markers, connectives, pronouns and cohesive devices to link ideas and concepts, add information or contrast ideas; - understands that different sources will present different perspectives, and recognises how text, language and structure influence the reader to adopt particular views and positions; - a wide range of registers, styles and conventions in spoken and written discourse; - a wide range of colloquial and idiomatic expressions; - some knowledge of Australia's multicultural society and cultures; - knowledge of a range of cues (syntactic, semantic, logical, contextual) to work out meaning of text; - distinguish fact and opinion, irony, understatement, exaggeration in texts; - ways of detecting the writer's tone, intention and attitude; - detect opinions in oral, written texts, and; - use stress and intonation adequately.

VU21483 Participate in simple conversations and transactions for employment

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

Prerequisites: Nil.

Description: This unit describes the basic speaking and listening performance outcomes, skills and knowledge required by adult learners of English as an additional

language. The unit covers the skills and knowledge necessary to speak and listen to simple texts which are routine and relevant to employment.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required knowledge and skills: - vocabulary to talk about familiar issues such as workplace events, weather, environment, simple current events; - simple sentence structures, such as simple and compound sentences; - questions forms e.g. to seek clarification in conversations; - a range of common high frequency verb tenses and forms, including simple reported speech; - a range of modals and modal forms (positive and negative); - a range of common phrasal verbs; - a range of conjunctions; - a range of discourse markers and cohesive devices; - adjectives, adverbs and some adverbial phrases; - prepositions and prepositional phrases; - paralinguistic features of conversations and transactions to support understanding and communication; - some awareness of how tone, stress and intonation modify meaning; - use mostly intelligible pronunciation with adequate stress and intonation characterised by hesitation and circumlocution; - politeness conventions in conversation; - some awareness of register; - a range of common colloquialisms, and; - everyday numbers in familiar instructions and directions.

VU21484 Read and write simple texts for employment

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

Prerequisites: Nil.

Description: This unit describes the reading and writing performance outcomes, skills and knowledge required by adult learners of English as an additional language to read and write a range of simple, routine digital and print informational and instructional texts relevant to employment.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - vocabulary and expressions which include most aspects of everyday life, particularly as relevant to the workplace to get the gist of and locate key information from written texts; - simple sentence structures for simple, compound and complex sentences; - simple question forms to clarify meaning; - a limited range of high frequency discourse markers and cohesive devices; - a limited range of adjectives, adverbs; - a limited number of adverbial phrases; - a limited number of prepositions and prepositional phrases; - a range of common high frequency tense and aspect forms to describe present, past and future reported speech found in routine digital and print workplace communications; - a limited range of common phrasal verbs used in instructional and informational texts; - some modals and modal forms (positive and negative); - a limited range of connectives; - a range of high frequency discourse markers and cohesive devices; - some high frequency idiomatic expressions; - some understanding of register in communications; - some awareness of tone, intention and attitude of writer.

VU21485 Observe and report on activities in a workplace

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

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required by adult learners of English as an additional language to plan and organise practical workplace observations, collect and record observations, report observations to others and evaluate the experience and reflect on own learning goals for the Australian workplace. The focus of the workplace observation is on development of language skills in the context of work.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - vocabulary to discuss workplace observation and to describe workplace activities; - simple sentence structures; - a range of common high frequency verb tenses and forms, including simple reported speech; - a range of modals and modal forms (positive and negative); - a range of common phrasal verbs to discuss workplace procedures; - a range of conjunctions; - a range of high frequency discourse markers and cohesive devices; - adjectives, adverbs and some adverbial phrases; - prepositions and prepositional phrases; - simple paralinguistic features e.g. body language, to interpret and convey meaning and acknowledge understanding; - some awareness of how tone, stress and intonation modify meaning; - use mostly intelligible pronunciation with adequate stress and intonation characterised by hesitation and circumlocution; - politeness conventions in conversation; - some awareness of register, and; - use and choice of address forms.

VU21486 Prepare to work effectively in an Australian workplace

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

Prerequisites: Nil.

Description: This unit describes the language skills and knowledge required by adult learners of English as an additional language to participate effectively in an Australian workplace.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - simple sentence structures; - a range of common high frequency verb tenses and forms, including simple reported speech and imperative forms; - a range of modals and modal forms (positive and negative); - a range of common phrasal verbs; - a range of conjunctions; - a range of high frequency discourse markers and cohesive devices; - adjectives, adverbs and some adverbial phrases; - prepositions and prepositional phrases; - simple paralinguistic features e.g. body language, to interpret and convey meaning and acknowledge understanding; - some awareness of how tone, stress and intonation modify meaning; - use mostly intelligible pronunciation with adequate

stress and intonation characterised by hesitation and circumlocution; - politeness conventions in conversation; - some awareness of register in relating to others in the workplace, and; - some idiomatic expressions and colloquialisms typically used in the workplace.

VU21488 Participate in a range of straightforward interactions for employment

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

Prerequisites: Nil.

Description: This unit describes the speaking and listening performance outcomes, skills and knowledge required by adult learners of English as an additional language. This unit covers the skills and knowledge necessary to speak and listen in a range of straightforward informal and formal interactions related to employment involving discussion and instructions.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - vocabulary which is sufficiently broad to encompass straight forward employment-related needs; - a range of verb tenses and aspects, which may include present perfect continuous, past perfect, present and past simple passive and conditional; - question forms e.g. to get others to clarify misunderstandings and ambiguous points; - a range of modal forms; - a range of phrasal verbs; - a variety of adjectives, adverbs and adverbial phrases; - a range of conversation discourse markers, conjunctions; - a range of modifying words and phrases to explain and qualify ideas and express opinions and attitudes; - how tone, stress and intonation modify meaning; - generally intelligible pronunciation with effective use of stress and intonation although speaking may be characterised by hesitations and circumlocution; - register appropriate to the context; - a limited range of colloquial and idiomatic expressions; - recognition of some inferred meaning e.g. logical, contextual, paralinguistic e.g. use of voice for effect (intonation and emphasis), facial expressions; - detect and give opinions and attitudes in oral texts, and; - verbal communication includes meanings which are not always explicit.

VU21489 Read and write straightforward texts for employment

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

Prerequisites: Nil.

Description: This unit describes the describes reading and writing performance outcomes, skills and knowledge required by adult learners of English as an additional language to read and write a range of straightforward digital and/or print texts relevant to employment.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

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

and expressions for a range of straight forward texts related to employment; - common collocations; - sentence structures for simple, compound and conditional sentences; - question forms e.g. to request information; - paragraph structure in formal communications; - definite and indefinite article; - a variety of adjectives and adverbs used in workplace documents; - a range of adverbial phrases, prepositions and prepositional phrases; - a range of tense and aspect forms; - reported speech used in communications and other work related texts; - a range of phrasal verbs; - a range of modals and modal forms, including negative form of need to and have to; - a range of discourse markers and cohesive devices to structure text; - reported speech; - reading strategies; - reading skills to use EAL supporting texts; - a limited range of idiomatic expressions and colloquialisms; - variation of register in workplace communications; - language and conventions appropriate for social communication purposes; - use model texts to guide production of written texts; - recognition of some inferred meaning by using a range of cues; - awareness of tone and intention of writer; - detect and express opinions and attitudes in texts, and; - plan, draft, proof read and redraft written texts.

VU21492 Present and listen to complex oral presentations in an employment or professional context

Locations:St Abans, City Flinders.

Prerequisites:Nil.

Description:This unit describes the speaking and listening performance outcomes, skills and knowledge required by adult learners of English as an additional language. The focus of this unit is on presenting and listening to complex oral presentations in English relevant to an employment context.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required knowledge and skills: - vocabulary and expressions for a wide range of topics related to employment interests; - a wide range of common collocations; - simple, compound and complex sentences with a range of subordinate clauses; - a wide range of verb tenses and verb forms; - most modal forms; - a wide range of phrasal verbs which include a number of particles; - a wide range of adjectives, adverbs, adverbial phrases and prepositional phrases to describe and convey information and expand on ideas; - a wide range of discourse markers to develop ideas and their relationship to each other, to interpret and convey meaning, signal intention e.g. accordingly, subsequently, consequently; - a wide range of conjunctions; - uses intelligible pronunciation; - demonstrates generally appropriate flow of speech though may have occasional repetition, hesitation or self-correction; - use tone, intonation and stress to influence meaning in spoken language; - a range of registers, styles and conventions used in oral presentations in an employment or professional context; - a wide range of common idioms and colloquial expressions as they relate to spoken texts relevant to presentations in an employment or professional context; - an awareness of English varieties; - a range of verbal and paralinguistic strategies; - recognition of a range of cues for inferred meaning, and; - distinguish fact and opinion, irony, understatement, exaggeration in oral texts.

VU21494 Read and write complex texts for employment

Locations:St Abans, City Flinders.

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Prerequisites:Nil.

Description:This unit describes the reading and writing performance outcomes, skills and knowledge required by adult learners of English as an additional language. The focus of this unit is on reading and writing skills in English to read complex instructions, informal messages and formal communications, which may be in printed and/or digital format, in an employment context, and to write an informal message.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required knowledge and skills: - varied vocabulary and terminology; - understanding of a wide range of collocations; - a range of formal and informal texts for employment purposes containing simple, compound and complex sentences with a range of subordinate clauses; - a wide range of verb tenses and verb forms, including active and passive; - reported speech with a range of reporting verbs and verb forms; - most modals and modal forms; - definite and indefinite article; - a wide range of phrasal verbs; - a wide range of adjectives, adverbs, and adverbial phrases; - a wide range of conjunctions e.g. conjunctions of time; - a wide range of discourse markers to sequence and structure text; - a wide range of adverbial phrases, prepositions and prepositional phrases; - understands that different sources will present different perspectives, and recognises how text, language and structure influence the reader to adopt particular views and positions; - a wide range of linguistic features and conventions in a range of genres; - a wide range of registers and style relevant to an employment context; - recognition of a range of cues for inferred meaning; - ways of detecting the writer's tone, intention and attitude; - distinguish fact and opinion, irony, understatement, exaggeration in texts; - a range of common idiomatic and colloquial expressions relevant to the employment context, and; - level of formality requirements for conveying a message in electronic and print forms for a wide variety of purposes related to employment.

VU21495 Critically read and write formal letters and complex prose texts for professional purposes

Locations:St Abans, City Flinders.

Prerequisites:Nil.

Description:This unit describes the reading and writing performance outcomes, skills and knowledge required by adult learners of English as an additional language. The focus of this unit is on reading and writing skills in English to critically read and write formal letters and complex prose texts in a professional context. Texts may be in printed and/or digital format.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required knowledge and skills: - varied vocabulary and terminology including jargon for a wide range of topics related to

professional interests; - understanding of a wide range of common collocations; - a wide range of simple, compound and complex sentences with a range of subordinate clauses; - a wide range of verb tenses and verb forms; - reported speech (questions/instructions) with a range of reporting verbs and verb forms; - a wide range of conditionals and modals; - definite and indefinite article; - a wide range of phrasal verbs, adjectives, adverbs, adverbial phrases and adjectives; - a wide range of conjunctions; - a wide range of discourse linkers to develop ideas and their relationship to each other, to interpret and convey meaning, signal intention; - understands that different sources will present different perspectives, and recognises how text, language and structure influence the reader to adopt particular views and positions; - principal conventions of formal letters and complex prose texts; - a wide range of registers and style appropriate to a professional context; - recognition of a range of cues for inferred meaning; - ways of detecting the writer's tone, intention and attitude; - distinguish fact and opinion, irony, understatement, exaggeration in texts; - idioms and colloquialisms relevant to the professional context, and; - formality requirements for formal letters and complex prose texts in electronic and print forms for a wide variety of purposes related to professional purposes.

VU21496 Critically read, write and edit complex descriptive texts in a professional context

Locations: St Albans, City Flinders.

Prerequisites: Nil.

Description: This unit describes the reading and writing performance outcomes, skills and knowledge required by adult learners of English as an additional language. The focus of this unit is on reading and writing skills in English to critically read and write complex descriptive texts, apply knowledge of discourse and language use, and edit a written text in a professional context. Texts may be in printed or digital format.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required knowledge and skills: - varied vocabulary and terminology including jargon for a wide range of topics related to employment and/or professional interests; - understanding of a wide range of common collocations; - a wide range of simple, compound and complex sentences with a range of subordinate clauses; - a wide range of verb tenses and verb forms; - reported speech (questions/instructions) with a range of reporting verbs and verb forms; - a wide range of conditionals and modals; - definite and indefinite article; - a wide range of phrasal verbs, adjectives, adverbs, adverbial phrases and adjectives; - a wide range of conjunctions; - a wide range of discourse linkers to develop ideas and their relationship to each other, to interpret and convey meaning, signal intention; - understands that different sources will present different perspectives; - principal conventions of descriptive texts; - a wide range of registers and styles appropriate to a professional context; - recognition of a range of cues for inferred meaning; - ways of detecting the writer's tone, intention and attitude; - distinguish fact and opinion, irony, understatement, exaggeration in texts; - idioms and colloquialisms relevant to the professional context; - formality requirements for complex descriptive texts in electronic and print forms for a wide variety of purposes related to a professional context, and; - recognise, select and interpret mathematical information embedded in descriptive texts used in a professional context.

VU21499 Give straightforward oral presentations for further study

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the speaking and listening performance outcomes, skills and knowledge required in further study by adult learners of English as an additional language. The focus of this unit is on listening and speaking skills in English to participate in further study contexts that involve the presentation and discussion of ideas and information in straightforward formal presentations and group discussions. The outcomes described in this unit relate to: The ISLPR (International Second Language Proficiency Ratings) descriptors for Speaking and Listening. They contribute directly to the achievement of Speaking 2+ / 3 and Listening 2+ / 3 and the Australian Core Skills Framework (ACSF). They contribute directly to the achievement of ACSF indicators of competence in Oral Communication at Level 3.

Required Reading: Refer to learning and assessment plan

Assessment: Assessment must confirm the ability to: - use straightforward conventions and apply linguistic knowledge to: - plan for and participate in a verbal group interaction for study purposes - plan, present and adjust oral presentations using relevant research information, supports and resources appropriate to the topic, purpose and audience - review own performance in group and individual performance and seek and respond to feedback to make improvements to performance

VU21500 Participate in a range of straightforward interactions for further study

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the speaking and listening performance outcomes, skills and knowledge required in further study by adult learners of English as an additional language. The focus of this unit is on listening and speaking skills in English to participate in further study contexts that involve making straightforward verbal requests and suggestions, relating and responding to verbal instructions, and participating in group work and informal group discussions. The outcomes described in this unit relate to: The ISLPR (International Second Language Proficiency Ratings) descriptors for Speaking and Listening. They contribute directly to the achievement of Speaking 2+ / 3 and Listening 2+ / 3 and the Australian Core Skills Framework (ACSF). They contribute directly to the achievement of ACSF indicators of competence in Oral Communication at Level 3.

Required Reading: Refer to learning and assessment plan

Assessment: Assessment must confirm the ability to: - use straightforward conventions and apply linguistic knowledge to: - make requests and suggestions with supporting evidence - respond to and give instructions in a study context - prepare for group work in a further study context - participate in informal discussions in a study context which are of sufficient duration to allow learners to demonstrate consistency of performance and use a range of discourse strategies

VU21501 Read and write straightforward texts for research purposes

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the reading and writing performance outcomes, skills and knowledge required by adult learners of English as an additional language for further study purposes. The focus of this unit is on developing reading, note-taking and writing skills to produce straightforward texts based on research relevant to

study needs. Texts may be in printed and/or digital format. The outcomes described in this unit relate to: The ISLPR (International Second Language Proficiency Ratings) descriptors for Reading and Writing. They contribute directly to the achievement of ISLPR Reading 2+ / 3 and Writing 2+ / 3 and the Australian Core Skills Framework (ACSF) They contribute directly to the achievement of ACSF indicators of competence for Reading and Writing at Level 3

Required Reading: Refer to learning and assessment plan

Assessment: Assessment must confirm the ability to: - use straightforward conventions and apply linguistic knowledge to: - locate and access a range of study texts - select and evaluate information from written sources relevant to the study task - write notes from written texts for further study purposes using appropriate methods and conventions - organise written notes according to conventions - utilise information from research and notes to produce a sequenced paragraph - review texts and seek and respond to feedback to improve written text

VU21502 Analyse and produce straightforward texts relevant to further study

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the reading and writing performance outcomes, skills and knowledge required by adult learners of English as an additional language for further study purposes. The focus of this unit is on developing reading and writing skills in English for a range of straightforward text types related to study needs. Texts may be in printed and/or digital format. The outcomes described in this unit relate to: The ISLPR (International Second Language Proficiency Ratings) descriptors for Reading and Writing. They contribute directly to the achievement of ISLPR Reading 2+ / 3 and Writing 2+ / 3 and the Australian Core Skills Framework (ACSF) They contribute directly to the achievement of ACSF indicators of competence for Reading and Writing at Level 3

Required Reading: Refer to learning and assessment plan

Assessment: Assessment must confirm the ability to: - use straightforward conventions and apply linguistic knowledge to: - analyse the structure and discourse style / register and purpose of a range of texts relevant to further study - compose a range of straightforward texts relevant to further study using conventions to meet the purposes - review and refine texts

VU21503 Listen and take notes for research

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the listening and writing performance outcomes, skills and knowledge required in further study by adult learners of English as an additional language. The focus of this unit is on developing listening and note-taking skills from straightforward aural texts relevant to study needs. The outcomes described in this unit relate to: The ISLPR (International Second Language Proficiency Ratings) descriptors for Speaking and Listening. They contribute directly to the achievement of Speaking 2+ / 3 and Listening 2+ / 3 and the Australian Core Skills Framework (ACSF). They contribute directly to the achievement of ACSF indicators of competence in Oral Communication at Level 3.

Required Reading: Refer to learning and assessment plan

Assessment: Assessment must confirm the ability to: - use straightforward conventions and apply linguistic knowledge to: - assess a range of straightforward aural texts for study purposes - evaluate information from aural sources for relevance to the study

task - take notes from aural sources for further study purposes - review notes and seek and respond to feedback to improve written notes

VU21504 Use language learning strategies and study skills

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the language analysis performance outcomes, skills and knowledge required by adult learners of English as an additional language. The focus of this unit is on language analysis and application of these skills for the completion of study tasks. The outcomes described in this unit relate to: The ISLPR (International Second Language Proficiency Ratings) descriptors for Speaking and Listening, Reading and Writing. They contribute directly to the achievement of ISLPR Speaking 2+, Listening 2+, Reading 2+ / 3 and Writing 2+ / 3 and the Australian Core Skills Framework (ACSF) They contribute directly to the achievement of ACSF indicators of competence for Reading and Writing and Oral Communication at Level 3

Required Reading: Refer to learning and assessment plan

Assessment: Assessment must confirm the ability to: - use straightforward conventions and apply linguistic knowledge to: - use grammatical terms to discuss features of spoken and written language use - use knowledge of language organisation and function to locate information about language in reference material - edit and refine language use in a range of written and spoken texts - utilise knowledge of grammar and language discourse to complete study tasks

VU21508 Give complex presentations for further study

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the speaking and listening performance outcomes, skills and knowledge required by adult learners of English as an additional language. The focus of this unit is on advanced listening and speaking skills in English to participate in further study contexts which involve the presentation and discussion of ideas and information in complex formal presentations and group discussions. The outcomes described in this unit relate to: The ISLPR (International Second Language Proficiency Ratings) descriptors for Speaking and Listening. They contribute directly to the achievement of ISLPR Speaking 3 / 3+ and Listening 3 / 3+ and the Australian Core Skills Framework (ACSF). They contribute directly to the achievement of Indicators of Competence in Oral Communication at Level 4

Required Reading: Refer to learning and assessment plan

Assessment: Assessment must confirm the ability to: - use appropriate conventions and apply linguistic knowledge to: - participate in a sustained verbal group interaction for study purposes - plan, present and evaluate complex oral presentations suitable to the topic, purpose and audience - select and use resources to enhance presentation medium and meaning - review own performance in group and individual performance and seek and respond to feedback to make improvements to performance

VU21509 Analyse and participate in complex spoken discourse for further study

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the speaking and listening performance outcomes, skills and knowledge required by adult learners of English as an additional language. The focus of this unit is on advanced listening and speaking skills in English to participate in further study contexts, focusing on responding to a wide range of

complex verbal instructions, interpreting and discussing ideas and opinions with others in informal contexts, and negotiating a complex exchange. The unit also requires learners to reflect on the effectiveness of their interaction. The outcomes described in this unit relate to: The ISLPR (International Second Language Proficiency Ratings) descriptors for Speaking and Listening. They contribute directly to the achievement of ISLPR Speaking 3 / 3+ and Listening 3 / 3+ and the Australian Core Skills Framework (ACSF). They contribute directly to the achievement of Indicators of competence in Oral Communication at Level 4

Required Reading: Refer to learning and assessment plan

Assessment: Assessment must confirm the ability to: - use appropriate conventions and apply linguistic knowledge to: - respond to complex verbal instructions or questions in a study context - participate in a sustained informal interaction in a group - present a proposal or argue a case in a study context

VU21510 Take notes from complex aural texts for further study

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the listening and writing performance outcomes, skills and knowledge required by adult learners of English as an additional language. The focus of this unit is on advanced listening skills in English to participate in further study contexts, focusing on taking notes from complex and extended aural texts. The outcomes described in this unit relate to: The ISLPR (International Second Language Proficiency Ratings) descriptors for Speaking and Listening. They contribute directly to the achievement of Speaking 3/3+ and Listening 3/3+ and the Australian Core Skills Framework (ACSF). They contribute directly to the achievement of ACSF indicators of competence in Oral Communication at Level 4.

Required Reading: Refer to learning and assessment plan

Assessment: Assessment must confirm the ability to: - use appropriate conventions and apply linguistic knowledge to: - select and evaluate information from complex aural texts for relevance to the study task - write notes from aural sources for further study purposes using appropriate strategies - review notes

VU21511 Read and write complex texts for research purposes

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the reading and writing performance outcomes, skills and knowledge required by adult learners of English as an additional language for further study purposes. The focus of this unit is on reading, note-taking and research writing skills in English and producing a wide range of complex research-based texts relevant to study needs and the field of study. Texts may be in printed or digital format. The outcomes described in this unit relate to: The ISLPR (International Second Language Proficiency Ratings) descriptors for Reading and Writing. They contribute directly to the achievement of ISLPR Reading 3/3+ and Writing 3/3+ and the Australian Core Skills Framework (ACSF). They contribute directly to the achievement of ACSF indicators of competence for Reading and Writing at Level 4

Required Reading: Refer to learning and assessment plan

Assessment: Assessment must confirm the ability to: - use appropriate conventions and apply linguistic knowledge to: - identify, read and evaluate a range of complex written research relevant to the research purpose - extract, write and organise written notes from a range of complex texts - synthesise information from research and notes to write a wide range of complex texts for research purposes which include complex sentences and coherently linked paragraphs, and which communicate

complex relationships between ideas - include references using appropriate referencing format - use a wide range of techniques to review own writing

VU21512 Read and write complex texts for further study

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the reading and writing performance outcomes, skills and knowledge required by adult learners of English as an additional language for further study purposes. The focus of this unit is on analysing a wide range of complex texts, which may be in printed or digital format, as models for own writing and creating a range of complex texts for further study purposes. The outcomes described in this unit relate to: The ISLPR (International Second Language Proficiency Ratings) descriptors for Reading and Writing. They contribute directly to the achievement of ISLPR Reading 3/3+ and Writing 3/3+ and the Australian Core Skills Framework (ACSF). They contribute directly to the achievement of ACSF indicators of competence for Reading and Writing at Level 4

Required Reading: Refer to learning and assessment plan

Assessment: Assessment must confirm the ability to: - use appropriate conventions and apply linguistic knowledge to: - analyse the features of a wide range of complex texts as models for own writing for further study purposes - critically analyse and respond to a range of texts found in further study contexts. - create a range of complex texts using conventions appropriate to context and purpose relevant to further study - use a wide range of techniques to review own writing

VU21513 Use critical reading and writing skills for further study

Locations: Footscray Park.

Prerequisites: Nil.

Description: This unit describes the reading and writing performance outcomes, skills and knowledge required by adult learners of English as an additional language for further study purposes. The focus of this unit is on using critical analysis skills for a range of study tasks, and using and creating non-continuous formatted texts e.g. for collecting and presenting data in further study contexts. The outcomes described in this unit relate to: - The ISLPR (International Second Language Proficiency Ratings) descriptors for Reading and Writing. They contribute directly to the achievement of ISLPR Reading 3/3+ and Writing 3/3+, and; - the Australian Core Skills Framework (ACSF). They contribute directly to the achievement of ACSF indicators of competence for Reading and Writing at Level 4.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - recognize and use specific registers related to further study; - different roles required of the author in further study texts e.g. the author's direct involvement or impersonal style; - ways of detecting the writer's tone, intention and attitude; - recognition of a range of cues for inferred meaning, e.g. logical, contextual and visual; - distinguish fact and opinion, irony, understatement, exaggeration in texts; - referencing conventions and formats for relevant study fields, and; - a range of mathematical terms and concepts relevant to data in formatted texts e.g. percentages in graphs. Students will also be expected to demonstrate the following knowledge: - vocabulary and expressions including

jargon and some specialist terminology for a range of topics related to vocational or study needs; - linguistic structures and features of a range of instructional, advisory and non-continuous texts used in further study; - a wide range of texts for further study purposes which include simple, compound and complex sentences with a range of subordinate clauses and which communicate complex relationships between ideas; - a wide range of verb tenses and forms, conditionals and modals which are used in advisory or instructional texts e.g. Answers should contain at least three examples; - reported speech, questions and instructions using a range of verbs required to report on information and data from formatted texts; - a wide range of phrasal verbs, (e.g. do not leave out any sections) adverbs, adverbial phrases and adjectives used in advisory, instructional texts relevant to further study; - a wide range of discourse markers, connectives, pronouns and cohesive devices to link ideas and concepts, add information or contrast ideas, e.g. in spite of the fact that, and; - a wide range of common collocations.

VU21514 Use language analysis skills to review own texts

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the language analysis performance outcomes, skills and knowledge required by adult learners of English as an additional language. The focus of this unit is on language analysis and application of these skills to review own texts for further study purposes. The outcomes described in this unit relate to: The ISLPR (International Second Language Proficiency Ratings) descriptors for Speaking and Listening, Reading and Writing. They contribute directly to the achievement of ISLPR Speaking 3 / 3+ and Listening 3 / 3+, Reading 3/3+ and Writing 3/3+ and the Australian Core Skills Framework (ACSF) They contribute directly to the achievement of ACSF indicators of competence for Reading and Writing and Oral Communication at Level 4

Required Reading: Refer to learning and assessment plan

Assessment: Assessment must confirm the ability to: - use appropriate conventions and apply linguistic knowledge to: - use a wide range of grammatical terms to discuss features of spoken and written language use - use a wide range of available resources to locate information about language relevant to own language use in the study context - apply grammatical knowledge to edit and refine own language use in a range of written and spoken study tasks - maintain own records of relevant grammatical information for future study purposes

VU21533 Perform energy sector installations of extra low voltage (ELV) single path circuits

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit provides the skills and knowledge required to wire extra-low voltage (ELV) single path circuits and terminate associated accessories in a simulated workplace environment. This includes ELV powered devices, security, controls, integrated systems and audio/visual systems. It encompasses safe working practices and following work processes that satisfy electrical principles for safety and functionality. Practice in this unit is subject to regulations directly related to occupational health and safety and electrical regulatory requirements.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting

of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - installing cables in single path ELV circuits in a simulated workplace training environment; - terminating cables and accessories to manufacturer's specifications and requirements; - applying cable support and protection methods; - following safe work practices; - cleaning the worksite, and; - applying sustainability principles and practices. Students will also be expected to demonstrate the following knowledge: - relevant workplace health and safety regulations risk control measures; - safe working practices for wiring/cabling and terminating accessories for single path extra-low voltage circuits; - cable protection and support methods and accessories; - types of cables used in the electrotechnology industry and their application; - basic cable and conductor terminations; - technical standards, regulations and codes related to extra-low voltage work; - sustainability principles and practices, and; - environmental and heritage regulations affecting electrotechnology work.

VU21544 Install a sustainable extra low voltage energy power system

Locations: Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit of competency sets out the knowledge and skills required to plan to install, install and commission a sustainable energy power system. This unit of competency applies in domestic, industrial or commercial environments, where appropriate sustainable energy systems are employed.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - use tools and equipment correctly; - follow enterprise relevant OH&S procedures; - read and interpret equipment manuals; - complete workplace documentation relating to the work; - make decisions within a limited range of options; - use diagnostic tools to problem solve; - plan a process for installing the sustainable energy power source; - use assembling and dismantling techniques; - test for functionality of the sustainable energy power source; - troubleshoot installation, and; - work as a member of a team. Students will also be expected to demonstrate the following knowledge: - causes/consequences of the greenhouse effect; - energy usage in Australia including types/methods, contribution to the greenhouse effect & greenhouse gases other than CO₂; - opportunities for reducing greenhouse emissions including domestic/commercial/industrial strategies & trade related technologies and methods; - overview of sustainable energy technologies including photovoltaic, solar, micro-hydro and wind energy conversion; - economic benefits of sustainable energy initiatives; - major categories of energy storage methods; - basic characteristics of energy storage methods; - operating low voltage DC appliances including low voltage tapping from a battery of cells, separate cells, sealed nickel-cadmium cells, low voltage adapter and DC to DC converters; - power inverters including types, output waveforms and efficiency; - controllers including blocking diode, low voltage disconnect, charge regulators, over-voltage shunt and connections; - photovoltaic terminology, units/conversions and symbols; - photovoltaic modules including types, efficiency and applications; - photovoltaic fundamentals including IV curves, irradiance/temperature effects, blocking/bypass diodes, wiring diagrams/configurations and specifications; - solar radiation fundamentals including

terminology, units/conversions, symbols, sun position, sun path diagrams, solar radiation on fixed/tracking collectors and specifications; - micro-hydro fundamentals including terminology, units/conversions, symbols, flow rates, heads and assessment, turbines, operating characteristic, control requirements and specifications, and; - wind energy conversion fundamentals including terminology, units/conversions, symbols, wind patterns, local terrain, wind speed, direction, turbulence/wind power, maps, data sheets/measuring instruments, characteristics, applications and specifications.

VU21587 Undertake site survey and analysis to inform design process

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to undertake a site survey and a site analysis for residential and commercial building projects. It includes the use of basic surveying equipment, recording and interpretation of data, and evaluation of, and compliance with relevant legislation.

Required Reading: Nil text required, however, the Lecturer will provide reading and learning materials as required.

Assessment: A person who demonstrates competency in this unit must be able to provide evidence of the ability to: - comply with organisational policies and procedures, including OHS - undertake a basic site survey and a detailed site analysis for residential building and/or commercial building projects, in compliance with the applicable local government authority and relevant legislation - produce measured drawings and other documentation detailing site information and building elements as determined by the project brief, organisational procedures and in compliance with the applicable local government authority.

VU21588 Apply structural and construction technology to the design of residential buildings

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to apply structural and construction technology to the design of residential buildings. It requires compliance with state legislation and the provisions for Building Code of Australia (BCA) Classes 1 and 10 and relevant Australian Standards as they apply to the structural and construction components of a residential building.

Required Reading: Nil text required, however, the Lecturer will provide reading and learning materials as required.

Assessment: A person who demonstrates competency in this unit must be able to provide evidence of the ability to: - Comply with legislative requirements applicable to the design of residential buildings. - Apply the principles of structural and construction to the design of residential buildings in compliance with the applicable local government authority, relevant legislation and the BCA. - Develop specifications for structural components of a residential building and the requirements for safe and healthy use of the building.

VU21589 Apply structural and construction technology to the design of commercial buildings

Locations: Industry, Sunshine.

Prerequisites: Nil

Description: This unit of competency specifies the outcomes required to apply structural and construction technology to the design of commercial buildings. It requires compliance with state legislation and the provisions for Building Code of Australia (BCA) Classes 2 to 9 and relevant Australian Standards as they apply to the structural and construction components of a commercial building.

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Required Reading: Nil text required, however, the Lecturer will provide reading and learning materials as required.

Assessment: A person who demonstrates competency in this unit must be able to provide evidence of the ability to: - Comply with legislative requirements applicable to the design of commercial buildings. - Apply the principles of structural and construction to the design of commercial buildings in compliance with the applicable local government authority, relevant legislation and the BCA. - Develop specifications for structural components of a commercial building.

VU21590 Comply with relevant legislation in the design of residential buildings

Locations: Industry, Sunshine.

Prerequisites: Nil

Description: This unit of competency specifies the outcomes required to access, interpret and apply relevant legislation to the design of residential buildings. It includes the ability to apply a range of design solutions for residential buildings (Building Code of Australia (BCA) Classes 1 and 10), in compliance with the BCA and make recommendations for alternative solutions as required. It requires thorough knowledge of the purpose and content of the BCA.

Required Reading: Nil text required, however, the Lecturer will provide reading and learning materials as required.

Assessment: A person who demonstrates competency in this unit must be able to provide evidence of the ability to: - Apply organisational policies and procedures, including quality assurance requirements where applicable. - Interpret the building hierarchy of legislation and the associated compliance requirements. - Access, interpret and apply codes and standards to the design of a specific residential building project. - Recommend alternative solutions to a design or construction problem in accordance with relevant legislation.

VU21591 Comply with relevant legislation in the design of commercial buildings

Locations: Industry, Sunshine.

Prerequisites: Nil

Description: This unit of competency specifies the outcomes required to access, interpret and apply relevant legislation to the design of commercial buildings. It includes the ability to apply a range of design solutions to the construction or design of a commercial building (Building Code of Australia (BCA) Classes 2 to 9), in compliance with the BCA and make recommendations for alternative solutions as required. It requires thorough knowledge of the purpose and content of the BCA.

Required Reading: Nil text required, however, the Lecturer will provide reading and learning materials as required.

Assessment: A person who demonstrates competency in this unit must be able to provide evidence of the ability to: - Apply organisational policies and procedures, including OHS and quality assurance requirements where applicable. - Interpret the building hierarchy of legislation and the associated compliance requirements. - Access, interpret and apply relevant legislation to the design of a specific commercial building project. - Recommend alternative solutions to a design or construction problem in accordance with relevant legislation.

VU21592 Design safe buildings

Locations: Industry, Sunshine.

Prerequisites: Nil

Description: This unit of competency specifies the outcomes required to apply safe design principles to control occupational health and safety (OHS) risk during the life of a building. It includes the ability to identify and comply with legal responsibilities

and obligations and evaluate OHS hazards associated with the design, construction and use of a building during its life cycle. Applying safe design principles requires consultation with stakeholders and specialist advisors and the ability to make recommendations for alternative design solutions and incorporate risk controls into the building design and end use.

Required Reading: Nil text required, however, the Lecturer will provide reading and learning materials as required.

Assessment: A person who demonstrates competency in this unit must be able to provide evidence of the ability to: - Comply with legal responsibilities and obligations and organisational policies and procedures, including OHS. - Implement risk management processes for the identification of OHS hazards and selection of suitable controls. - Consult with relevant stakeholders to determine safety requirements in the life cycle stages of a building. - Design a safe building which complies with current legislative requirements for the design, construction and use of a building.

VU21593 Design sustainable buildings

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to apply the principles of sustainability to building design. It includes the application of sustainable practices to minimise negative impacts of the construction process and land use on the environment, incorporate passive design, sustainable water use and energy efficiency into a building design and select suitable materials for the construction of the building. It requires compliance with relevant legislation, Australian Standards and the Building Code of Australia (BCA).

Required Reading: Nil text required, however, the Lecturer will provide reading and learning materials as required.

Assessment: A person who demonstrates competency in this unit must be able to provide evidence of the ability to: - Apply the principles of sustainable building design in accordance with current legislation and government policies. - Evaluate and recommend sustainable materials suitable for the construction of a specific building design in accordance with client brief and specifications. - Research, evaluate and report on data and findings, make recommendations and develop strategies for the design of sustainable buildings for at least one building development project that complies with the applicable local government authority, relevant legislation and the BCA.

VU21594 Integrate services layout into design documentation

Locations: Industry, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to integrate the layout of services and connections into building design documentation for residential (Building Code of Australia (BCA) Classes 1 and 10) and commercial (BCA Classes 2 to 9) buildings. It includes the knowledge and application of current sustainable and energy efficient practices and appliances and involves consultation with other professionals to obtain agreement on service layout details and specifications. It requires compliance with relevant legislation, Australian Standards and the BCA.

Required Reading: Nil text required, however, the Lecturer will provide reading and learning materials as required.

Assessment: A person who demonstrates competency in this unit must be able to provide evidence of the ability to: - Develop documentation which integrates services layout into the design of a residential or commercial building. - Consult with other professionals to negotiate details of services layout. - Interpret and comply with relevant legislation.

VU21596 Produce preliminary and working drawings for residential buildings

Locations: Industry, Sunshine.

Prerequisites: Nil

Description: This unit of competency specifies outcomes required to produce two and three-dimensional drawings in accordance with standard industry practice and to a level suitable for building permit approval applications. It includes the ability to read and interpret plans and specifications and to produce preliminary and working drawings for residential buildings (Building Code of Australia (BCA) Classes 1 and 10).

Required Reading: Nil text required, however, the Lecturer will provide reading and learning materials as required.

Assessment: A person who demonstrates competency in this unit must be able to provide evidence of the ability to: - Comply with occupational health and safety (OHS) regulations applicable to workplace operations. - Apply organisational policies and procedures, including quality assurance requirements where applicable. - Produce two and three-dimensional drawings for residential building projects. - Complete working drawings to industry best practice and as determined by the project brief.

VU21597 Produce working drawings for commercial buildings

Locations: Industry, Sunshine.

Prerequisites: Nil

Description: This unit of competency specifies outcomes required to produce two and three-dimensional drawings in accordance with standard industry practice and to a level suitable for building permit approval applications. It includes the ability to read and interpret plans and specifications and to produce working drawings for commercial buildings (Building Code of Australia Classes 2 to 9).

Required Reading: Nil text required, however, the Lecturer will provide reading and learning materials as required.

Assessment: A person who demonstrates competency in this unit must be able to provide evidence of the ability to: - Comply with OHS regulations applicable to workplace operations. - Apply organisational policies and procedures, including quality assurance requirements where applicable. - Produce two and three-dimensional drawings for commercial buildings (BCA Classes 2 to 9). - Complete working drawings to industry best practice and as determined by the project brief.

VU21598 Select construction materials for building projects

Locations: Industry, Sunshine.

Prerequisites: Nil

Description: This unit of competency specifies the outcomes required to evaluate and select a range of suitable construction materials for building projects, taking into account a range of criteria including physical attributes, cost and sustainability. It includes the ability to analyse properties and characteristics to determine their suitability for application in the construction of a building. It requires selection of materials that comply with relevant legislation, Australian Standards and the Building Code of Australia (BCA).

Required Reading: Nil text required, however, the Lecturer will provide reading and learning materials as required.

Assessment: A person who demonstrates competency in this unit must be able to provide evidence of the ability to: - Identify, analyse and evaluate the characteristics of construction materials for their application and sustainability. - Comply with the requirements of the relevant legislation with regard to the thermal acoustic and fire resistant qualities of construction materials. - Make recommendations for suitable materials to satisfy construction requirements, aesthetics, cost effectiveness, client brief and the requirements of the relevant legislation.

VU21599 Provide design solutions for residential and commercial buildings

Locations: Industry, Sunshine.

Prerequisites: Nil

Description: This unit of competency specifies the outcomes required to apply the theories and principles of design to the design of buildings. It can be applied to both residential buildings (Building Code of Australia (BCA) Classes 1 and 10) and commercial buildings (BCA Classes 2 to 9). It requires the ability to research, analyse and evaluate information on the history and elements of architecture and their influence on current practice. It includes developing a design response, which meets the requirements of a project brief, and communicating a final design solution to relevant stakeholders.

Required Reading: Nil text required, however, the Lecturer will provide reading and learning materials as required.

Assessment: A person who demonstrates competency in this unit must be able to provide evidence of the ability to:

- Research and apply knowledge of global architecture, architects and designers and their influences on modern design theories.
- Apply architectural concepts to a built form.
- Develop a design solution which meets the requirements of the project brief.
- Communicate design solutions to stakeholders using a range of media.

VU21600 Integrate digital applications into architectural workflows

Locations: Industry, Sunshine.

Prerequisites: Nil

Description: This unit of competency specifies the outcomes required to use a range of digital applications in architectural workflows. It includes the ability to determine the appropriate digital applications required for specific project outputs and the application of architectural standards and conventions to produce and manage the project. Work is likely to be undertaken with limited supervision and in consultation with team members and external consultants.

Required Reading: Nil text required, however, the Lecturer will provide reading and learning materials as required.

Assessment: A person who demonstrates competency in this unit must be able to provide evidence of the ability to:

- Apply organisational policies and procedures, including OHS and quality assurance requirements, where applicable.
- Comply with copyright and trade practices legislation and organisational privacy and security policies and procedures.
- Produce digitally generated information for an architectural project.
- Collaborate and consult with team members and outside agencies.
- Meet the criteria of the project brief to the required standard and within allocated timelines.

VU21601 Present architectural designs

Locations: Industry, Sunshine.

Prerequisites: Nil

Description: This unit of competency specifies the outcomes required to present a design concept for an architectural project. The design could be for a residential (Building Code of Australia (BCA) Classes 1 and 10) or commercial (BCA Classes 2 to 9) building. It includes reviewing the project brief, developing presentation materials and presenting the final design concept to relevant stakeholders. Materials for presentation could include preliminary drawings, computer generated drawings/images, or models. It requires the ability to effectively clarify or communicate ideas and the design concept to stakeholders.

Required Reading: Nil text required, however, the Lecturer will provide reading and learning materials as required.

Assessment: A person who demonstrates competency in this unit must be able to provide evidence of the ability to:

- Liaise with client and external stakeholders in the

development of a design presentation. - Prepare and facilitate a design presentation to industry standard. - Communicate design ideas and solutions with sketches and images.

VU21602 Manage architectural project administration

Locations: Industry, Sunshine.

Prerequisites: Nil

Description: This unit of competency specifies the outcomes required to manage architectural administration and the development of project documentation. It requires the knowledge of the legislation pertaining to project administration and the ability to comply with the organisational requirements for quality assurance. Work is expected to be undertaken in consultation with both internal personnel and external consultants and with limited supervision.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

- enable clear and direct communication, using questioning to identify and confirm requirements and share information with internal and external personnel, where required;
- read and interpret complex documents including: relevant legislation, codes and standards, National Construction Code, planning permit application requirements and other relevant documentation;
- use language and concepts appropriate to industry conventions;
- prepare project documentation;
- correspond with external personnel;
- numeracy skills to calculate basic cost indicators for a building project;
- determine appropriate contract to suit an architectural project;
- determine the limitations of standard specifications and justify their selection;
- prepare documentation in readiness for approval stages;
- manage project documentation processes;
- coordinate work with external personnel and agencies, as required;
- identify impacts of quality assurance standards and procedures;
- identify legal principles of copyright;
- self management skills to meet timelines and project schedule;
- teamwork skills when working with internal and external personnel;
- technological skills to use computers and other office equipment, and;
- work safely in a design drafting working environment and on a site, according to legislation and workplace procedures and policies.

Students will also be expected to demonstrate the following knowledge:

- common terminology, definitions, methods, process and procedures used in relation to a design drafting office;
- occupational health and safety (OHS) requirements associated with a design drafting office;
- basic understanding of legislation and how it relates to architectural services and the building industry;
- professional associations and regulatory bodies;
- legal liabilities of parties involved in the execution of a building project;
- basic cost indicators for a building project;
- standard architectural/building contracts and their essential components;
- contract documentation process including order of precedence and relationships between the documents;
- tender process;
- legal liabilities of each party within the terms of the contract conditions under which a contract can be deemed valid/invalid;
- agencies and the means available in the process of contract enforcement;
- means for the resolution of disputes;
- the principles of project management;
- use and implication of specification notes on drawings and the difference between a specification;
- file transmittal, revision and management of project file, and;
- project management software, where applicable.

VU21603 Undertake complex architectural projects

Locations: Industry, Sunshine.

Prerequisites: Nil

Description: This unit specifies the outcomes required to undertake complex architectural projects for residential (Building Code of Australia (BCA) Classes 1 and 10) and/or commercial (BCA Classes 2 to 9) buildings. It includes consultation with a client to prepare a project brief and the development and presentation of a design concept that meets the requirements of the brief and relevant legislative requirements and codes and standards. It requires the preparation of all necessary documentation and the development of a critical path management diagram. It requires thorough knowledge of the BCA, relevant Australian Standards and local authority regulatory requirements.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - enable clear and direct communication, using questioning to identify and confirm requirements and share information with internal and external personnel where required; - read and interpret: relevant legislation, Australian Standards, relevant sections of the National Construction Code; - use language, terminology and concepts appropriate to industry conventions; - communicate design concept to client and other stakeholders; - sketch preliminary design solutions and presentation drawings using a variety of media and different techniques, as required; - prepare documentation to an accepted industry standard; - ascertain local regulatory requirements; - identify key stages of design and construction process; - coordinate work from consultants into architectural documentation; - compare tender processes; - develop design solutions that meet client requirements; - negotiate amendments to the client brief; - coordinate the team members in the development of documentation; - liaise with client and stakeholders throughout the project; - complete work within accepted time frames; - produce presentation materials and contract documentation using a variety of computer software; - operate presentation equipment; - coordinate team members and their work output; - coordinate work from other consultants, and; - working safely in a design drafting working environment and on a building site, according to legislation and workplace procedures and policies. Students will also be expected to demonstrate the following knowledge: - relevant legislation; - workplace procedures and documentation requirements for building project administration, and; - digital software used in the production of presentation materials and documentation.

VU21604 Conduct a bushfire attack level (BAL) assessment

Locations: Industry, Sunshine.

Prerequisites: Nil

Description: This unit of competency specifies the outcomes required to conduct Bushfire Attack Level (BAL) assessments. This includes relevant theoretical knowledge of fire, understanding of the regulatory framework, assessing a location and education of and consultation with clients about the benefits of achieving the required fire resistance.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - comply with legislation, regulations, standards, codes of practice and established safe practices and procedures for undertaking a BAL assessment; - identify problems and demonstrate appropriate response procedures; - use appropriate communication and interpersonal techniques with colleagues and others, and; - accurately record and report workplace information, and maintain documentation. Students will also be expected to demonstrate the following knowledge: - applicable Commonwealth, state or territory licensing, legislative, regulatory or certification requirements and codes of practice relevant to the full range of processes for evaluating fire potential and prevention; - organisational and site standards, requirements, policies and procedures for undertaking a BAL assessment; - principles of cultural diversity and access and equity; - environmental protection requirements; - established communication channels and protocols; - problem identification and resolution; - environmental risks and hazard prevention; - procedures for recording, reporting and maintaining workplace records and information, and; - appropriate mathematical procedures for estimation and measurement.

VU21605 Apply bushfire attack level (bal) assessment to the design and construction process

Locations: Industry, Sunshine.

Prerequisites: VU21604 - Conduct a bushfire attack level (BAL) assessment

Description: This unit of competency specifies the outcomes required to access, interpret and apply Bushfire Attack Level (BAL) assessments to the design and construction of buildings.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - comply with legislation, Regulations, standards, codes of practice and established safe practices and procedures for applying a BAL assessment to the design and construction process; - identify problems and demonstrate appropriate response procedures; - use appropriate communication and interpersonal techniques with colleagues and others, and; - accurately record and report workplace information, and maintain documentation. Students will also be expected to demonstrate the following knowledge: - applicable Commonwealth, state or territory licensing, legislative, regulatory or certification requirements and codes of practice relevant to the full range of processes for evaluating fire potential and prevention; - organisational and site standards, requirements, policies and procedures for applying a BAL assessment to the design and construction process; - principles of cultural diversity and access and equity; - environmental protection requirements; - established communication channels and protocols; - problem identification and resolution; - environmental risks and hazard prevention; - procedures for recording, reporting and maintaining workplace records and information, and; - appropriate mathematical procedures for estimation and measurement.

VU21631 Investigate and apply legal process

Locations:Footscray Nicholson, City Queen.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to analyse and evaluate institutions within the Australian legal system, to investigate and classify sources of Australian Law, and, to assess concepts underlying the application of law in order to support the work of a legal office, practice or associated context.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to work with clients, colleagues, management, relevant specialist personnel under direction, independently or within a team; - research and analytical skills to identify and debate a wide range of legal processes; - research, analytical and organisational skills to identify and evaluate sources of legal information; - research and analytical skills to determine relevance of particular legal processes to particular circumstances and contexts; - analytical and problem-solving skills to determine appropriate dispute resolution procedures, and; - analytical, literacy and technical writing skills to interpret information, prepare documents and reports. Students will also be expected to demonstrate the following knowledge: - relevant international, Federal, State and local government legislative and statutory requirements and provisions; - legal research methodologies to effectively source primary and secondary sources of law; - sources of Australian Law; - Australian governmental system and structure; - Australian legal system and processes, and; - dispute resolution within the Australian legal system.

VU21632 Research and evaluate legal research method

Locations:Footscray Nicholson, City Queen.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to source, correctly cite and document legal and legislative information relevant to a wide range of areas of legal interest in order to support the work of a legal office, practice or associated context.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to work with clients, colleagues, management, relevant specialist personnel under direction, independently or within a team; - critical thinking and analysing skills to identify research questions and the legal categories to which they belong; - research and analytical skills to identify, and source a wide range of legal information; - research, analytical and organisational skills to identify and evaluate sources of legal information and interpret that information in order to apply to a wide range of legal subjects/categories; - research and analytical skills to determine currency of

information, such as amendments and/or reprints of legislation, and; - analytical, literacy and technical writing skills to correctly cite sources of legal information and prepare documents and reports. Students will also be expected to demonstrate the following knowledge: - relevant international, Federal, State and local government legislative and statutory requirements and provisions, and; - legal research methodologies and techniques to effectively source secondary sources of legal information.

VU21633 Analyse and apply law of contract

Locations:Footscray Nicholson, City Queen.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to apply a detailed knowledge of contract law in order to support the work of a legal office, practice or associated context.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to work with clients, colleagues, management, relevant specialist personnel under direction, independently or within a team; - research and analytical skills to identify and debate a wide range of contracts and contract conditions; - research, analytical and organisational skills to identify and evaluate application of principles of law of contract; - research and analytical skills to determine relevance of particular contract processes to particular circumstances and contexts; - analytical and problem-solving skills to determine appropriate application of principles of contract and to research appropriate remedies for breach of contract; - analytical, literacy and technical writing skills to interpret information, prepare documents and reports, and; - computer software technology skills to contract electronically. Students will also be expected to demonstrate the following knowledge: - relevant international, Federal, State and local government legislative and statutory requirements and provisions pertaining to contracts; - the terms, nature and conditions of contracts, and; - legal, ethical and technological principles and processes for contracting electronically.

VU21634 Analyse and apply law of torts

Locations:Footscray Nicholson, City Queen.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to apply the Law of Torts in order to support the work of a legal office, practice or associated context.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to work with clients, colleagues, management, relevant specialist personnel under direction, independently or within a team; - research, critical analysis and organisational skills to investigate the nature and principles of the law of torts and its application across a

wide range of relevant circumstances; - research, analytical and problem-solving skills to identify and evaluate legislation and statutory schemes related to law of torts; - analytical, communication and problem-solving skills to research and debate appropriate remedies available for a range of types of torts, and; - analytical, literacy and technical writing skills to interpret information, prepare documents and reports. Students will also be expected to demonstrate the following knowledge: - relevant Federal and State legislative and statutory provisions pertaining to law of torts, and; - principles, aims and circumstances of tort law.

VU21635 Define and evaluate law of evidence

Locations: Footscray Nicholson, City Queen.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to employ rules of evidence and procedure as they apply to civil and criminal trials, and to analyse and evaluate evidence available in connection with the preparation of a case for trial, in order to support the work of a legal office, practice or associated context.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to work with clients, colleagues, management, relevant specialist personnel under direction, independently or within a team; - research to identify and source legislation and provisions relevant to the law of evidence; - analytical and organisational skills to determine types and relevance of evidence; - critical analysis skills to research and evaluate the history and development of relevant legislation and provisions, such as the Uniform Evidence Act including the Evidence Act 2008 (Vic); - research, critical analysis and organisational skills to investigate the nature and principles of the law of evidence and its application across a wide range of relevant circumstances, and; - analytical, literacy and technical writing skills to interpret information, prepare documents and reports. Students will also be expected to demonstrate the following knowledge: - relevant Federal and State and local government legislative and statutory provisions pertaining to law of evidence, and; - principles, aims and provisions of law of evidence.

VU21636 Determine appropriate aspects of commercial law

Locations: Footscray Nicholson, City Queen.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to appropriately apply aspects of commercial law, including partnerships, bankruptcy, business names, franchises and trusts, in order to support the work of a legal office, practice or associated context.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

with clients, colleagues, management, relevant specialist personnel under direction, independently or within a team; - research to identify and source legislation and provisions relevant to commercial law; - critical analysis skills to research and evaluate the impact of legal provisions on aspects of commercial law; - research, critical analysis and organisational skills to investigate the nature and principles of the types of commercial law, rights and obligations of the parties and their application across a wide range of relevant circumstances, and; - analytical, literacy and technical writing skills to interpret information, prepare documents and reports. Students will also be expected to demonstrate the following knowledge: - relevant Federal and State and local government legislative and statutory provisions pertaining to commercial law, and; - key features and aspects of commercial law.

VU21637 Employ property law principles and concepts

Locations: Footscray Nicholson, City Queen.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to employ property law concepts and applications, including analysis of estates and interests, mortgages, easements, and covenants, tenancies, and adverse possession, in order to support the work of a legal office, practice or associated context.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to work with clients, colleagues, management, relevant specialist personnel under direction, independently or within a team; - research to identify and source legislation and provisions relevant to property law; - critical analysis skills to research and evaluate the history and development of relevant legislation and provisions such as Torrens title systems and Transfer of Land Act; - research, critical analysis and organisational skills to investigate the nature and principles of the property law and its application across a wide range of relevant circumstances, and; - analytical, literacy and technical writing skills to interpret information, prepare documents and reports. Students will also be expected to demonstrate the following knowledge: - relevant Federal and State and local government legislative and statutory provisions pertaining to property law, and; - principles, aims and circumstances property law.

VU21638 Apply conveyancing process

Locations: Footscray Nicholson, City Queen.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to employ land contract law through a comprehensive knowledge of relevant legislation and the procedures and documentation associated with conveyancing transactions for the sale and purchase of Victorian land, in order to support the work of a legal office, practice or associated context.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to work with clients, colleagues, management, relevant specialist personnel under direction, independently or within a team; - research and analytical skills to identify and debate a range of conveyancing contexts; - research, analytical and organisational skills to identify and evaluate application of rules and provisions under the Sale of Land Act; - research and analytical skills to determine application of specific conveyancing processes and procedures to particular circumstances and contexts; - analytical and problem-solving skills to determine appropriate application of rules, processes and principles for addressing breaches of contract, sale of illegal structures, unethical auction practices and other disputes; - analytical, literacy and technical writing skills to interpret information, prepare documents and reports, and; - technological skills to operate office equipment and legal and/or conveyancing-related software. Students will also be expected to demonstrate the following knowledge: - relevant international, Federal, State and local government legislative and statutory requirements, regulations and provisions pertaining to sale of land contracts and conveyancing; - general principles of the law of contract as relevant to sale of land transactions, and; - dispute resolution strategies and formal agencies for resolution of disputes.

VU21639 Explore and apply wills, probate and administration procedures

Locations: Footscray Nicholson, City Queen.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to apply the rules and provisions for areas of wills and deceased estates in order to provide specialised support of the work of a legal office, practice or associated context.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to work with clients, colleagues, management, relevant specialist personnel under direction, independently or within a team; - research, analytical and organisational skills to identify and evaluate the application of rules and provisions pertaining to wills, probate and administration law; - research and analytical skills to determine and respond to the functions and effects of powers and duties of executors and trustees; - diagnostic and critical thinking skills to analyse drafting errors in a will and codicil and generate ideas for correcting and removing them; - team skills to use of conceptual drafting skills in a small group environment; - analytical and problem-solving skills to determine appropriate procedures and processes for handling objections to the validity of a will and codicil; - technical writing and organisational skills to use the correct documentation and procedures to draft wills and codicils and obtain a grant of probate, and; - analytical, literacy and technical writing skills to interpret information, prepare documents and reports. Students will also be expected to demonstrate the following knowledge: - relevant international, Federal, State and local government legislative and statutory requirements, regulations and provisions pertaining to family law, and; - general principles of law relating to wills.

VU21640 Analyse and apply civil procedure

Locations: Footscray Nicholson, City Queen.

Prerequisites: Nil.

872

Description: This unit describes the skills and knowledge required to employ legal principles in the area of litigation and civil procedures including the civil jurisdiction, structure, procedure and operation of the courts in Victoria, in order to support the work of a legal office, practice or associated context.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to work with clients, colleagues, management, relevant specialist personnel under direction, independently or within a team; - research and analytical skills to determine and respond to the civil jurisdiction, structure, procedure and operation of the courts in Victoria; - research, analytical and organisational skills to identify and evaluate the application of procedural rules, practice directions, processes and operations relating to areas of litigation and civil procedures in Victoria; - analytical and problem-solving skills to determine appropriate procedures and processes for each possible and probable stage of litigation; - diagnostic and critical thinking skills to evaluate, determine and utilise non-litigious methods and avenues of dispute resolution, and; - analytical, literacy and technical writing skills to interpret information, prepare documents and reports. Students will also be expected to demonstrate the following knowledge: - relevant international, Federal, State and local government legislative and statutory requirements, regulations and provisions pertaining to civil procedure, and; - aspects of civil procedure.

VU21641 Analyse and evaluate concepts and principles of criminal law

Locations: Footscray Nicholson, City Queen.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to employ legal principles and aspects of criminal law, including criminal procedure, substantive aspects of criminal offences as defined in legislation and at common law, and, to evaluate the impact of law reform issues, in order to support the work of a legal office or associated context.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to work with clients, colleagues, management, relevant specialist personnel under direction, independently or within a team; - research, analytical and critical thinking skills to identify, evaluate and debate a wide range of aspects and elements of criminal law; - research and analytical skills to determine relevance of particular sections of the Crime Act to particular offences, and; - analytical, literacy and technical writing skills to interpret information, prepare documents and reports. Students will also be expected to demonstrate the following knowledge: - relevant international, Federal, State and local government legislative and statutory requirements, regulations and provisions pertaining to criminal law; - general concepts, procedures and elements of criminal law; - the concept of crime and purposes of criminal law in society; - criminal

procedures in a criminal matter and possible penalties for a criminal offence; - key elements of criminal offences of murder and manslaughter; - assault and sexual offences; - defences to particular offences; - criminal offences of theft; - property offences, and; - strict liability offences.

VU21642 Practise in a legal environment

Locations: Footscray Nicholson, City Queen.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to support the work of a legal office, practice or associated context, by operating according to legislative protocols and organisational policies and procedures in order to: initiate client files; 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 clients' needs.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - interpersonal communication skills to work with a wide range of internal and external professionals, barristers and solicitors, legal executive officers, and relevant specialist personnel and clients, under direction, independently or within a team; - written and interpersonal communications skills to build and manage relationships with clients and their representatives; - identifying and evaluating business opportunities; - research and analysis skills in relation to working in an area of legal interest; - general financial and accounting skills to recognise legislative and management issues in relation to trust accounts; - information and budget management skills to manage workflow progress and issues; - technological skills to operate office equipment and legal-related software; - business, analytical and presentation skills to identify, communicate and evaluate business opportunities and develop promotional strategies; - professional skills to adhere to legal industry code of conduct related to ethics, integrity, professionalism, confidentiality and risk management; - team leadership skills to motivate team members; - negotiation and organisational skills to negotiate and manage settlements, and; - analytical, literacy, organisational and technical writing skills to interpret information, prepare documents and reports, keep and maintain hard- and softcopy records and files. Students will also be expected to demonstrate the following knowledge: - organisational vision/mission and culture; - knowledge in the areas of Law of Torts, Contract Law, Evidence and Legal Processes and/or other area(s) of legal interest, and legal ethics; - knowledge of the theory and practice related to legal ethics and area/s of legal interest; - relevant Federal and State and local government legislative and statutory provisions; - interpersonal communication and customer service strategies that allow for customers' needs to be assessed and responded to in legal situations; - relevant organisational technology to produce legal documents; - organisational file management systems including file storage and retrieval; - procedures and timelines in relation to appropriate legal actions; - understanding of roles, responsibilities and powers of senior law clerks; - products and services offered by the organisation, and fees attached; - development and application of the professional code of conduct across the legal industry; - legal and administrative requirements for managing a business, including WorkCover,

superannuation and group tax, and; - OH&S policies and guidelines for workers with supervisory responsibilities, relevant to the organisation.

VU21644 Examine and apply land contract law

Locations: Footscray Nicholson, City Queen.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to apply particulars of land contract law, including conveyancing duties of care; investigation of title; parties and procedures; small business transactions, and, subdivision rules, in order to support the work of a legal office, or associated context.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to work with clients, colleagues, management, relevant specialist personnel under direction, independently or within a team; - research and analytical skills to identify and debate a wide range of land contracts and land contract conditions; - research, analytical and organisational skills to identify and evaluate the duties and responsibilities of a conveyancer in applying the principles and processes of land contract law; - analytical and problem-solving skills to determine appropriate application of principles of land contract law and to determine appropriate remedies for breach of contract; - analytical, literacy and technical writing skills to interpret information, correctly prepare and format documents, contracts and reports, and; - computer software technology skills to contract electronically. Students will also be expected to demonstrate the following knowledge: - relevant international, Federal, State and local government legislative and statutory requirements and provisions pertaining to land contracts; - the terms, conditions and procedures of land contracts; - duties of care owed by the conveyance and real estate agent; - appropriate contracts for the sale of different land interests; - investigation of the vendor's title; - Land Registry Office and local council procedures; - dealing with specific parties to contracts for the sale of land; - subdivisions and body corporate, and; - sale of small businesses.

VU21647 Research the application of administrative law

Locations: Footscray Nicholson, City Queen.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to research 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 in order to support the work of a legal office, government department or agency, or organization having dealings with government departments or agencies.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

with clients, colleagues, management, relevant specialist personnel under direction, independently or within a team; - research and analytical skills to identify and debate a wide range of administrative law provisions and issues; - research, analytical and organisational skills to identify and evaluate sources of legal information; - research and analytical skills to determine appropriate processes and actions particular to a range of administrative law circumstances and contexts; - analytical and problem-solving skills to determine appropriate remedies and avenues of review, and; - analytical, literacy and technical writing skills to interpret information, prepare documents and reports. Students will also be expected to demonstrate the following knowledge: - Federal, State and local government legislative and statutory requirements and provisions pertaining to administrative law; - Australian governmental system and structure; - historical development of the organs of government in Australia; - constitutional and legal framework; - subordinate legislation and delegation of legislative power; - judicial and merits review of administrative decisions; - Ombudsman functions and duties; - access to reasons for administrative decisions, and; - access to Freedom of Information.

VU21649 Define and research the application of corporations law

Locations:Footscray Nicholson, City Queen.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to apply areas of company and associations law in order to support relevant operations of a legal office, financial institution, accounting office, government department or authority or corporate section.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to work with clients, colleagues, management, relevant specialist personnel under direction, independently or within a team; - research and analytical skills to investigate and discuss the development of company law; - research and analytical skills to identify and discuss a wide range of corporation law issues; - analytical and critical thinking skills to determine appropriate application of regulations and provisions to a wide range of companies, and; - analytical, literacy and technical writing skills to interpret information, prepare documents and reports. Students will also be expected to demonstrate the following knowledge: - relevant international, Federal, State and local government legislative and statutory requirements and provisions pertaining to corporation law; - nature and regulations of a range of corporation law issues; - types of companies and development of company law; - companies and alternative business structures; - regulation of companies; - company promoters and pre-registration contracts; - company constitution/replaceable rules; - corporate governance; - a company's dealings with outsiders; - registration of a company; - corporate liability and the corporate veil; - membership- rights, obligations and remedies; - capital raising by a company; - nature and regulation of company management; - regulation of company takeovers; - external administration of a company; - liquidation and winding up of a company, and; - legal nature of incorporated associations.

VU21651 Evaluate the concepts and principles of family law

Locations:Footscray Nicholson, City Queen.

874

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to assist in the application of family law concepts and provisions including those relating to de facto relationships, enforcement of family court orders and other relevant matters, in order to support the work of a legal office, practice or associated context.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to work with clients, colleagues, management, relevant specialist personnel under direction, independently or within a team; - research, analytical and organisational skills to identify and evaluate the application of rules and provisions under the Family Law Act and other relevant legislation; - research and analytical skills to determine relevance of particular aspects of family law to wide range of particular circumstances and contexts, including child welfare; - analytical and problem-solving skills and ethics to determine appropriate procedures and processes for a range of family law matters, such as: divorce; property distribution and maintenance; accessing help and support for relationships under stress, and appeals against orders, and; - analytical, literacy and technical writing skills to interpret information, prepare documents and reports. Students will also be expected to demonstrate the following knowledge: - relevant international, Federal, State and local government legislative and statutory requirements, regulations and provisions pertaining to family law; - general principles of family law; - legal definition of marriage; - Family Law Act and Family Court; - dissolving of a marriage; - custody and guardianship; - spousal maintenance; - child support; - property distribution; - Family Law Act and Family Violence Protection Act in relation to orders; - adoption act; - organisations which help parties in a relationship under stress, and; - appeals against judges' decisions.

VU21652 Apply knowledge of the health system for clinical coding purposes

Locations:Online.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to work effectively in the clinical coding field by applying knowledge of the health system to inform coding practices.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - analytical skills to identify the impact of stakeholder roles and responsibilities, funding models and patient journeys on the work of clinical coding. Students will also be expected to demonstrate the following knowledge: - the purposes of Activity Based Funding (ABF) and the current Commonwealth and State forms of ABF to enable analysis of the relationship between clinical coding work and hospital funding, and; - the different pathways for management of patients through non-admitted, emergency, admitted, sub-acute and

post discharge services across the various clinical disciplines to enable analysis of their impact on clinical coding work.

VU21653 Prepare for clinical coding

Locations:Online.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to identify the roles and responsibilities of a clinical coder, current clinical coding classifications and the ways in which coding data is used.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - determine the impact of national and jurisdictional policies on clinical coding work; - understand the impact of incorrect, incomplete and outdated coding on the ways in which clinical coding is primarily used; - literacy skills to read and comprehend current International Statistical Classification of Diseases and Related Health Problems, Australian Classifications of Health Interventions and Australian Coding Standards, and; - digital literacy and technology skills to access and identify the legislative and regulatory framework. Students will also be expected to demonstrate the following knowledge: - privacy and confidentiality legislation to enable analysis of its impact on clinical coding and the use of patient information.

VU21654 Analyse clinical documentation

Locations:Online.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to correctly interpret information in clinical documentation to support accurate clinical coding. This unit applies to those with responsibility for interpreting and extracting patient clinical information for the purposes of clinical coding. Work may be performed as an individual or as part of team under limited supervision.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - analytical skills to determine the relationship between clinical documentation and the accurate coding of medical information, and; - literacy skills to read and synthesise information from clinical documentation to identify the interrelationships that impact on accurate clinical coding. Students will also be expected to demonstrate the following knowledge: - organisational protocols for: the storage, access and use of medical records and patient data; clarifying issues affecting clarity and accuracy of clinical documentation; - structure of normal functioning body systems to enable accurate identification of clinical information for coding; - concepts underpinning human anatomy and physiology to enable accurate identification of clinical information for coding; - common and medical anatomical terminology to enable interpretation of clinical

documentation and clear communication with clinical health professionals, and; - methods of referencing information in current medical dictionary used for clinical coding.

VU21655 Abstract clinical information to support clinical coding

Locations:Online.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to abstract clinical information from medical records to identify and extract clinical data required for clinical coding. This unit applies to those with responsibility for the coding of health service clinical data. Work may be performed as an individual or as part of team under limited supervision.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - establish that the clinical information sourced relates to the correct episode of care being assessed; - identify ambiguous, absent or incomplete documentation and/or data; - identify principal diagnosis, additional diagnoses and interventions; - identify sequencing of diagnoses and interventions; - identify and interpret information presented in a range of formats in clinical documentation; - navigate and identify accurate information from additional resources such as medical dictionary and Monthly Index of Medical Specialties (MIMS); - writing skills to compose clear and concise paper based and/or electronic communications to clinical health professionals or other coding staff to clarify coding issues; - oral communication skills to make and respond to verbal inquiries and negotiate conversations with peers and clinical health professionals; - self management skills to access and organise relevant references, and; - digital technology skills to store and retrieve information in digital format. Students will also be expected to demonstrate the following knowledge: - enable appropriate written and oral communications with clinical health professionals to clarify coding queries; - refer unresolved issues; - correct interpretation of clinical documentation; - clear and accurate communication with clinical health professionals to clarify coding queries, including the meaning of Latin roots, suffixes and prefixes; - structure of normal functioning body systems to enable accurate interpretation of clinical information for coding; - concepts underpinning human anatomy and physiology to enable accurate interpretation of clinical information for coding; - levels of structural organisation of body systems; - human life processes, and; - homeostasis and the relationship between homeostatic imbalance and disease.

VU21656 Assign codes to an episode of care

Locations:Online.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to assign clinical classification codes to an admitted episode of care using patient and clinical data from medical records of moderately complex episodes of care. This unit applies to those with responsibility for interpreting and extracting patient clinical information for the purposes of clinical coding. Work may be performed as an individual or as part of team under limited supervision.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic

and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - digital technology skills to access and use relevant computer programs; - digital literacy skills to navigate computer based programs to enable information to be entered accurately; - numeracy skills to apply and assess requirements for speed and accuracy; - self management skills to: access and organise references; maintain and update own knowledge and skills to ensure that amendments are addressed as required; make amendments to clinical coding activities according to organisational requirements, and; - analytical skills to determine appropriate codes relevant to the episode of care. Students will also be expected to demonstrate the following knowledge: - organisational procedures and protocols for: accessing medical records and maintaining the security of patient data; identifying timeframes and accuracy rates for coding admitted episodes; - relevant classification standards and conventions to enable accurate codes to be assigned, and; - guidelines in current condition onset flags and jurisdictional additions to enable the correct assignment of condition onset flags to codes.

VU21657 Participate in clinical coding audits

Locations: Online.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to participate actively in internal and external audits of clinical coding to evaluate, validate and correct own work and contribute to audit review processes. This unit applies to those with responsibility for interpreting and extracting patient clinical information for the purposes of clinical coding. Work may be performed as an individual or as part of team under limited supervision.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - analytical skills to: evaluate the appropriateness of the assigned AR-DRG; recognise and seek clarification of audit issues; - communication skills to: participate in formal and informal meetings; provide feedback to managers/supervisors on issues such as the completeness of clinical documentation; numeracy skills to quantify the impact of classification errors including the calculation of % error rate; - self management skills to: perform work according to organisational procedures and protocols; participate actively and responsively in internal and external audits; act on audit results and feedback; digital technology skills to access and use relevant computer programs, and; - digital literacy skills to navigate computer based programs. Students will also be expected to demonstrate the following knowledge: - factors that impact on classification allocation including the impact of specific diagnosis and/or intervention codes to enable participation in audits; - purposes of internal and external audits to enable appropriate participation; - organisational procedures and protocols for: accessing, using, securing and releasing data; resolving coding issues, and; communicating with colleagues and clinicians.

VU21663 Develop personal effectiveness

Locations: Footscray Nicholson, Werribee, City King St, Sunshine, Geelong Learning Links.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to develop strategies that enhance the interpersonal and communication skills and self-confidence that support personal effectiveness for a range of purposes. It focuses on helping participants build their self-esteem and confidence, develop group cohesiveness and identify personal goals.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - contribute and clarify ideas within a group; - seek and provide feedback and use verbal and non verbal communication techniques appropriate to group interaction; - discuss personal goals; - literacy skills to access and use resources and information related to personal goals; - improve personal effectiveness; - identify and address potential barriers; - self management skills to monitor and review goals; - co-operate with others as part of a group, and; - contribute to discussions. Students will also be expected to demonstrate the following knowledge: - the relationship between different aspects of personal effectiveness and constructive life/work outcomes, and; - the role of personal goals in improving personal effectiveness.

VU21664 Prepare for employment

Locations: Footscray Park, Footscray Nicholson, St Abans, Geelong Learning Links.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to prepare for employment. It focuses on developing knowledge of Australian workplaces, their work practices and requirements and potential employment opportunities to assist participants in making decisions about possible career paths.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - seek information from various sources about employment opportunities; - work with support persons to identify and prepare for employment opportunities; - access, interpret and evaluate employment information about different industries and workplaces; - write a personal action plan; - digital literacy skills to access and navigate digital information sources to research workplaces and employment opportunities; - numeracy skills to identify basic industrial conditions such as rates of pay, hours of work and leave entitlements, and; - problem solving and self management skills to identify and address employment related self development needs. Students will also be expected to demonstrate the following knowledge: - sources of information to locate information about a range of industries and workplace operations; - basic workplace

policies and procedures to identify operating requirements, and; - resources to identify employment opportunities.

VU21665 Develop an action plan for career planning

Locations:Footscray Nicholson, Werribee, City King St, Sunshine, Geelong Learning Links.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to undertake basic career planning activities. It focuses on identifying pathways to employment or further education and training through the preparation of an individual action plan.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - seek and respond to feedback on action plan; - participate in interactions to determine and assess skills and clarify information collected; - literacy skills to access, gather and interpret employment and training information and organize and document information in an action plan; - numeracy skills to identify appropriate time frames for completion of activities in action plan; - problem solving skills to identify and assess skills, match them to potential jobs and develop a personal action plan towards an employment pathway, and; - self management skills to seek feedback and monitor and adjust action plan. Students will also be expected to demonstrate the following knowledge: - purpose of a personal action plan in identifying career pathways; - sources of information about jobs and education and training programs, and; - difference between a personal action plan and a portfolio of skills.

VU21666 Participate in job seeking activities

Locations:Footscray Nicholson, Werribee, City King St, Sunshine, Geelong Learning Links.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required by participants to research, evaluate and apply for suitable employment. It focuses on participating in the job seeking process and evaluating the outcomes.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - read, interpret and evaluate information from a range of employment sources; - write a job application using conventional language and spelling; - make inquiries concisely, clearly and at the appropriate time; - make timely and appropriate telephone contact using clear and concise language; - participate in a job interview using appropriate communication techniques to answer questions, clarify information and seek information; - numeracy skills to identify date, time, location of job interviews and to meet application requirements such as closing date for application and length of resumé; - digital literacy skills to access information about job opportunities and to prepare an

electronic resumé and job application; - select and apply personal presentation style appropriate to the position; - evaluate information on job opportunities, select relevant information to match strengths and organisational needs and match own skills to selection criteria; - follow up work information through a variety of means; - access and organise documentation required to support a job application; - seek and respond to feedback on job application, and; - evaluate own performance in order to make improvements. Students will also be expected to demonstrate the following knowledge: - key steps in the job seeking process to enable effective participation in the process; - language and conventions of writing job applications to enable these to be developed effectively; - different approaches in obtaining information about jobs to enable understanding of suitable modes of contact, and; - strategies for different types of interviews to enable effective preparation.

VU21771 Develop an individual vocational plan with support

Locations:Footscray Park, Footscray Nicholson, St Abans.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to develop an individualised plan to identify vocational goals and develop and implement a vocational plan.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - respond to simple questions; - ask questions to clarify vocational goals; - contribute to a discussion relevant to own vocational goals and needs; - identify skills gained formally and informally; - identify how existing skills could transfer to different situations; - identify own vocational goals and develop a personal action plan towards employment; - language and literacy skills to access and gather information about the course and document information in an action plan; - self management skills to seek feedback and monitor and adjust action plan and to identify personal needs to participate in the course; - planning and organising skills to develop a and regularly review a vocational plan with a support person, and; - team work skills to work with others to achieve goals. Students will also be expected to demonstrate the following knowledge: - features of a simple action plan such as actions, responsibilities and timeframes.

VU21772 Develop personal management skills for work

Locations:Footscray Park, Footscray Nicholson, St Abans.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to identify, develop and apply personal management skills to be able to prepare for participation in work settings and in the broader community.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify and discuss strategies to increase personal independence and self confidence; - communicate with support

workers and seek feedback on own skills; - increase independence and self confidence; - develop good personal health routines; - make decisions; - self management skills to seek assistance when required, and; - planning and organisations skills to manage daily routines. Students will also be expected to demonstrate the following knowledge: - sources of information and assistance for self development, and; - the link between personal management skills and preparation for work.

VU21773 Participate in vocational activities

Locations: Footscray Park, Footscray Nicholson, St Albans.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to prepare for and participate in vocational tasks to develop vocational skills related to employment.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - consult with support person; - confirm and follow instructions; - report problems; - areas of vocational interest relevant to own interests, abilities and needs; - barriers and possible solutions to participate in selected vocational activities; - future actions required to improve employment prospects; - literacy skills to gather and interpret information on relevant vocational areas of interest and activities, and; - self management skills to participate in vocational activities according to workplace requirements. Students will also be expected to demonstrate the following knowledge: - workplace procedures required to safely participate in vocational activities.

VU21774 Participate in practical placement with support

Locations: Footscray Park, Footscray Nicholson, St Albans.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to select, negotiate and participate in a practical placement in a workplace or community setting. Learners may work independently where appropriate or as part of a team or under close supervision as required.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - consult with a support person to plan, organise and review a practical placement; - negotiate workplace induction and placement; - meet with workplace personnel and clarify information about work activities and responsibilities; - complete required documentation; - read and understand workplace documents/signs/procedures; - identify commonly used workplace terms; - self management skills to evaluate own performance and identify other personal needs, and; - teamwork skills to cooperate with others. Students will also be expected to demonstrate the following knowledge: - work environments and expectations, and; - requirements of a typical workplace.

VU21775 Develop interpersonal communication skills for the workplace

Locations: Footscray Park, Footscray Nicholson, St Albans.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to interact and communicate with others in employment settings.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - problem solving skills to identify and select appropriate communication strategies for different audiences and different situations; - language and literacy skills to participate in conversations and clarify communication requirements, and; - self management skills to identify and seek out sources of support for own communication needs. Students will also be expected to demonstrate the following knowledge: - methods for giving and receiving verbal and non verbal messages; - elements of communication, such as social distance, body language, eye contact and voice monitoring, and; - strategies to interact with others such as acknowledgements and turn taking.

VU21776 Develop and document a learning plan with support

Locations: Footscray Nicholson, St Albans.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to develop and document a learning plan and to identify and monitor personal and learning goals with support.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to participate in planning process to identify goals and participate in interactions to determine sources of support; - problem solving skills to identify own goals and strategies to achieve them; - self management skills to seek feedback and monitor and adjust learning plan; - planning and organisation skills to meet with a support person to develop an Individual Learning Plan and review regularly, and; - teamwork skills to work with others to develop and review Individual Learning Plan. Students will also be expected to demonstrate the following knowledge: - purpose of an Individual Learning Plan, and; - sources of information for disability support services.

VU21777 Enhance self development

Locations: Footscray Nicholson, St Albans.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to develop strategies to enhance own self development to participate effectively in the community.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge

and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to work with a support person and to access information and advice; - self management skills to develop personal goals for independent living and seek support to achieve these; - problem solving skills to make decisions about areas for own self development, identify potential barriers, seek support and apply strategies to maintain personal safety and resolve conflicts within relationships, and; - interpersonal skills to participate responsibly in different relationships. Students will also be expected to demonstrate the following knowledge: - features of socially responsible and protective behaviours to support respectful relationships; - sources of information and support for personal needs; - types of accommodation and their features, and; - importance of personal safety within relationships.

VU21778 Participate in travel activities

Locations: Footscray Nicholson, St Albans.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to participate in independent travel activities and access the most appropriate modes of travel.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - literacy skills to interpret travel information, ask questions, read timetables, destination names and maps and to listen for specific travel information; - problem solving skills to select best travel options and implement strategies to resolve problems that may arise and apply personal safety strategies when undertaking travel; - self management skills to allow sufficient time to undertake planned travel and to monitor and adjust a plan as appropriate; - planning and organisation skills to plan and undertake travel; - recognise money, and calculate fares, and; - recognise time, and calculate time taken to travel. Students will also be expected to demonstrate the following knowledge: - advantages and disadvantages of different forms of transport to select most appropriate option; - purpose of a travel plan, and; - personal safety strategies to travel safely.

VU21779 Investigate future options for further training, work or community activities

Locations: Footscray Nicholson, St Albans.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to explore suitable options for future involvement in further training, work or community activities.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to participate in planning process to investigate options, contribute to a discussion relevant to own needs and participate in interactions to determine suitability of options; - problem solving skills to identify potential options and select most suitable; - self management skills to monitor and adjust action plan, and; - planning and organisation skills to meet with a support person to develop an action plan for the selected option. Students will also be expected to demonstrate the following knowledge: - sources of information to access information about options, and; - purpose of an action plan to assist investigation of options.

VU21780 Participate in the community

Locations: Footscray Nicholson, St Albans.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to participate effectively in the local community by accessing information about a range of services and facilities to meet own needs.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - literacy skills to access and interpret information about: services and facilities; rights and responsibilities as a community member; consumer rights, and; - problem solving skills to identify and select services and facilities to meet identified needs. Students will also be expected to demonstrate the following knowledge: - benefits in participating in the local community; - sources of information about rights and responsibilities of community members; - sources of information about consumer rights, and; - personal safety strategies to safely participate in the community.

VU21781 Use technology for a range of purposes

Locations: Footscray Nicholson, St Albans.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to use technology for everyday purposes. It focuses on helping participants to clarify the use of technology and use it to meet individual needs.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to participate in electronic communication and interactions; - literacy skills to follow instructions and procedures for the use of the technology; - problem solving skills to identify technology suitable for identified needs, and; - self management skills to use the technology responsibly. Students will also be expected to demonstrate the following knowledge: - benefits and risks in using technology; - sources of

information and support about different types of technology and applications, and; - safety considerations and responsibilities when using technology.

VU21785 Participate in recreational activities

Locations: Footscray Park, Footscray Nicholson, St Albans.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to plan and participate in one or more recreational options appropriate to own budget and interests.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to participate in planning process to participate in recreation activity; - literacy skills to access and use information about local recreational activities; - problem solving skills to match own interests to appropriate recreation activities; - self management skills to identify personal requirements to participate in selected recreation activities, and; - planning and organisation skills to plan and participate in activities in recreation activities. Students will also be expected to demonstrate the following knowledge: - the importance of recreation activities for well being, and; - sources of information about recreational activities.

VU21786 Participate in creative activities

Locations: Footscray Nicholson, St Albans.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required by learners to plan and participate in one or more creative options appropriate to personal interests. It focuses on exploring, accessing and participating in creative activities.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to participate in planning process to participate in creative activity; - literacy skills to access and use information about local creative activities; - problem solving skills to match own interests to appropriate creative activities; - self management skills to identify personal requirements to participate in selected creative activities, and; - planning and organisation skills to plan and participate in creative activities. Students will also be expected to demonstrate the following knowledge: - the importance of creative activities for well being, and; - sources of information about creative activities.

VU21787 Apply communication for a range of purposes

Locations: Footscray Nicholson, St Albans.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to apply communication skills to meet every day needs in the community.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to participate in interactions with others; - problem solving skills to identify and select appropriate communication strategies for different audiences and different situations, and; - language and literacy skills to clarify communication requirements, interpret texts and complete forms. Students will also be expected to demonstrate the following knowledge: - different communication strategies to suit different purposes and audiences; - elements of communication, such as social distance, body language, eye contact and tone, and; - the importance of nonverbal communication.

VU21788 Apply numeracy for a range of purposes

Locations: Footscray Nicholson, St Albans.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to use functional numeracy in everyday familiar situations.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to convey and follow directions; - literacy skills to use diagrams and maps; - numeracy skills to use numbers related to money, time and measurement, and; - problem solving skills to perform calculations with money, time and measurement. Students will also be expected to demonstrate the following knowledge: - numbers to undertake familiar activities related to money, time and measurement; - common representations of monetary amounts: symbols used to represent dollars and cents, and; written form of dollars and cents; - limited range of strategies to assist in using money, time and measurement such as: using size, shape and colour, and; using prior knowledge of money, time and measurement; - simple fractions such as half and quarter; - mathematical symbols for addition and subtraction to perform simple calculations, and; - language of position to convey information about directions.

VU21789 Apply basic sheet metal practices

Locations: Werribee, Sunshine.

Prerequisites: PCCOHS1001A - Work safely in the construction industry

Description: This unit specifies the competency required to cut, join and bend sheet metal products for a range of simple plumbing jobs in accordance with job, organisational and legal requirements.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting

of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communicate effectively; - reading and interpreting documents, drawings and specifications; - use numbers effectively to calculate, measure and mark out; - solve problems when calculating and marking out materials, checking tools and equipment for serviceability and selecting suitable tools for the task; - plan and organise work including to obtain work instructions and sequence tasks; - use technology to operate hand tools to cut and join sheet metal, assemble component parts, bend and fold sheet metal, and maintain tools and equipment effectively and safely, and; - work cooperatively as a team member. Students will also be expected to demonstrate the following knowledge: - sheet metal practices apply to the plumbing industry; - properties and characteristics of sheet metal; - correct terminology associated with sheet metal products and practices; - workplace safety requirements and OHS legislation; - relevant legislation and regulations relating to basic sheet metal practices including Australian standards and plumbing codes, and for occupational health and safety; - basic mathematical calculations, and; - principles of sustainability.

VU21790 Cut and penetrate building materials and structures

Locations:Werribee, Sunshine.

Prerequisites:CPCCOHS1001A - Work safely in the construction industry

Description:This unit specifies the competency required identify the properties of building materials and structures to facilitate cutting and penetration for a range of simple plumbing jobs and in accordance with job, organisational and legal requirements.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - speaking and listening, including when preparing to and cutting and penetrating building materials and structures as well as when receiving and confirming task instructions and requirements; - reading and interpreting documents, drawings and specifications; - use numbers effectively to measure and mark out; - marking out and checking for obstructions; - securing materials appropriately; - plan and organise work including to obtain work instructions and sequence tasks; - use technology to use and maintain tools and equipment effectively and safely, and; - work cooperatively as a team member. Students will also be expected to demonstrate the following knowledge: - purpose of cutting or penetrating building structures; - correct terminology associated with cutting or penetrating building structures; - workplace safety requirements and OHS legislation, and; - methods of cutting and penetrating building materials and structures in the plumbing industry.

VU21791 Fabricate simple plumbing pipe systems

Locations:Werribee, Sunshine.

Prerequisites:CPCCOHS1001A - Work safely in the construction industry

Description:This unit specifies the competency required distinguish, select and fabricate drainage, water and gas tubing and pipes for a range of simple plumbing jobs and in accordance with job, organisational and legal requirements.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic

and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - speaking and listening, including when fabricating simple plumbing pipe systems as well as when receiving and confirming task instructions and requirements; - reading and interpreting documents, drawings and specifications; - solve problems to ensure installations are compliant with plumbing regulations; - plan and organise work including to obtain work instructions and sequence tasks, and to test plumbing tube and pipe systems for compliance; - use technology to use and maintain tools and equipment effectively and safely, and; - work cooperatively as a team member. Students will also be expected to demonstrate the following knowledge: - purpose of fabricating simple plumbing pipe systems; - correct terminology used when fabricating simple plumbing pipe systems; - workplace safety requirements and OHS legislation; - methods of fabricating simple plumbing pipe systems in the plumbing industry, and; - relevant legislation and regulations relating to fabricating simple plumbing pipe systems including Australian standards and plumbing codes, and for occupational health and safety.

VU21792 Identify career pathways in the plumbing industry

Locations:Werribee, Sunshine.

Prerequisites:Nil.

Description:This unit specifies the competency required to distinguish and determine opportunities and pathways of employment in the plumbing industry.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - speaking and listening when identifying career pathways in the plumbing industry as well as when receiving and confirming requirements; - reading and writing to identifying career pathways in the plumbing industry, including when completing written reports and other documents and when identifying and using research and resource information; - solve problems to identify resources to seek employment; - plan and organise work to collect and catalogue information; - use computers to search the internet, find web-based resources, store and organise information and write and present basic documents, and; - work cooperatively as a team member. Students will also be expected to demonstrate the following knowledge: - how to present basic documents; - highlights in the history of plumbing; - plumbing industry sectors and the types of jobs in each; - how to use search engines on the internet; - how to save electronic information, and; - how to organise information chronologically and sequentially.

VU21793 Perform basic oxy-acetylene welding and cutting

Locations:Werribee, Sunshine.

Prerequisites:CPCCOHS1001A - Work safely in the construction industry

Description:This unit specifies the competency required to use oxy-acetylene equipment to make welds and cuts, and to rectify any defects and distortions as part of a variety of plumbing jobs and in accordance with job, organisational and legal

requirements.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - questioning, speaking and listening, including when performing basic oxy-acetylene welding and cutting and when receiving and confirming task instructions and requirements; - accessing, reading and interpreting documents, drawings and specifications; - secure and brace materials; - identify distortions and defects; - manage materials in a sustainable manner; - plan and organise work to obtain work instructions and sequence tasks; - use and maintain tools and equipment effectively and safely; - commission equipment in accordance with manufacturers' instructions, and; - work cooperatively with others. Students will also be expected to demonstrate the following knowledge: - purpose and function of oxy-acetylene tools and equipment; - correct terminology associated with oxy-acetylene welding and cutting; - workplace safety requirements and OHS legislation; - methods of performing basic oxy-acetylene welding and cutting in the plumbing industry, and; - relevant legislation and regulations relating to performing basic oxy-acetylene welding and cutting including Australian standards and plumbing codes, and for occupational health and safety.

VU21794 Prepare to work in the plumbing industry

Locations:Werribee, Sunshine.

Prerequisites:Nil.

Description:This unit specifies the competency required to develop a general awareness and knowledge of the plumbing industry and the ability to work as part of a team.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - speaking and listening, including when obtaining plumbing industry information; - reading and writing, including accessing and reading documents, drawings and specifications; - use numbers to locate information in plumbing legislation; - solve problems as they arise in the course of work; - plan and organise work; - use technology to locate key stakeholders information from the internet, and; - work cooperatively as a team member. Students will also be expected to demonstrate the following knowledge: - types of regulatory information accessible and relevant to plumbers, and; - team dynamics.

VU21795 Use and apply basic levelling equipment for plumbing

Locations:Werribee, Sunshine.

Prerequisites:Nil.

Description:This unit specifies the competency required to select, set up and use suitable basic levelling equipment; and take, record and mark levels and heights, including with gradients, for a range of simple plumbing jobs and in accordance with

job, organisational and legal requirements.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - speaking and listening, including when preparing to and transferring a level and when receiving and confirming instructions about the plumbing job or task; - reading and interpreting documents, drawings and specifications; - solve problems; - plan and organise work including to obtain work instructions and sequence tasks; - use technology to use and maintain tools and equipment effectively and safely, and; - work cooperatively as a team member. Students will also be expected to demonstrate the following knowledge: - purpose and function of levelling equipment; - correct terminology associated with levelling equipment; - workplace safety requirements and OHS legislation, and; - basic mathematical calculations.

VU21796 Use basic electric welding equipment and techniques

Locations:Werribee, Sunshine.

Prerequisites:CPCCOHS1001A - Work safely in the construction industry

Description:This unit specifies the competency required to use a range of electric welding tools and techniques as part of a variety of plumbing jobs and in accordance with job, organisational and legal requirements.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - speaking and listening, including when using basic electric welding equipment and techniques and when receiving and confirming task instructions and requirements; - reading and interpreting documents, drawings and specifications; - secure and brace materials; - identify distortions and defects; - clean welds and cuts; - plan and organise work including to obtain work instructions and sequence tasks; - use and maintain tools and equipment effectively and safely; - commission equipment in accordance with manufacturers' instructions; - power up and shut down equipment, and; - work cooperatively as a team member. Students will also be expected to demonstrate the following knowledge: - purpose and function of a range of electric welding tools and techniques; - correct terminology when using basic electric welding tools and equipment; - workplace safety requirements and OHS legislation; - methods of using basic electric welding equipment and techniques in the plumbing industry; - relevant legislation and regulations relating to electric welding including Australian standards and plumbing codes, and for occupational health and safety, and; - principles of sustainability.

VU21797 Use basic plumbing hand tools

Locations:Werribee, Sunshine.

Prerequisites:CPCCOHS1001A - Work safely in the construction industry

Description:This unit specifies the competency required to use basic hand tools for a

range of simple plumbing tasks.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - speaking and listening, including requesting and using basic plumbing hand tools and when receiving and confirming task instructions and requirements; - reading and interpreting documents, drawings and specifications; - solve problems to use tools in the sequence of the task; - plan and organise work including to obtain work instructions and sequence tasks; - use technology to use and maintain tools and equipment effectively and safely, and; - work cooperatively as a team member. Students will also be expected to demonstrate the following knowledge: - purpose and function of hand tools; - correct terminology when using basic plumbing hand tools; - workplace safety requirements and OHS legislation; - methods of using basic plumbing hand tools in the plumbing industry, and; - relevant legislation and regulations relating to using basic plumbing hand tools including Australian standards and plumbing codes, and for occupational health and safety.

VU21798 Use basic power tools

Locations:Werribee, Sunshine.

Prerequisites:CPCCOHS1001A - Work safely in the construction industry

Description:This unit specifies the competency required to identify, select, use and store basic power tools associated with simple plumbing tasks.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - speaking and listening, including when reporting faults, using basic power tools and when receiving and confirming task instructions and requirements; - reading and interpreting documents, drawings and specifications; - identify appropriate power sources and cables; - secure and brace materials; - plan and organise work including to select power tool consistent with the task and sequence tasks; - use technology to use and maintain tools and equipment effectively and safely, and; - work cooperatively as a team member. Students will also be expected to demonstrate the following knowledge: - purpose and function of basic power tools; - power sources and types; - correct terminology associated with using basic power tools; - workplace safety requirements and OHS legislation; - methods of using basic power tools in the plumbing industry, and; - relevant legislation and regulations relating to using basic power tools including Australian standards and plumbing codes, and for occupational health and safety.

VU21799 Use plumbing pipes, fittings and fixtures to simulate plumbing installations

Locations:Werribee, Sunshine.

Prerequisites:CPCCOHS1001A - Work safely in the construction industry

Description:This unit specifies the competency required to identify plumbing pipes, plumbing fittings and plumbing fixtures, including fastening, as part of a variety of simulated plumbing jobs (that is, jobs that will not actually have water or gas connected) and in accordance with job, organisational and legal requirements.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - speaking and listening, including when using plumbing pipes, fittings and fixtures to simulate plumbing installations as well as when receiving and confirming task instructions and requirements; - reading and interpreting documents, drawings and specifications; - solve problems to secure components; - plan and organise work including to obtain work instructions and sequence tasks; - use technology to use and maintain tools and equipment effectively and safely, including to assemble component parts, and; - work cooperatively as a team member. Students will also be expected to demonstrate the following knowledge: - purpose, characteristics and application of a range of plumbing pipes, plumbing fittings and plumbing fixtures; - correct terminology for using plumbing pipes, fittings and fixtures to simulate plumbing installations; - environmental Protection Authority (EPA) legislation; - workplace safety requirements and OHS legislation; - methods of using plumbing pipes, fittings and fixtures to simulate plumbing installations, and; - relevant legislation and regulations relating to using plumbing pipes, fittings and fixtures to simulate plumbing installations including Australian standards and plumbing codes, and for safety and sustainability.

VU21864 Set study goals and plan education pathway

Locations:Footscray Park, Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the required skills and knowledge to research, plan and review a study pathway for tertiary study. This unit applies to persons who are seeking to enter tertiary study through alternative pathways and who need to familiarise themselves with the range of options and requirements for further study in order to make appropriate choices.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locate and interpret study information and entry requirements in online and paper based texts; - interpret and respond to information about course application processes; - access and interpret information about transition to tertiary study; - access online transition and study information; - record and manage information online such as pathway diagrams, e-portfolios; - summarise ideas and information; - collect and organise information; - design a study pathway plan; - meet deadlines and obligations; - locate and select relevant study information; - locate and approach relevant personnel such as careers

advisors; - prepare documentation according to course application requirements; - match course outcomes to long term goals for future employment or study pathways; - seek feedback and review study plan; - access support services; - self-management skills to plan an individual study pathway and establish and manage study priorities, and; - team work skills to collaborate on review. Students will also be expected to demonstrate the following knowledge: - features of relevant higher education institutions including course and entry requirements, general course application procedures and support for student transition; - sources of information to support student transition; - purpose of and key areas covered in transition activities; - benefits of participating in transition activities; - personally relevant tertiary education course outcomes; - Tertiary Admissions Centres, such as Victorian Tertiary Admissions Centre (VTAC); - Special Entry Access Schemes (SEAS), and; - potential vocational pathways to preferred higher education courses. .

VU21865 Prepare for tertiary reading and writing

Locations:Footscray Park, Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to prepare to undertake entry level study at a tertiary level. It addresses the basic skills of tertiary study in analysis and critical thinking, research, and academic writing.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - effectively analyse questions; - understand assessment requirements; - reason from evidence; - determine reliability of information; - provide evidence to support ideas; - take effective notes from lectures; - ask and answer questions about topics; - request clarification and advice from lecturers; - conduct research and take effective notes; - synthesise notes and paraphrase; - analyse questions; - construct written responses using conventions of academic writing; - edit and proof read; - integrate sources effectively; - numeracy skills to inform tertiary writing; - negotiate and manage academic activities; - answer complex questions; - determine purpose and audience; - sort notes and ideas from sources; - devise strategies to research and understand a topic; - follow up resources; - use models to support learning; - meet presentation requirements in academic context; - identify and evaluate problems in the study task; - seek assistance/request feedback; - select and apply strategies to develop independent learning skills; - planning/organising skills to manage tasks, workload and deadlines; - access library data bases; - word process essays/reports; - manage resources; - format a reference list, and; - use email to communicate with lecturers. Students will also be expected to demonstrate the following knowledge: - strategies for time and task management to manage academic tasks; - strategies to develop independent learning skills; - sources of academic support to complete academic tasks; - analysis of academic questions; - academic texts - purpose, types and genre/discourse patterns for the relevant discipline; - how to revise and edit text; - commonly used referencing systems and their application to a range of academic sources, and; - what constitutes plagiarism and the consequences of submitting plagiarised work.

VU21866 Communicate verbally in a further study context

Locations:Footscray Park, Footscray Nicholson.

Prerequisites:Nil.

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Description:This unit describes the skills and knowledge to develop the verbal communication skills required to participate in a tertiary study context.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - negotiate requirements in academic tasks and activities; - present a point of view and listen and respond to others; - participate in tutorials using appropriate etiquette for example, disagreeing politely; - participate in review and evaluation of activities; - formally present in an academic context; - ask questions and elicit feedback; - literacy skills to prepare tutorial papers, research information, prepare presentation material; - analyse task requirements including time and task management; - determine structure and response to academic tasks; - find models; - deal with communication breakdowns; - manage collaborative tasks; - develop contingency plans; - seek assistance when needed; - evaluate effectiveness of activities undertaken; - select and apply strategies to develop independent learning; - team work skills to allocate tasks and conduct peer evaluation activities, and; - planning and organising skills to prioritise and manage tasks. Students will also be expected to demonstrate the following knowledge: - academic communication skills to participate in tutorials and projects and make presentations; - protocols for academic tutorials; - privacy requirements in relation to telephone and interviews for academic research purposes; - what constitutes plagiarism and the consequences of submitting plagiarised work, and; - language and style of academic presentations to plan and make presentations. .

VU21867 Participate in collaborative learning

Locations:Footscray Park, Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to participate in collaborative learning environments as part of tertiary study. It addresses the skills to participate in group activities, peer evaluation and discussion.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - participate in group activities; - develop planning tools; - ask for and give feedback verbally; - respond in discussion; - prepare questions and answers for group activities; - develop strategies and tasks in collaborative activities; - respond to group tasks; - use reflective processes to evaluate learning; - determine appropriate language to use to meet the purpose; - deal with possible break downs in group activity; - seek assistance as required, and; - prioritise activities and work to agreed timelines. Students will also be expected to demonstrate the following knowledge: - planning tools to complete a task; - peer evaluation protocols to conduct peer evaluation, and; - privacy principles related to group tasks.

VU21868 Conduct online research for further study

Locations:Footscray Park, Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to gather, critically analyse, organise and present information from online research as part of further study tasks.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - critical thinking skills to analyse relevant websites; - technology skills to access, manage and store information for research purposes; - problem solving skills to deal with information that is contradictory, ambiguous, inadequate and to find alternative sources of information in further searches; - communication skills to access support and advice when required, and; - self management skills to manage volume of information and prioritise reading. Students will also be expected to demonstrate the following knowledge: - online search techniques to access online information; - search engines and data bases for specific disciplines; - boolean operators to locate relevant information; - organisational protocols for computer use, and; - citation of internet sources. .

VU21873 Establish and manage a myotherapy practice

Locations:Footscray Park, Werribee.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to establish and manage a myotherapy practice. It includes business skills, legal compliance and interacting with the health care system/other health professionals.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - research and analysis skills to identify: business vision; mission; objectives and goals; potential clients; legal and regulatory requirements; financial targets; management arrangements; record requirements, and; risks; - communication skills to: identify and consult with key stakeholders to set up and maintain a viable myotherapy practice, and; liaise effectively with relevant health care workers throughout the health system; - writing skills to develop a business plan; - select appropriate records management systems that incorporates suitable security and access requirements for a myotherapy practice; - implement a business plan that includes ensuring that skilled labour is available and that training is provided, where necessary; - establish quality control procedures to address the business needs and to ensure high quality outcomes; - apply sound financial management principles in setting up and running a viable myotherapy practice, including interpreting financial information and maintaining effective budget control; - research, maintain and promote compliance with the legal and ethical responsibilities of a myotherapy practice, and; - apply effective evaluation

processes on an ongoing basis to maximise the business performance. Students will also be expected to demonstrate the following knowledge: - processes for developing effective business plans; - key stakeholders in setting up and operating a myotherapy practice; - National Code of Conduct for Unregistered Health Workers; - records systems required for a myotherapy practice including those for tax requirements, human resource management, financial control, stock control and client records; - strategies and procedures for continuous improvement, as well as for records access and security; - financial management processes and taxation requirements, including budgeting processes and auditing procedures; - structure, function and interrelationships of the Australian health system; - how health care professionals and allied health services interrelate and their relationship to a myotherapy practice; - health system funding and financial structures and their implications to the myotherapy practice and its' clients; - client referral procedures and accompanying evidence required; - legal and ethical requirements for a myotherapy practice and the implications of non-compliance, and; - evaluation processes to monitor business performance.

VU21874 Manage health risks in a myotherapy environment

Locations:Footscray Park, Werribee.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to manage health risks within a myotherapy environment. It includes aspects of health risk analysis, personal and premises hygiene, as well as infection prevention and control. It also covers special infection prevention and control for treatments involving dry needling.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify relevant Commonwealth and State legislation, industry codes of practice and Australian standards relating to infection prevention and control; - establish infection prevention and control procedures for the clinic and advise others; - follow established myotherapy infection prevention and control procedures; - resolve issues relating to infection risks through consultation; - monitor adherence to the myotherapy practice's infection prevention and control procedures; - apply appropriate infection prevention and control procedures for dry needling, and; - conduct a health risk assessment of a myotherapy practice. Students will also be expected to demonstrate the following knowledge: - types of health hazards in the workplace; - chain of infection; - basis of infection; - key modes of disease transmission; - NHMRC Guidelines for Prevention and Control of Infection in Healthcare; - risk management in relation to infection control; - established guidelines for the prevention and control of infection, including: cleaning, disinfection and sterilising procedures; personal and hand hygiene; use and scope of personal protective equipment; surface cleaning; managing body fluid spills; sharps handling and disposal techniques; reprocessing procedures for equipment; - additional precautions required for dry needling treatments; - needle stick or sharps injury procedures for notification and response; - local Council requirements for businesses offering skin penetration treatments; - impact of premises layout and workflow arrangements on infection control risks; - infection risks and control measures specific to myotherapy; - factors that increase susceptibility to infection; - management and work processes used to control infection, and; - hierarchy of risk

control measures, most to least preferred: elimination; engineering controls; administrative control; personal protective equipment.

VU21875 Work within a myotherapy framework

Locations: Footscray Park, Werribee.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to work effectively within a myotherapy framework.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identifying ethical issues; - communicating effectively in one-to-one and group settings; - selecting appropriate intervention to specifically address identified dysfunction/s, and; - evaluating and re-evaluating the effects of myotherapy treatment intervention in relation to achieving optimal function of the human body and minimising dysfunction. Students will also be expected to demonstrate the following knowledge: - relevant State and Federal legislation and regulations; - philosophical tradition of science/Western medicine; - sociology of health and the health care system; - ethical issues in natural medicine; - OHS requirements in the workplace; - child, youth and family legislation; - current political context of health care; - dynamic interchange between the physical, mental, social, environmental and spiritual landscape; - rationalistic, analytical approach to an understanding of disease; - vitalistic, empirical approach to health; - philosophy, principles and practices of other complementary therapies; - principles of myotherapy practice; - how myotherapy works with the conventional medical model; - ethical issues in management; - management issues and responsibilities; - industry standards; - team development issues; - physiological and psychological effects of all myotherapy treatment modalities; - biomechanics, neural physiology, pharmacology and nutrition to a level required by myotherapists; - corrective exercises, and; - underpinning values, philosophies, practices and principles of the myotherapy framework.

VU21876 Perform myotherapy clinical assessments

Locations: Footscray Park, Werribee.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to assess a client's condition in order to provide myotherapy treatment. It focuses on being able to effectively gather and interpret information during an examination and to make an accurate appraisal for myotherapy treatment.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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. Students will be expected to demonstrate the following required skills: - gathering, interpreting and differentiating information from client using tactile senses (observation skills and palpatory skills); - applying advanced assessment techniques;

- identifying physical alterations and deformations to the somatic system; - identifying treatment options and establishing treatment regimes; - considering the impact on client vitality of selected treatments; - providing post-treatment advice; - managing time throughout consultation and treatment; - using equipment and resources competently and safely; - communicating and negotiating effectively with client and other health practitioners; - recognising and adjusting to contraindications for treatment; - reading medical reports and comprehend medical terminology; - accessing and interpreting up-to-date information, and; - ensure clinical assessment incorporates the underpinning values, philosophies, practices and principles of the myotherapy framework. Students will also be expected to demonstrate the following knowledge: - relevant State and Federal legislation and regulations; - treatments and modalities used to treat particular conditions; - modalities must include but are not limited to: dry needling; myofascial mobilisation techniques; corrective exercises; joint mobilisation; muscle energy technique; position release technique; neural muscular technique; electro modalities, and; neurodynamic treatment; - pathology, medical pathology, biomechanics, arthrokinematics, neurology, pharmacology, physiology, exercise physiology and nutrition to a level required by myotherapists; - anatomy and physiology relevant to pathology and recovery; - signs and symptoms of disease; - legal and ethical considerations of confidentiality when treating clients; - lifestyle factors relevant to treatment of specific conditions and diseases; - possible obstacles to rehabilitation; - community resources and support services, and; - underpinning values, philosophies, practices and principles of the myotherapy framework.

VU21877 Plan myotherapy treatment strategy

Locations: Footscray Park, Werribee.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to prepare and plan for myotherapy treatment. This includes negotiating the treatment plan with the client.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identifying treatment options and establish treatment regimes; - preparing treatment plans; - providing treatment; - reading and interpreting medical reports and other data relevant to the case; - identifying clinical signs of musculoskeletal dysfunction; - communicating and negotiating skills; - negotiating strategies to overcome any obstacles to treatment, and; - ensure the treatment strategy incorporates the underpinning values, philosophies, practices and principles of the myotherapy framework. Students will also be expected to demonstrate the following knowledge: - relevant State and Federal legislation and regulations; - appropriate methods of administration of myotherapy techniques; - various disease and injury processes; - anatomy and physiology to a level required of a myotherapist; - pathophysiology and aetiology of disease; - biomechanics, neural physiology, pharmacology and nutrition to a level required by myotherapists; - corrective exercises; - lifestyle factors relevant to treatment of specific conditions and diseases; - community resources and support services, and; - underpinning values, philosophies, practices and principles of the myotherapy framework.

VU21878 Provide myotherapy treatment

Locations:Footscray Park, Werribee.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to administer myotherapy treatment according to the techniques and practices of a myotherapy framework.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - myotherapy and remedial massage techniques; - ensure the treatment incorporates the underpinning values, philosophies, practices and principles of the myotherapy framework; - applying established myotherapy clinical practices; - referring to another health care professional as required; - composing a treatment plan; - maintaining stock and equipment according to legislation and guidelines; - using equipment correctly; - explaining any perceived risks and possible responses to the myotherapy treatment; - identifying and analysing responses to previous myotherapy treatments; - negotiating strategies to overcome any obstacles to treatment; - identifying potential life threatening and emergency conditions, and; - assessing the need for other treatment. Students will also be expected to demonstrate the following knowledge: - relevant State and Federal legislation and regulations; - human anatomy and physiology of commonly occurring trigger points and their structural and functional relationships to other body systems, underlying organs and related tissues; - clinical approaches to assessment and treatment strategies with the myotherapy framework; - underpinning values, philosophies, practices and principles of the myotherapy framework; - biomechanics, neural physiology, pharmacology and nutrition to a level required by myotherapists; - corrective exercises to improve strength, endurance, mobility and functional capacity in activities of daily living, and occupational and sporting performance to recover from, manage or prevent common musculoskeletal conditions; - treatment of a range of conditions/disease states; - contraindications to all myotherapy treatment modalities and related issues; - equipment specifications and manufacturers guidelines; - relevant organisational policies and procedures; - role of other health care professionals and support services, and; - code of ethics for myotherapy.

VU21879 Provide myofascial dry needling treatment

Locations:Footscray Park, Werribee.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to administer myofascial dry needling treatment.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

for the practice of myofascial dry needling: client selection; need for informed client consent; treatment according to stage of condition; client positioning; trigger point palpation, and; work flow process and guidelines; - clinical application of the practice of myofascial dry needling to specific health conditions in the following regions of the body: lower leg and foot muscles; posterior, anterior and medial thigh muscles; hip and pelvis muscles; posterior spinal muscles; pectoral girdle, glenohumeral and forearm muscles, and; cervical spine muscles; - clinical application of the practice of dermatomal dry needling, and; - ensure the treatment incorporates the underpinning values, philosophies, practices and principles of myofascial dry needling practice. Students will also be expected to demonstrate the following knowledge: - relevant State and Federal legislation and regulations; - description of a myofascial trigger point and pain; - neurophysiological basis of myofascial pain syndrome; - central principles of pain physiology are specified; - factors that affect the client's perception of pain and responses to treatment; - neurophysiological basis of: muscle trigger points; referred pain, and; sensitisation mechanisms of trigger points; - pathophysiology of myofascial pain; - mechanisms and effects of myofascial dry needling; - safety guidelines with myofascial dry needling; - hygiene relevant to skin penetration, including Victorian Government hygiene guidelines for skin penetration; - client skin preparation; - needle & medical waste disposal; - prevention of needle stick injury; - absolute and relative contraindications for myofascial dry needling (MDN); - anatomical considerations for needle insertion; - management of adverse reactions post treatment: pain; bruising; fainting, and; pneumothorax; - OHS requirements in the workplace, and; - underpinning values, philosophies, practices and principles of myofascial dry needling practice.

VU21880 Conduct research relating to myotherapy clinical practice

Locations:Footscray Park, Werribee.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to source and evaluate relevant research information and apply their findings to a myotherapy clinical practice.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - access and critically evaluate reference materials; - identify information needs and plan efficient information gathering strategies; - access and interpret up-to-date information; - record details of research findings; - critically evaluate research data gathered; - identify and access a range of scholarly, non-scholarly, new and established information sources; - interpret common terminology used in statistical analysis; - prioritise usefulness of information to the treatment of individual cases, and; - incorporate relevant research information within myotherapy clinical practice. Students will also be expected to demonstrate the following knowledge: - National Health & Medical Research Council (NHMRC) hierarchy of research evidence; - relevant reference works and information sources; - research issues and their uses, and; - research methodologies commonly used in medical, allied health and complementary medicine research.

VU21881 Apply essential further study skills

Locations:Footscray Nicholson, St Albans, City Flinders, Geelong Learning Links..

Prerequisites:Nil.

Description: This unit describes the skills and knowledge required to study and participate effectively in a tertiary learning environment.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - negotiate and communicate verbally in collaborative learning relationships; - communicate complex ideas and relationships in writing; - read and interpret complex texts; - analyse the relevance of information and information sources; - adapt familiar learning strategies to new contexts; - planning and organising skills to plan, research and organise academic writing pieces; - use a range of research strategies appropriate to an academic context, and; - accept new learning challenges. Students will also be expected to demonstrate the following knowledge: - text structure, usage and syntax used to interpret text meaning; - the role of context in the interpretation of text meaning; - academic referencing, including commonly used referencing styles and citations, and; - academic standards and protocols related to plagiarism and collusion.

VU21882 Research fields of study and enquiry

Locations: Footscray Nicholson, St Albans, City Flinders.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to research a field of study in a tertiary learning environment and present findings.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to present findings and respond to questioning; - technology skills to access and navigate online research resources; - extract relevant information; - analyse academic information for reliability, authenticity and relevance, and; - planning and organising skills to structure an academic presentation. Students will also be expected to demonstrate the following knowledge: - the place and function of theory and research in tertiary study; - commonly used academic presentation formats and any particular relevance to different fields of study to enable selection of a presentation format, appropriate to the selected field of study, and; - the purpose and process of peer review to enable effective analysis of academic information.

VU21883 Examine approaches to citizenship and public life

Locations: Footscray Nicholson, St Albans, City Flinders.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to analyse democracy as a major political tradition and examine its role and value in contemporary society.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge

and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - literacy skills to read and synthesise information from a range of sources, and; - critical thinking skills to analyse differing ideologies and political traditions and their impact on modern society. Students will also be expected to demonstrate the following knowledge: - the conventions of argument in public debate; - a sufficient range of ideologies and political traditions to enable comparisons to be made, and; - a sufficient range of critiques from advocates and critics of modern democracy to enable comparisons to be made.

VU21884 Analyse stories/narratives within cultures

Locations: Footscray Nicholson, St Albans, City Flinders.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to explore and analyse the significance of stories or narratives told within and across cultures and their impact on cultural and cross cultural identities.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - read and interpret textual information; - synthesise and summarise information; - analyse relationships between stories and their cultural context, and; - analyse different versions of a story. Students will also be expected to demonstrate the following knowledge: - theories related to narrative and narrative structure; - the nature of culture and acculturation, and; - primary stories told in major cultures. .

VU21885 Analyse human transformations of nature

Locations: Footscray Nicholson, St Albans, City Flinders.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to analyse the way in which nature is viewed and represented within different cultures and how these views impact on responses to contemporary environmental issues.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - read and interpret textual information; - synthesise and summarise the main ideas in information; - problem solving skills to analyse different viewpoints on nature; - arrange disparate points of view on the issue into specific schools of thought, and; - present a reasoned viewpoint on a contemporary environmental issue. Students will also be expected to demonstrate the following knowledge: - scientific views of nature to enable their cultural impact to be determined; - attitudes and practices to nature to enable their

impact on environmental practice to be analysed, and; - socio-economic significance of environmental practices to support analysis of meaning and practice in relation to views on nature.

VU21886 Examine approaches to economy and society

Locations: Footscray Nicholson, St Albans, City Flinders.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to analyse modern economic issues and their impact on contemporary local, national and global concerns.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - read and interpret textual information; - synthesise and summarise information, and; - problem solving skills to compare and analyse a range of information related to the economy and society. Students will also be expected to demonstrate the following knowledge: - economic traditions to enable their key concerns to be identified; - theories on the historical emergence of capitalism to enable their analysis; - a range of views on the consequences of economic globalisation to enable their comparison, and; - responses to economic globalisation to enable their analysis. .

VU21887 Analyse texts in their cultural context

Locations: Footscray Nicholson, St Albans, City Flinders.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to analyse the meaning in a range of texts and to relate texts to their cultural context.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify appropriate texts; - read and interpret texts, and; - problem solving skills to identify, compare and analyse relevant information. Students will also be expected to demonstrate the following knowledge: - cultural values that can underlie different representations of the same event; - terminology of textual and cultural criticism such as: - traditional literary terms; - postmodern analysis; - semiotic terms; - psychoanalytic terms, and; - system relationships.

VU21988 Utilise basic network concepts and protocols required in cyber security

Locations: Footscray Nicholson, St Albans, Sunshine.

Prerequisites: Nil.

Description: This unit provides a cyber security practitioner with an introduction to the skills and knowledge required to comprehend how data travels around the internet and the function and operation of protocols such as the Transmission Control Protocol/Internet Protocol (TCP/IP) suite and devices that facilitate this data

transfer. The exposure to these protocols is at an introductory level in this unit.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - articulating issues arising from the operation of a network; - applying numeracy skills to perform calculations in binary and hexadecimal number systems; - base level problem solving to implement provided scripts for a switch and a router; - reading and accurately interpreting documents and reports; - operating a personal computer; - basic level ability in network cabling, and; - communicating with others to address cyber security network concepts and protocols. Students will also be expected to demonstrate the following knowledge: - OSI layered communication model; - TCP/IP layered communication model; - Media Access Layer (MAC) addresses; - binary number system; - hexadecimal number system; - Transmission Control Protocol (TCP) protocol; - User Datagram Protocol (UDP); - IPV4 addressing; - basics of IPV6 addressing; - routers, switches, firewall fundamentals & wireless access points; - end to end test commands eg Ping, Traceroute; - fundamentals of cyber security tools Wireshark, Kali, Netstumbler & Netstat; - fundamental DOS & DDOS attack mechanisms; - fundamental ransomware attack mechanisms; - wireless LANs and their use and vulnerabilities; - virtual images and their construction, and; - fundamentals of a scripting language eg Python.

VU21989 Test concepts and procedures for cyber security

Locations: Footscray Nicholson, St Albans, Sunshine.

Prerequisites: Nil.

Description: This unit provides introductory skills and knowledge required to implement testing procedures for systems in an organisation. These involve application layer testing tools as defined by the Open Web Application Security Project (OWASP), network testing and monitoring tools. The unit examines common threats, ethical hacking principles and introduction to penetration testing, social engineering security issues, enumeration, port scanning, sniffers, footprinting, traffic sniffers and wireless LAN vulnerabilities and contains a solid treatment of intrusions.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - using networking security testing methodologies, tools and commands; - configuring lab testing environment; - installing and configuring software packages for an outcome; - interpreting results from software packages, and; - communicating and contributing as a team member to solve networking problems. Students will also be expected to demonstrate the following knowledge: - layer 3 test command: Ping and Traceroute; - testing tools include (but not exhaustive). Other tools will be utilised to adapt to new technologies as required: Wireshark; Kali; Netstumbler and Netstat; - ethical hacking; - penetration testing; - footprinting; - enumeration; - port scanning; - system hacking;

- trojans, virus's and worms; - sniffing tools; - DOS & DDOS attacks methodology; - DNS attack methodologies; - wireless LANs, and; - scripting languages eg Python.

VU21990 Recognise the need for cyber security in an organisation

Locations: Footscray Nicholson, St Albans, Sunshine.

Prerequisites: Nil.

Description: This unit provides introductory knowledge and skills to recognize threats, risks and vulnerabilities to cyber security in an organisation. It includes the threats an organisation encompasses such as networks, machines, applications, data, users and infrastructure. The unit also covers an introduction to common cyber security attack mechanisms and an introduction to identity and threat management as well as security issues surrounding Internet of Things (IoT) devices. Finally, the unit introduces the implementation of tools and systems an organisation can use to protect from cyber-attacks.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - using a PC or Laptop computer and software tools; - implementing methods to protect personal data and privacy; - communicating and working in a team environment; - problem solving threats and vulnerabilities; - interpreting and following documented material and procedures, and; - evaluating an organisation's security policy document. Students will also be expected to demonstrate the following knowledge: - an enterprise security framework; - current types of security vulnerabilities and malware; - methods of cyber security attacks; - methods to protect your own data and privacy; - methods and tools used to protect an organisation's data; - Internet of Things (IoT) devices; - access management techniques; - access controls; - overview of the responsibilities and resources that standards and organisation bodies provide for an enterprise, and; - cyber security risk.

VU21991 Implement network security infrastructure for an organisation

Locations: Footscray Nicholson, St Albans, Sunshine.

Prerequisites: VU21988 - Utilise basic network concepts and protocols required in cyber security VU21990 - Recognise the need for cyber security in an organisation

Description: This unit provides a sound working knowledge of the key features which make up the network security for an organisation. The unit includes a detailed investigation of threats and mitigation techniques, network security architectures, introduction to firewall setup and configuration, intrusion prevention system (IPS) setup and operation as well as internetworking operating system (IOS) software features to harden routers and switches. The unit also investigates proxy server vulnerabilities, Wireless Lan (WLAN) security vulnerabilities and the application of Virtual Private Networks (VPN's) and cryptography fundamentals.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

expected to demonstrate the following required skills: - communicate and contribute as a member of a team; - problem solve network security infrastructure; - interpret and follow documented material and procedures; - use a laptop or a workstation; - install and demonstrate the application of software packages; - perform basic mathematical calculations; - connecting networked devices; - configuring a firewall; - implementing IPS; - plan and apply foundational troubleshooting of network security infrastructure, and; - drive testing software packages. Students will also be expected to demonstrate the following knowledge: - testing methodologies; - using networking devices; - new firewall technologies; - CLI to configure a network device; - handle and use network devices; - WLAN operation and architectures; - WLAN vulnerabilities; - encryption, hashes and digital signatures; - encryption algorithms; - public key encryption; - basic cryptography; - VPN's, and; - IPsec.

VU21992 Develop a cyber security industry project

Locations: Footscray Nicholson, St Albans, Sunshine.

Prerequisites: ICTPRG407 - Write script for software applications VU21988 - Utilise basic network concepts and protocols required in cyber security VU21989 - Test concepts and procedures for cyber security VU21990 - Recognise the need for cyber security in an organisation

Description: The purpose of this unit is to undertake a project that simulates a real cyber security environment. The project may include using a Cyber Security Operations Centre (CSOC) sandbox or equivalent laboratory environment. This environment allows the participant to demonstrate configuring and testing of firewalls, implementing Intrusion Detection System (IDS) and evaluating and identifying any traffic anomalies. The use of Red & Blue teaming exercises to identify security breaches and apply mitigation strategies to minimise further risk should be included as part of the exercise.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - assembling, participating in and coordinating a work team; - communicating and problem solving within a team environment; - evaluating the performance of a work team; - developing a project implementation plan including realistic timelines and allocation of tasks for team members; - establishing project risk assessment; - gathering, testing and allocating project resources; - testing concepts and procedures for cyber security; - using procedures to identify data traffic anomalies; - installing and using software packages; - connecting cyber security equipment and networked devices; - using basic Linux commands; - interpret and writing basic scripts; - preparing technical documentation, and; - making presentation to clients. Students will also be expected to demonstrate the following knowledge: - working in a team; - testing methodologies; - implementing provided designs; - operating software testing packages; - interconnecting virtual images; - operating systems (Windows or Linux); - virtualisation operation and structure; - creating and configuring virtualised images; - using networking devices; - configuring firewalls; - implementing Intrusion Detection Systems (IDS) features to examine data for anomalies for a potential security threat; - implement Intrusion Prevention Systems (IPS) to monitor data traffic; - introductory red and blue teaming exercises; - support the development of an implementation plan; - contribute to the team performance evaluation; - support the process of risk assessment, and; - business implications of cyber security breaches.

VU21993 Secure a networked personal computer

Locations:Footscray Nicholson, St Albans, Sunshine.

Prerequisites:Nil.

Description:This unit provides base level skills and knowledge to configure an operating system on a personal computer, adding security, setting user level passwords and privileges to limit and identify user access - all required to increase protection of the end point from cyber security attacks. The unit also provides an overview of internet of things (IOT) devices, an introduction to computer networking virtualisation and base level Linux commands - deemed to be invaluable in using cyber security tools.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identifying the components and explain the operation of a personal computer; - operating a personal computer; - performing preventive maintenance and troubleshooting on personal computers; - installing Windows operation systems; - performing management and maintenance of Windows operating systems; - programing networking devices from provided scripts; - reading and comprehending computer technology reports; - securing user level access for a personal computer, and; - identifying and using networking devices. Students will also be expected to demonstrate the following knowledge: - hardware components of a personal computer; - virtualisation concepts; - PC peripherals; - PC input output devices; - Internet of Things (IOT) devices; - communication protocols for IOT devices; - security issues relating to IOT devices; - operating systems (Windows or Linux); - virtualization operation and structure; - creating and configuring virtualised images; - linux base level commands, and; - networked device connections. .

VU21994 Perform basic cyber security data analysis

Locations:Footscray Nicholson, St Albans, Sunshine.

Prerequisites:Nil.

Description:This unit provides the knowledge and skills necessary for a cyber security practitioner to detect and recognize discrepancies in data by performing analysis. The unit covers the collection of data on a scenario and performing basic analysis and includes the process of breaking down the scenario to a set of subtasks which are examined for their effectiveness. The unit includes an introduction of databases as a repository for data and the vulnerabilities that exist and an introduction to software tools to supporting pattern recognition.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - recognising patterns of data; - using data recognition software tools; - working as a team member to problem solve database vulnerabilities; - reading and comprehending documented material and procedures; - using a laptop or a workstation; - installing and using software

packages; - foundational troubleshooting; - planning and organizing tasks and subtasks; - evaluating effectiveness of processes, and; - affecting change to processes. Students will also be expected to demonstrate the following knowledge: - sources of data; - security and event management systems (SIEM); - database concepts; - inputting data to a database; - accessing data from a database; - database security vulnerabilities; - mitigation strategies to minimise database security vulnerabilities; - big data concepts only, and; - splunk as an example of software used in data analysis.

VU21995 Manage the security infrastructure for the organisation

Locations:Footscray Nicholson, St Albans, Sunshine.

Prerequisites:Nil.

Description:The unit provides the basic knowledge and skills required to manage the implementation of the security infrastructure for an organisation. It includes assessing risk, implementing appropriate controls, monitoring their effectiveness, following organisation policy to store relevant data and compiled reports for future audit purposes. The practitioner will monitor and evaluate the physical security infrastructure of the organisation, and implement a regular security infrastructure maintenance program. It is likely that the practitioner will need to obtain relevant security clearance to handle this data.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communicate and contribute as a member of a team; - problem solve an organisation security system; - interpret and follow documented material and procedures; - use a laptop or a workstation; - install and demonstrate the application of software packages; - contribute to the evaluation of the organisation's security plan; - contribute to the planning and development of an organisation's security policy; - perform risk assessment for cyber security for an organisation; - interpret risk assessment data from appropriate standards bodies (ISO 27001 or NIST); - implement cyber hygiene processes for an organisation; - document incident processes, and; - communicate incident report succinctly and effectively. Students will also be expected to demonstrate the following knowledge: - methods of cyber security attacks; - methods and tools used to protect an organisation's data; - cyber security risk management plans and policies; - requirements of cyber hygiene processes; - best practices in cyber hygiene processes; - maintenance procedures; - malware scanners; - virus scanners, and; - diagnostic tools.

VU21996 Evaluate and test an incident response plan for an enterprise

Locations:Footscray Nicholson, St Albans, Sunshine.

Prerequisites:Nil.

Description:This unit provides the basic knowledge and skills for a cyber security practitioner to examine, as part of a team, an organisation's existing incident response plan (IRP) and expand it as necessary to more thoroughly deal with incidents. The unit includes forming the team, clarifying roles, interpreting an incident response plan (IRP), using red and blue teams to test the IRP, implementing an incident, evaluating the IRP for its effectiveness and developing improvement.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic

and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communicate and contribute as a member of a team; - problem solve network security infrastructure; - interpret and follow documented material and procedures; - use a laptop or a workstation; - install and demonstrate the application of software packages; - perform basic mathematical calculations; - plan and develop an Incident Response Plan (IRP) for the enterprise; - plan and develop attack exercises to test a security system for vulnerabilities; - plan and develop mitigation strategy to defend a security system from attacks, and; - evaluating IRP effectiveness and implementing new strategies. Students will also be expected to demonstrate the following knowledge: - methods to protect your own data and privacy; - basic level penetration testing of the security system for an enterprise; - tools used to test a network for vulnerabilities For example: Kali Linux, Metasploit; - methods and tools used to protect an organisation's data; - the concept of red, blue and purple teaming, and; - discussing better IRP strategies.

VU21997 Expose website security vulnerabilities

Locations: Footscray Nicholson, St Albans, Sunshine.

Prerequisites: Nil.

Description: This unit provides the knowledge and skills required to ensure and maintain the security of an organisation's website by utilizing the outcomes of the Open Web Application Security Project (OWASP). Current penetration testing tools are also utilised to determine the vulnerabilities of a web site. Vulnerabilities are assessed and reported to appropriate personnel to minimize risk.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communicate and contribute as a member of a team; - solve problems related to an organisation's website security vulnerabilities; - ability to read and comprehend technical procedures and documents; - use a laptop or a workstation; - install and interpret software test packages; - plan and present proposed solutions to a client, and; - contribute to writing reports. Students will also be expected to demonstrate the following knowledge: - website development functionality and operation; - website vulnerabilities; - basic level penetration testing of the website for an enterprise; - website servers; - server scripting; - firewall features and operation; - existing frameworks of reported software vulnerabilities; - HTTP structure; - testing tools for website vulnerabilities (penetration testing (PEN testing)), and; - Open Web Application Security Project (OWASP) top 10 Web based vulnerabilities.

VU22014 Prepare for work in the building and construction industry

Locations: Industry, Footscray Nicholson, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit of competency describes the outcomes required to prepare to work in the building and construction industries. It requires the ability to determine

opportunities and pathways, take responsibility for own workplace learning and skill development and apply for work in the building and construction industries. This unit supports learners to develop basic skills and knowledge to prepare them for the working environment in the building and construction industries.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - writing skills; - reading skills to interpret basic documents such as written instructions, basic research and resource information; - oral communication skills; - learning skills; - teamwork skills; - planning and organising skills, and; - technology skills. Students will also be expected to demonstrate the following knowledge: - financial incentives that are available to apprentices and trainees; - personal learning styles; - relationship between roles within the building and construction industries; - industry and company specific policies and procedures regarding training and employment, and; - industry services, facilities and activities.

VU22015 Interpret and apply basic plans and drawings

Locations: Industry, Footscray Nicholson, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to read, interpret and produce basic plans and drawings used for building construction. This unit supports pre-apprentices who under close supervision and guidance, develop a defined and limited range of skills and knowledge in preparing them for entering the working environment within the building and construction industry. They use little judgement and follow instructions specified by the supervisor. On entering the industry, it is intended that further training will be required for this specific skill to ensure trade level standard.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading skills to interpret drawings, documentation and specifications; - writing skills to complete basic documentation, drawings and plans; - oral communication skills to use building and construction terminology for interpreting and developing basic plans and drawings; - numeracy skills to calculate labour and material quantities; - planning and organising skills to plan and complete tasks from plans and drawing in appropriate sequence; - self-management skills to manage workspace, and; - technology skills to use tools and equipment for developing basic plans and drawings. Students will also be expected to demonstrate the following knowledge: - types, purposes and characteristics of plans and drawings; - commonly used symbols and abbreviations used in plans and drawings; - terminology used for interpreting and applying plans and drawings; - components of building structures, including footing, flooring, wall and roofing structures; - relevant Australian Standards and the National Construction

Code in relation to work to be undertaken; - major construction activities and sequencing; - drawing techniques, and; - tools and equipment used for drawings.

VU22016 Erect and safely use working platforms

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to erect and safely use restricted height working platforms, that includes trestles and planks, step and extension ladders and mobile and modular scaffolds of up to four metres. This unit supports pre-apprentices who under close supervision and guidance, develop a defined and limited range of skills and knowledge in preparing them for entering the working environment within the building and construction industry. They use little judgement and follow instructions specified by the supervisor. On entering the industry, it is intended that further training will be required for this specific skill to ensure trade level standard.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading skills to interpret documentation, drawings, specifications and instructions; - writing skills to complete basic documentation; - oral communication skills; - numeracy skills to complete measurements and calculations to check for height requirements; - when erecting and using working platforms; - teamwork skills to ensure a safe working environment; - planning and organising skills; - self-management skills, and; - technology skills to use the appropriate tools and equipment for erecting working platforms. Students will also be expected to demonstrate the following knowledge: - plans, drawings and specifications used for erecting working platforms; - workplace safety requirements and Occupational Health and Safety (OHS) legislation in relation to erect and safely use working platforms, including the required personal protective equipment (PPE); - relevant Australian Standards in relation to restricted height working platforms; - principles of sustainability relevant to erecting working platforms; - terminology used for erecting and using working platforms; - function, purpose and types of working platforms, and tools and equipment used to erect them, and; - processes and techniques used for erecting working platforms, including manufacturers' specifications.

VU22017 Identify and handle bricklaying tools and equipment

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to identify and safely handle bricklaying hand and power tools and plant and equipment. It does not include the maintenance of tools and equipment. It includes the ability to plan for, prepare and handle tools and equipment, clean up after use, and report on faulty tools and equipment. This unit supports pre-apprentices who under close supervision and guidance, develop a defined and limited range of skills and knowledge in preparing them for entering the working environment within the building and construction industry. They use little judgement and follow instructions specified by the supervisor. On entering the industry, it is intended that further training will be required for this specific skill to ensure trade level standard.

Required Reading: The qualified trainer and assessor will provide teaching and

learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading skills to interpret documentation, specifications and instructions; - writing skills to complete basic documentation; - oral communication skills; - teamwork skills to ensure a safe working environment; - planning and organising skills; - self-management skills, and; - technology skills to safely check and handle tools and equipment. Students will also be expected to demonstrate the following knowledge: - workplace safety requirements and Occupational Health and Safety (OHS) legislation in relation to handling bricklaying tools and equipment, including the required personal protective equipment (PPE) and safety requirement for power supplies; - relevant Australian Standards in relation to handling bricklaying tools and equipment; - principles of sustainability relevant to preparing and handling bricklaying tools and equipment; - terminology used for bricklaying tools and equipment; - characteristics and functions of bricklaying tools and equipment; - types of pre-occupational checks required prior to using bricklaying tools and equipment, and; - safe handling and maintenance checks of bricklaying tools and equipment, including reporting procedures. .

VU22018 Apply basic bricklaying techniques

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to apply bricklaying techniques for basic brickwork construction. This unit supports pre-apprentices who under close supervision and guidance, develop a defined and limited range of skills and knowledge in preparing them for entering the working environment within the bricklaying industry. They use little judgement and follow instructions specified by the supervisor. On entering the industry, it is intended that further training will be required for this specific skill to ensure trade level standard.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading skills to interpret documentation, drawings, specifications and instructions; - writing skills to complete basic documentation; - oral communication skills; - numeracy skills; - teamwork skills to ensure a safe working environment; - planning and organising skills; - self-management skills, and; - technology skills to safely use and maintain bricklaying tools and equipment. Students will also be expected to demonstrate the following knowledge: - plans, drawings and specifications used in brickwork construction; - workplace safety requirements and Occupational Health and Safety (OHS) legislation in relation to brickwork construction, including the required personal protective equipment (PPE); - relevant Australian Standards and building codes in relation to brickwork construction; - principles of sustainability relevant to brickwork construction; - terminology used for basic brickwork construction; - characteristics and purposes of bricklaying materials; - common processes for calculating size and quantity of materials required; - components, characteristics, and functions of mortar,

including mixing and curing processes; - function, purpose and safe handling of bricklaying tools and equipment; - purpose of an accurate set out for brickwork construction; - set out techniques and processes for brickwork construction; - use of spirit levelling devices for setting out, and; - bricklaying techniques for basic brickwork construction.

VU22019 Apply brick veneer construction techniques

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to apply brick veneer construction techniques to basic brickwork construction. This unit supports pre-apprentices who under close supervision and guidance, develop a defined and limited range of skills and knowledge in preparing them for entering the working environment within the bricklaying industry. They use little judgement and follow instructions specified by the supervisor. On entering the industry, it is intended that further training will be required for this specific skill to ensure trade level standard.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading skills to interpret documentation, drawings, specifications and instructions; - writing skills to complete basic documentation; - oral communication skills; - numeracy skills; - teamwork skills to ensure a safe working environment; - planning and organising skills; - self-management skills, and; - technology skills to safety use and maintain tools and equipment. Students will also be expected to demonstrate the following knowledge: - plans, drawings and specifications used for brick veneer; - workplace safety requirements and Occupational Health and Safety (OHS) legislation in relation to brick veneer construction, including the required personal protective equipment (PPE); - relevant Australian Standards and building codes in relation to veneer brick construction; - terminology used for brick veneer construction; - principles of sustainability relevant to brick veneer construction; - characteristics and purposes of materials used for brick veneer construction; - common processes for calculating size and quantity of materials required; - function, purpose and safe handling of bricklaying tools and equipment; - purpose of an accurate set out for brick veneer construction; - set out techniques and processes for brick veneer construction; - methods of base brickwork including slab on ground and strip footing construction, and; - bricklaying techniques for brick veneer construction.

VU22020 Apply cavity brick construction techniques

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to apply cavity brick construction techniques to basic brickwork construction. It does not include the construction of brickwork or block bases. This unit supports pre-apprentices who under close supervision and guidance, develop a defined and limited range of skills and knowledge in preparing them for entering the working environment within the bricklaying industry. They use little judgement and follow instructions specified by the supervisor. On entering the industry, it is intended that further training will be required for this specific skill to ensure trade level standard.

Required Reading: The qualified trainer and assessor will provide teaching and

learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading skills to interpret documentation, drawings, specifications and instructions; - writing skills to complete basic documentation; - oral communication skills; - numeracy skills; - teamwork skills to ensure a safe working environment; - planning and organising skills; - self-management skills, and; - technology skills to safety use and maintain tools and equipment. Students will also be expected to demonstrate the following knowledge: - plans, drawings and specifications used cavity brick construction; - workplace safety requirements and Occupational Health and Safety (OHS) legislation in relation to cavity brick construction, including the required personal protective equipment (PPE); - relevant Australian Standards and building codes in relation to cavity brick construction; - terminology used for cavity brick construction; - principles of sustainability relevant to cavity brick construction; - characteristics and purposes of bricklaying materials used in cavity brick construction; - common processes for calculating size and quantity of materials required for cavity brick construction; - function, purpose and safe handling of bricklaying tools and equipment used for cavity brick construction; - purpose of an accurate set out for cavity brick construction; - set out techniques and processes for cavity brick construction; - characteristics and functions of base brickwork; - methods of base brickwork including slab on ground and strip footing construction, and; - bricklaying techniques for cavity brick construction.

VU22021 Apply masonry blockwork techniques

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to apply masonry blockwork techniques to basic masonry blockwork construction. It does not include the construction of the brickwork or block base. This unit supports pre-apprentices who under close supervision and guidance, develop a defined and limited range of skills and knowledge in preparing them for entering the working environment within the bricklaying industry. They use little judgement and follow instructions specified by the supervisor. On entering the industry, it is intended that further training will be required for this specific skill to ensure trade level standard.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading skills to interpret documentation, drawings, specifications and instructions; - writing skills to complete basic documentation; - oral communication skills; - numeracy skills; - teamwork skills to ensure a safe working environment; - planning and organising skills; - self-management skills, and; - technology skills to safety use and maintain tools and equipment. Students will also be expected to demonstrate the following knowledge: - plans, drawings and specifications used in bricklaying construction; - workplace safety requirements and Occupational Health and Safety (OHS) legislation in relation

to masonry blockwork construction, including the required personal protective equipment (PPE); - relevant Australian Standards and building codes in relation to masonry blockwork construction; - principles of sustainability relevant to masonry blockwork construction; - terminology used for masonry blockwork construction; - characteristics and purposes of masonry blockwork materials; - common processes for calculating size and quantity of materials required; - components, characteristics, and functions of mortar, including mixing and curing processes; - function, purpose and safe handling of masonry blockwork tools and equipment; - purpose of an accurate set out for masonry blockwork construction; - set out techniques and processes for masonry blockwork construction; - use of spirit levelling devices for setting out blockwork, and; - masonry blockwork techniques used for basic masonry blockwork construction.

VU22022 Identify and handle carpentry tools and equipment

Locations: Industry, Footscray Nicholson, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to identify and safely handle carpentry hand and power tools and plant and equipment. It does not include the maintenance of tools and equipment. It includes the ability to plan for, prepare and handle tools and equipment, clean up after use, and report on faulty tools and equipment. This unit supports pre-apprentices who under close supervision and guidance, develop a defined and limited range of skills and knowledge in preparing them for entering the working environment within the building and construction industry. They use little judgement and follow instructions specified by the supervisor. On entering the industry, it is intended that further training will be required for this specific skill to ensure trade level standard.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading skills to interpret documentation, specifications and instructions; - writing skills to complete basic documentation; - oral communication skills; - teamwork skills to ensure a safe working environment; - planning and organising skills; - self-management skills, and; - technology skills to safely check and handle tools and equipment. Students will also be expected to demonstrate the following knowledge: - workplace safety requirements and Occupational Health and Safety (OHS) legislation in relation to handling carpentry tools and equipment, including the required personal protective equipment (PPE) and safety requirement for power supplies; - relevant Australian Standards in relation to handling carpentry tools and equipment; - principles of sustainability relevant to preparing and handling carpentry tools and equipment; - terminology used for carpentry tools and equipment; - characteristics and functions of carpentry tools and equipment; - types of pre-occupational checks required prior to using carpentry tools and equipment, and; - safe handling and maintenance checks of carpentry tools and equipment, including reporting procedures.

VU22023 Perform basic setting out

Locations: Industry, Footscray Nicholson, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to carry out basic setting out for a building site. This unit supports pre-apprentices who under close

supervision and guidance, develop a defined and limited range of skills and knowledge in preparing them for entering the working environment within the building and construction industry. They use little judgement and follow instructions specified by the supervisor. On entering the industry, it is intended that further training will be required for this specific skill to ensure trade level standard.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading skills to interpret documentation, drawings, specifications and instructions; - writing skills to complete basic documentation; - oral communication skills; - numeracy skills; - teamwork skills to ensure a safe working environment; - planning and organising skills, and; - self-management skills. Students will also be expected to demonstrate the following knowledge: - plans, drawings and specifications used in the building and construction industry; - workplace safety requirements and Occupational Health and Safety (OHS) legislation in relation to carpentry, including the required personal protective equipment (PPE); - relevant Australian Standards and building codes in relation to setting out sites; - principles of sustainability relevant to setting out sites; - terminology used for setting out sites; - characteristics and purposes of materials used for setting out sites; - common processes for calculating size and quantity of materials required; - function, purpose and safe handling of setting out tools and equipment; - use and types of levelling devices for setting out, including spirit, automatic and laser levels, and; - setting out processes and techniques used for building sites.

VU22024 Construct basic sub-floor

Locations: Industry, Footscray Nicholson, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to apply basic sub-floor framing skills for a rectangular shaped building. This unit supports pre-apprentices who under close supervision and guidance, develop a defined and limited range of skills and knowledge in preparing them for entering the working environment within the building and construction industry. They use little judgement and follow instructions specified by the supervisor. On entering the industry, it is intended that further training will be required for this specific skill to ensure trade level standard.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading skills to interpret documentation, drawings, specifications and instructions; - writing skills to complete basic documentation; - oral communication skills; - numeracy skills; - teamwork skills to ensure a safe working environment; - planning and organising skills; - self-management skills, and; - technology skills to safely use and maintain tools and equipment. Students will also be expected to demonstrate the following knowledge:

- plans, drawings and specifications used in sub-floor framing; - workplace safety requirements and Occupational Health and Safety (OHS) legislation in relation to sub-floor framing, including the required personal protective equipment (PPE); - relevant Australian Standards and building codes in relation to sub-floor framing; - principles of sustainability relevant to sub-floor framing; - Use terminology for sub-floor framing; - characteristics and purposes of materials used for sub-floor framing; - common processes for calculating size and quantity of materials required; - function, purpose and safe handling of sub-floor framing tools and equipment; - Use sub-floor framing processes and techniques for buildings; - bearer and joist joining techniques including butt, halving and splayed, and; - joist straightening techniques.

VU22025 Construct basic wall frames

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to construct basic wall frames for a building. This unit supports pre-apprentices who under close supervision and guidance, develop a defined and limited range of skills and knowledge in preparing them for entering the working environment within the building and construction industry. They use little judgement and follow instructions specified by the supervisor. On entering the industry, it is intended that further training will be required for this specific skill to ensure trade level standard.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading skills to interpret documentation, drawings, specifications and instructions; - writing skills to complete basic documentation; - oral communication skills; - numeracy skills; - teamwork skills to ensure a safe working environment; - planning and organising skills, and; - self-management skills. Students will also be expected to demonstrate the following knowledge: - plans, drawings and specifications used in wall framing; - workplace safety requirements and Occupational Health and Safety (OHS) legislation in relation to wall framing, including the required personal protective equipment (PPE); - relevant Australian Standards and building codes in relation to wall framing; - principles of sustainability relevant to wall framing; - terminology used for wall framing; - characteristics and purposes of materials used for wall framing; - common processes for calculating size and quantity of materials required; - function, purpose and safe handling of wall framing tools and equipment, and; - wall framing processes and techniques used for building sites.

VU22026 Construct a basic roof frame

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to construct a basic hip and gable end roof frame. This unit supports pre-apprentices who under close supervision and guidance, develop a defined and limited range of skills and knowledge in preparing them for entering the working environment within the building and construction industry. They use little judgement and follow instructions specified by the supervisor. On entering the industry, it is intended that further training will be required for this specific skill to ensure trade level standard.

Required Reading: The qualified trainer and assessor will provide teaching and

learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading skills to interpret documentation, drawings, specifications and instructions; - writing skills to complete basic documentation; - oral communication skills; - numeracy skills; - teamwork skills to ensure a safe working environment; - planning and organising skills, and; - self-management skills. Students will also be expected to demonstrate the following knowledge: - plans, drawings and specifications used in roof framing; - workplace safety requirements and Occupational Health and Safety (OHS) legislation in relation to roof framing, including the required personal protective equipment (PPE); - relevant Australian Standards and building codes in relation to roof framing; - principles of sustainability relevant to roof framing; - terminology used for roof framing; - types of roof structures; - characteristics and purposes of materials used for roof framing; - common processes for calculating size and quantity of materials required; - common process for developing roof bevels and calculating member lengths; - function, purpose and safe handling of roof framing tools and equipment; - processes for setting out a pattern rafter, and; - roof framing processes and techniques used for building sites.

VU22027 Install basic external cladding

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to install basic timber or manufactured external cladding. This unit supports pre-apprentices who under close supervision and guidance, develop a defined and limited range of skills and knowledge in preparing them for entering the working environment within the building and construction industry. They use little judgement and follow instructions specified by the supervisor. On entering the industry, it is intended that further training will be required for this specific skill to ensure trade level standard.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading skills to interpret documentation, drawings, specifications and instructions; - writing skills to complete basic documentation; - oral communication skills; - numeracy skills; - teamwork skills to ensure a safe working environment; - planning and organising skills; - self-management skills, and; - technology skills to safely use and maintain tools and equipment. Students will also be expected to demonstrate the following knowledge: - plans, drawings and specifications used in external cladding; - workplace safety requirements and Occupational Health and Safety (OHS) legislation in relation to external cladding, including the required personal protective equipment (PPE); - relevant Australian Standards and building codes in relation to external cladding; - principles of sustainability relevant to external cladding; - terminology used for external cladding; - characteristics and purposes of materials used for external cladding; - common processes for calculating size and quantity of materials required;

- function, purpose and safe handling of external cladding tools and equipment, and;
- external cladding processes and techniques used for building sites, including processes for preserving and protecting cut surfaces.

VU22028 Install basic window and door frames

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to install basic windows and door frames to parts of a building. This unit supports pre-apprentices who under close supervision and guidance, develop a defined and limited range of skills and knowledge in preparing them for entering the working environment within the building and construction industry. They use little judgement and follow instructions specified by the supervisor. On entering the industry, it is intended that further training will be required for this specific skill to ensure trade level standard.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading skills to interpret documentation, drawings, specifications and instructions; - writing skills to complete basic documentation; - oral communication skills; - numeracy skills; - teamwork skills to ensure a safe working environment; - planning and organising skills; - self-management skills, and; - technology skills to safely use and maintain tools and equipment. Students will also be expected to demonstrate the following knowledge: - plans, drawings and specifications used in window and door frame installation; - workplace safety requirements and Occupational Health and Safety (OHS) legislation in relation to window and door frame installation, including the required personal protective equipment (PPE); - relevant Australian Standards and building codes in relation to window and door frame installation; - principles of sustainability relevant to window and door frame installation; - terminology used for window and door frame installation; - characteristics and purposes of materials used for window and door frame installation; - common processes for calculating size and quantity of materials required; - function, purpose and safe handling of window and door frame installation tools and equipment, and; - window and door frame installation processes and techniques.

VU22029 Install interior fixings

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to prepare, cut and install standard interior fixings. This unit supports pre-apprentices who under close supervision and guidance, develop a defined and limited range of skills and knowledge in preparing them for entering the working environment within the building and construction industry. They use little judgement and follow instructions specified by the supervisor. On entering the industry, it is intended that further training will be required for this specific skill to ensure trade level standard.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each

unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading skills to interpret documentation, drawings, specifications and instructions; - writing skills to complete basic documentation; - oral communication skills; - numeracy skills; - teamwork skills to ensure a safe working environment; - planning and organising skills; - self-management skills, and; - technology skills to safely use and maintain tools and equipment. Students will also be expected to demonstrate the following knowledge: - plans, drawings and specifications used in interior fixing; - workplace safety requirements and Occupational Health and Safety (OHS) legislation in relation to interior fixing, including the required personal protective equipment (PPE); - relevant Australian Standards and building codes in relation to interior fixing; - principles of sustainability relevant to interior fixing; - terminology used for interior fixing; - characteristics and purposes of materials used for interior fixing; - common processes for calculating size and quantity of materials required; - function, purpose and safe handling of interior fixing tools and equipment, and; - interior fixing processes and techniques.

VU22030 Carry out basic demolition of timber structures

Locations: Industry, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to prepare and carry out basic demolition of timber structures. This unit supports pre-apprentices who under close supervision and guidance, develop a defined and limited range of skills and knowledge in preparing them for entering the working environment within the building and construction industry. They use little judgement and follow instructions specified by the supervisor. On entering the industry, it is intended that further training will be required for this specific skill to ensure trade level standard.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading skills to interpret documentation, drawings, specifications and instructions; - writing skills to complete basic documentation; - oral communication skills; - teamwork skills to ensure a safe working environment; - planning and organising skills; - self-management skills, and; - technology skills to safely use and maintain tools and equipment. Students will also be expected to demonstrate the following knowledge: - plans, drawings and specifications used in basic demolition; - workplace safety requirements and Occupational Health and Safety (OHS) legislation in relation to basic demolition, including the required personal protective equipment (PPE); - relevant Australian Standards and building codes in relation to basic demolition; - principles of sustainability relevant to basic demolition; - terminology used for basic demolition; - common processes for calculating size and quantity of materials required; - function, purpose and safe handling of basic demolition tools and equipment, and; - basic demolition processes and techniques.

VU22031 Construct basic formwork for concreting

Locations: Industry, Footscray Nicholson, Werribee, Sunshine.

Prerequisites: Nil.

Description: This unit of competency specifies the outcomes required to construct basic formwork for concreting. This unit supports pre-apprentices who under close supervision and guidance, develop a defined and limited range of skills and knowledge in preparing them for entering the working environment within the building and construction industry. They use little judgement and follow instructions specified by the supervisor. On entering the industry, it is intended that further training will be required for this specific skill to ensure trade level standard.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading skills to interpret documentation, drawings, specifications and instructions; - writing skills to complete basic documentation; - oral communication skills; - numeracy skills; - teamwork skills to ensure a safe working environment; - planning and organising skills; - self-management skills, and; - technology skills to safely use and maintain tools and equipment. Students will also be expected to demonstrate the following knowledge: - plans, drawings and specifications used for the construction of formwork for concrete; - workplace safety requirements and Occupational Health and Safety (OHS) legislation in relation to concrete footings and formwork, including the required personal protective equipment (PPE); - relevant Australian Standards and building codes in relation to the construction of formwork for concrete; - principles of sustainability relevant to the construction of formwork for concrete; - terminology used for the construction of formwork for concrete; - characteristics, purposes and functions of materials used for concrete slabs and formwork; - basic principles and components of concrete, including mixing ratios; - common processes for calculating size and quantity of materials required; - function, purpose and safe handling of tools and equipment used for the construction of formwork for concrete; - set out and construction of formwork for concrete processes and techniques, and; - sequence of concrete placement and curing.

VU22074 Use a range of techniques to solve mathematical problems

Locations: Footscray Park, Werribee, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to use a range of specialist techniques and concepts to solve mathematical problems.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - numeracy skills to perform a range of calculations including: fractions and mixed numbers, and; decimals and directed numbers; - problem solving skills to: round a decimal to a given number of decimal places; use geometry to determine angles in triangles (including non-right angled); convert unit quantities to units with a different prefix; write a number correct to a given number of significant figures; calculate systematic, random and percentage errors; describe the general shape of a given or plotted scatter diagram;

identify and determine dimensions of general shapes; estimate to check calculations and reasonableness of outcomes, and; use a range of mathematical symbolism, charts, diagrams and graphs to represent mathematical thinking and processing; - literacy skills to: read and interpret values in a table, chart or graph, and; locate embedded information necessary to solve a problem or analyse quantitative information; - technology skills to use scientific calculator functions including statistical functions, and; - planning and organising skills to collect and organise mathematical data. Students will also be expected to demonstrate the following knowledge: - use of Pythagoras Theorem in trigonometry; - principles of algebra; - techniques to solve algebraic problems; - major characteristics of linear and simple non-linear graphs, and; - graphical techniques to draw graphs.

VU22093 Develop study skills

Locations: Werribee.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to establish a range of study strategies and develop study skills.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - organisational skills to identify and apply effective study strategies; - literacy skills to take accurate notes, and; - problem solving skills to manage time and prioritise tasks and information. Students will also be expected to demonstrate the following knowledge: - sources of information on effective study strategies.

VU22094 Explore your story

Locations: Werribee.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to investigate, collate, record and present information on the history of an Aboriginal or Torres Strait Islander clan/mob relevant to the learner.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - gather information from community members using appropriate protocols; - make clear oral presentations; - seek feedback from peers; - written and /or visual literacy skills to present information, and; - organisational skills to sequence information for a presentation. Students will also be expected to demonstrate the following knowledge: - appropriate processes for determining protocols for interacting with Aboriginal and/or Torres Strait Islander communities; - cultural considerations related to the use of imagery; - oral presentation techniques, and; - appropriate sources of information on Aboriginal and/or Torres Strait Islander history and language.

VU22096 Participate in Aboriginal and/or Torres Strait Islander events of significance

Locations:Werribee.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to participate in an Aboriginal and/or Torres Strait Islander event with others.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - literacy skills to record own participation in activities; - problem solving skills to analyse event information and select an appropriate event; - organisational skills to plan activities, and; - team work skills to plan, participate in and evaluate activities with others. Students will also be expected to demonstrate the following knowledge: - cultural protocols related to participation in the selected event.

VU22099 Recognise and interpret safety signs and symbols

Locations:Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to recognise and interpret safety signs and symbols commonly found in workplace and community settings.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - literacy skills to identify and interpret key words regularly used in common safety signs and symbols; - numeracy skills to recognise and interpret the meaning of shapes in safety signage, and; - problem solving skills to distinguish between different types of commonly used safety signs and symbols using shapes, colours and words. Students will also be expected to demonstrate the following knowledge: - navigation skills and reading strategies to enable recognition and interpretation of commonly used safety signs and symbols; - high frequency words used in safety signage, and; - colours and shapes used in the main categories of safety signage.

VU22100 Investigate language acquisition

Locations:Werribee.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to investigate opportunities to develop Aboriginal and/or Torres Strait Islander language/s.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge

and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - literacy skills to interpret information; - evaluate information for its relevance to own needs, and; - identify barriers and potential solutions. Students will also be expected to demonstrate the following knowledge: - sources of information on Aboriginal and/or Torres Strait Islander languages. .

VU22101 Use basic measuring and calculating skills

Locations:Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to measure quantities in standard units and carry out basic calculations involving these quantities.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: problem solving skills to: interpret the measurement requirements; apply the appropriate mathematical method to make required calculations; check the accuracy of calculations. Students will also be expected to demonstrate the following knowledge: - measurements of quantities such as time, length, volume, using common measuring instruments- mathematical processes; - basic functions of calculators, and; - basic measuring instruments.

VU22103 Participate in a practical placement with support

Locations:Industry, Footscray Nicholson, City King St, Sunshine, Geelong Learning Links.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to select, negotiate and participate in a practical work or community placement.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - negotiate placement; - participate in a work placement; - complete required documentation; - read and interpret workplace documents/signage and procedures relevant to work performed, and; - personal management skills to assess personal strengths and weaknesses. Students will also be expected to demonstrate the following knowledge: - sources of information on placement options.

VU22110 Develop a learning pathway

Locations:Werribee.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge necessary to investigate options and plan for further education and training to support employment and/or community participation. It includes the skills to conduct and document a self audit of current skills.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - literacy skills to document a learning action plan; - self management skills to reflect on own experiences and identify potential barriers and current skills, and; - communication. Students will also be expected to demonstrate the following knowledge: - education and training options, and; - support schemes including those for Australian Aboriginal and Torres Strait Islander Peoples.

VU221 11 Work with Aboriginal and/or Torres Strait Islander community members to develop mentoring skills

Locations:Werribee.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to develop as a mentor, with the support of Aboriginal and/or Torres Strait Islander community members/ elders.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to provide mentoring support to others and respond to feedback on own activities; - self management skills to model positive behaviours, and; - literacy skills to maintain records, which may include written, visual and/or digital literacy. Students will also be expected to demonstrate the following knowledge: - mentoring features and benefits of being a mentor; - characteristics of mentoring programs; - community support resources; - the importance of maintaining the confidentiality of others personal information, and; - methods of maintaining a record of activities such as written and digital methods.

VU221 12 Support others to complete a small scale community project

Locations:Werribee.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to develop as a mentor, with the support of Aboriginal and/or Torres Strait Islander community members/ elders.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting

of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to contribute to project planning, implementation, monitoring and review such as: offering suggestions and responding to feedback, seeking assistance and recording assistance when required; - planning and organising skills to manage own time to complete tasks according to project plan requirements, and; - problem solving skills to: recognise conflict within the team, identify issues affecting the successful completion of project. Students will also be expected to demonstrate the following knowledge: - features of small scale project plans to enable contribution to the development of a draft plan; - conflict resolution techniques to enable appropriate responses to conflicts within the team, and; - time management strategies, such as prioritising work and seeing assistance to enable timely completion of own tasks.

VU221 13 Investigate the influence of Aboriginal and/or Torres Strait Islander history

Locations:Werribee.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to gather information on Aboriginal and/or Torres Strait Islander and related history and analyse its impact on current events and attitudes impacting on the Aboriginal and/or Torres Strait Islander community.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to access relevant information; - problem solving skills to analyse information and determine its influence on current events and attitudes impacting on the Aboriginal and/or Torres Strait Islander community, and; - literacy skills to access information from written and/or digital sources. Students will also be expected to demonstrate the following knowledge: - sources of information on Aboriginal and/or Torres Strait Islander and related history to enable information to be gathered and analysed; - cultural considerations related to the use of imagery, and; - different presentation formats to enable the most appropriate format to be used.

VU221 14 Investigate and present on features of Aboriginal and/or Torres Strait Islander culture

Locations:Werribee.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to identify and compare features of Aboriginal and/or Torres Strait Islander and other cultures.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

expected to demonstrate the following required skills: - communication skills to gather and interpret information from Elders and Aboriginal and/or Torres Strait Islander community members; - problem solving skills to analyse information and determine its impact on day to day life, and; - literacy skills to access and interpret information from written and/or digital sources. Students will also be expected to demonstrate the following knowledge: - sources of information on Australian Aboriginal and/or Torres Strait Islander and other cultures to enable information to be gathered and analysed; - cultural considerations related to the use of imagery, and; - different presentation formats to enable the most appropriate format to be used.

VU221 16 Develop written job application skills

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to produce a written job application in response to an advertised position, which can relate to advertised positions in employment, community or volunteering settings or further study programs.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - literacy skills to interpret and address requirements of written job applications, and; - planning and organisational skills to complete and submit applications in required time and format. Students will also be expected to demonstrate the following knowledge: - elements of written job applications to enable accurate and relevant information to be supplied, and; - conventions of written job applications.

VU221 17 Develop job interview skills

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to prepare for and participate in job interviews.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - literacy skills to access and interpret information and prepare required documentation; - personal management skills to attend interviews punctually, and; - communication skills to participate effectively in interviews and seek feedback. Students will also be expected to demonstrate the following knowledge: - sources of information on job interviews, and; - features of references and resumes.

VU2225 Manage the development, implementation and review of strategic business plans

Locations: Industry, Online.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to design and manage the implementation, monitoring and evaluation of strategic business plans that are based on a comprehensive analysis of the competitive market and that meet overall enterprise or organisational strategic goals and directions.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - interpersonal and communication skills to work collaboratively with clients, colleagues, management and stakeholders; - organisational skills to develop and implement business planning framework; - leadership skills to manage strategic business planning; - research, analytical and numeracy skills; - leadership and problem solving skills to manage strategic business plan; - literacy and technical writing skills, and; - research, analytical and evaluation skills. Students will also be expected to demonstrate the following knowledge: - principles, practices and methodologies of sustainable strategic business planning; - current debates, theories and bodies of knowledge surrounding: principles and practices of strategic business planning, and; consultative and participative management approaches; - relevant international, national and local legislative, regulatory and ethical requirements; - market trends and developments analysis methodologies; - risk management strategies; - performance measuring and monitoring systems; - quality management and continuous improvement concepts and practice; - human and business capacity building methodologies; - organisational strategic and operational planning; - change management principles; - implementation methodologies, and; - monitoring and review methods.

VU2226 Lead creative thinking and innovation practices in an organisational environment

Locations: Industry, Online.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to research and practice innovation and creative thinking in order to lead, support and maintain a culture of innovative thinking and practice that will further organisational strategic planning for sustainable business practices across a range of organisational contexts.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - interpersonal, communication and team building skills; - research methodology and critical analysis skills; - self-management, learning and reflective practice skills to evaluate and advance personal effectiveness in modelling and leading creative thinking and innovation practices

across a range of organisational contexts; - communication, consultation and negotiation and team building skills to promote, model, lead and sustain a culture of ongoing learning and development within organisational contexts; - planning and organisational skills to develop, implement and sustain practical strategies and mechanisms that support creative thinking and innovation practices within organisational settings, and; - leadership and problem-solving skills to assess challenges and risks at a strategic level and to develop appropriate responses. Students will also be expected to demonstrate the following knowledge: - relevant research and current literature on theories and bodies of knowledge about sustainable creative thinking and innovation practices within organisations; - relevant research, and current literature about the influence various styles and models of leadership and management have on creative thinking and innovation practices across a range of organisational contexts; - relevant international, national and local legislation, regulations, standards and ethical requirements; - relevant critical analyses of social, political, economic and technological developments that determine the broad context for innovation across a range of organisational contexts; - relationship between theory and practice in creative thinking and innovation practices within organisations; - risk assessment and change management strategies relevant to innovation and creative thinking within organisations; - change management theory and practice; - disruptive thinking methodologies, and; - human and business capacity building methodologies.

VU22227 Manage multiple projects

Locations: Industry, Online.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to undertake the strategic responsibility, accountability and decision making for overall management of multiple projects within an organisational context, through identifying the project scopes within a strategic context, managing the establishment and integration of project activities, and, finalising and reviewing project processes and outcomes.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - interpersonal and communication skills to: negotiate, consult and deal effectively with colleagues, clients, stakeholders and other relevant professionals; manage organisational diversity; - maintain commitment of stakeholders and project teams; - manage performance; - plan contingency management when necessary; - achieve project outcomes; - determine multiple projects management framework, optimum project opportunities, project plans and structures; - evaluate processes of multiple projects across a range of organisational contexts; - source and interpret relevant legal documents, legislation and regulations to meet compliance and ethical requirements; - organisational, business and outcome management skills to plan for and administer multiple project management outcomes across a range of organisational contexts, and; - strategic planning skills to administer targets, timelines, roles and responsibilities written communication skills to prepare and design project documentation that incorporates: project requirements; risk assessments; project progress reports; project monitoring and quality assurance processes; project reviews and recommendations. Students will also be expected to demonstrate the following knowledge: - relevant international, national and state legislative, regulatory and

ethical requirements; - current models and methodologies for the practice of managing multiple projects in organisational contexts; - project management methodologies; - strategic business planning; - overall organisational strategic and operational planning; - creative thinking and innovation practices in relation to managing multiple projects; - financial management strategies; - risk management strategies; - general principles and practices of environmental sustainability; - performance measuring and monitoring systems for multiple project management, and; - quality management and continuous improvement concepts and practice.

VU22228 Manage legal, regulatory and ethical compliance requirements in an organisational environment

Locations: Industry, Online.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to develop and implement a compliance management system that meets legal, regulatory and ethical compliance requirements relevant to a specific organisational context.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - interpersonal skills to work with local and international clients, colleagues, management, and/or external stakeholders across a range of organisational contexts; - reading and comprehension skills to understand legislation, regulations and industry standards documents and reports; - communication skills to relay compliance requirements and corollary, organisational policies and procedures; - problem-solving skills to address continuous improvement in compliance; - assess models and trends in compliance management for optimum application to specific organisational contexts; - assess organisational compliance systems, policies and procedures; - address existing and potential non-compliant and unethical activity, and; - organisational and time management skills to implement compliance, liaison, auditing and reporting activities across a range of organisational contexts. Students will also be expected to demonstrate the following knowledge: - relevant international, national and state legislative, regulatory and ethical requirements; - current models and trends in compliance management systems and practices; - ethical and legal requirements for organisational research, information management and approaches; - economic, social and environmental sustainability goals, initiatives, reporting and protocols; - governance principles and responsibilities in relation to compliance; - strategies for developing a positive compliance culture within the organisation; - compliance risk assessment and management strategies; - continuous improvement processes for compliance including monitoring, evaluation and review; - compliance auditing and reporting procedures and practices; - breach of compliance reporting and procedures; - project management, and; - safe work practices.

VU22229 Develop and implement a risk management strategy

Locations: Industry, Online.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to develop and manage the implementation and review of a risk management strategy for a particular organisational context.

Required Reading: The qualified trainer and assessor will provide teaching and

learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - negotiate, consult and deal effectively with colleagues, clients, stakeholders and other relevant professionals; - manage organisational diversity; - manage changing initiatives; - achieve consensus and strategic outcomes; - achieve commitment to organisational risk management policies; - resolve conflicts; - manage performance; - plan contingency management when necessary; - source and interpret relevant codes, standards and protocols for risk management requirements; - assess existing and potential risks; - identify, prioritise risk mitigation opportunities; - planning skills to develop a risk management strategy and appropriate supporting policies and procedures; - writing and reporting skills to develop formal and informal reports, monitoring and progress reports and implementation plans, and; - analytical and evaluation skills to assess risk management strategy and use results to inform future practice. Students will also be expected to demonstrate the following knowledge: - general principles, practices and methodologies of risk management; - risk management strategic planning; - strategic business planning; - overall organisational strategic and operational planning; - relevant international, national and state government legislation, regulations, standards and provisions; - economic, social and environmental sustainability goals, initiatives, reporting and protocols; - creative thinking and innovation practices in relation to managing risk; - people and change management methodologies, and; - performance measuring and monitoring systems.

VU22230 Manage people in an organisational environment

Locations: Industry, Online.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to develop and manage the motivation and engagement of people, within a broad organisational context, in order to achieve what the organisation has set out to do. This is achieved through analysis of organisational context and stakeholder capability and the development of appropriate people management strategies: communication; collaboration; reflective practice, and motivational approaches.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - interpersonal and communication skills to work collaboratively with clients, colleagues, management and stakeholders; - research methodology and critical analysis skills; - identify, source, document, evaluate and debate theories, practices and discourses relevant to managing human behaviour in organisations and relate concepts, ideas and examples to a range of organisational contexts; - address different cultural mores, culturally-specific business practices and culturally diverse workplace practices; - interpret organisational objectives, assess challenges and requirements; - develop appropriate global people management responses; - assess people management strategies and use results to inform future practice; - lead a culture of collaboration

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and motivation within global organisational contexts; - manage changing initiatives; - determine relevant organisational strategies; - filter and assimilate relevant external information into organisational strategies; - implement strategies; - resolve conflicts and problems; - manage performance globally; - plan contingency management when necessary; - build teams, consult and negotiate; - manage people in remote locations when required; - self-management, learning and reflective practice skills to evaluate personal effectiveness in managing people within organisational contexts, and; - literacy and writing skills to prepare and present reports; strategic plans; progress monitoring records, and evaluation data. Students will also be expected to demonstrate the following knowledge: - relevant research on theories and bodies of knowledge about understanding and managing people and behaviour within organisations; - relevant research and current literature about the influence organisational structure and design, culture and conditions have on approaches to people management across a range of organisations; - relationship between theory and practice of managing people and human behaviour within organisations; - performance measuring and monitoring systems; - human and business capacity building methodologies; - strategic business planning; - overall organisational strategic and operational planning, and; - creative thinking and innovation practices in relation to people management.

VU22234 Oversee the management of financial resources in an organisation

Locations: Industry, Online.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to review the financial performance of an organisation and to oversee the relationship between financial and budgetary decision making and the current and future achievement of overall organisational strategic goals and objectives.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - interpersonal and communication skills to work and consult with clients, colleagues and management; - develop and promulgate budgets; - record, gather and classify financial information; - interpret financial reports for current and future financial and strategic planning; - forecast expenditure requirements; - develop and promulgate budgets; - analyse and use budget systems and reporting processes; - strategic management and critical analysis to research, select and apply financial analysis methods, budgetary controls and financial management implementation strategies; - oversee the determination, implementation and monitoring of financial resource management and decision making to ensure alignment with strategic business plan/s and overall organisational goals, objectives and strategic planning; - monitor reporting requirements; - solve financial resourcing related problems; - assess financial resource management methods and use results to inform future practice, and; - assess and address existing and potential risk, non-compliance and unethical activity. Students will also be expected to demonstrate the following knowledge: - general principles of financial management; - financial terminology, concepts and data analysis and interpretation methodologies; - principles of financial and budgetary risk management; - financial management performance measuring and monitoring systems; - relevant international, national and state legislative, regulatory and ethical requirements; - strategic business planning; - organisational strategic planning; - financial risk

assessment and management strategies; - quality management and continuous improvement concepts and practice; - economic, social and environmental sustainability goals, initiatives, reporting and protocols, and; - available financial and budgetary management software.

VU22235 Develop and manage an integrated marketing strategy

Locations: Industry, Online.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required to develop, implement, monitor and evaluate a marketing strategy that meets requirements of the organisational general marketing operations whilst being aligned to the organisational strategic business plans and overall strategic direction.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - work collaboratively with clients, colleagues, management and stakeholders; - lead debate so as to select the most effective marketing strategy and technology; - manage the implementation, monitoring and evaluation of marketing strategies; - assess and manage strategies to promote organisational cultural acceptance and commitment to selected marketing strategy; - solve marketing strategy problems and implement contingency strategies; - identify potential barriers to projected outcomes; - identify and assess marketing methodologies and approaches for application to a range of organisational contexts; - identify digital marketing technologies and determine opportunities for their application within marketing strategies; - analyse risks and establish contingencies, and; - evaluate the effectiveness of implemented marketing strategies and use results to inform future practice. Students will also be expected to demonstrate the following knowledge: - fundamental principles of marketing; - marketing strategic planning and management; - aligning marketing strategy with organisational objectives; - general principles and practices of digital marketing; - strategic business planning; - relevant international, national and state legislative, regulatory and ethical requirements; - relevant ethics and codes of practice; - economic, social and environmental sustainability goals, initiatives, reporting and protocols; - innovative thinking and creative practice for integrating marketing strategies within organisational business and strategic planning; - performance measuring and monitoring systems; - continuous improvement concepts and practice, and; - risk management strategies.

VU22271 Develop academic skills for the tertiary learning environment

Locations: Footscray Park.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to support the transition to tertiary study by developing knowledge of the tertiary learning environment, collaborative learning and academic literacy skills.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting

of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to: negotiate and agree communication protocols for a collaborative group; apply collaborative group protocols, and; participate in an oral group presentation; - literacy skills to: document collaborative group protocols and learnings, and; apply the features of academic discourse to produce a piece of academic writing; - team work skills to: contribute to a collaborative learning experience; support others in a collaborative learning experience, and; contribute to an oral group presentation; - self-management skills to: develop strategies to address factors impacting on transition to tertiary study; identify own needs in relation to transition for academic success, and; apply collaborative group protocols; - problem solving skills to analyse the features, benefits and disadvantages of different learning strategies as they relate to different learning contexts; - planning and organising skills to: plan, manage and evaluate activities in relation to own level of involvement and responsibility in a collaborative learning experience; collect, organise and evaluate information, and; contribute to the preparation of an oral group presentation, and; - learning skills to determine effective personal learning strategies. Students will also be expected to demonstrate the following knowledge: - sources of information that can support transition to tertiary study; - a range of learning strategies to support development of appropriate personal strategies; - features of respectful communication and behaviour to support positive group interactions; - features of effective oral presentations such as using body language, clarity of expression, speaking clearly and audibly; - elements of academic discourse to support the production of a piece of academic writing, and; - commonly used referencing systems and their application to a range of academic sources.

VU22272 Investigate the education system

Locations: Footscray Park.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to investigate the education system. This includes examining the links between key national and state government policies and the requirements to work as a teacher.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - literacy skills to: source, interpret and analyse information about the education sector; summarise ideas and information, and; collect and organise information; - problem solving skills to establish and analyse the relationship between education frameworks and student learning; - technology skills to: access online information about the education sector, and; manage online information, and; - planning and organising skills to collect and use information to investigate the education system. Students will also be expected to demonstrate the following knowledge: - sources of information about different aspects of the education system; - registration requirements and processes for teachers, and; - factors affecting teacher demand.

VU22273 Examine approaches to learning

Locations: Footscray Park.

Prerequisites: Nil.

Description:This unit describes the skills and knowledge to examine a range of learning theories, their relationship to learning approaches and implications for teaching. It also includes examination of and reflection on approaches that enhanced own learning experiences.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - literacy skills to: source, interpret and analyse information about learning theories and their application; summarise ideas and information; collect and organise information, and; compare different views of learning. - problem solving skills to identify and analyse the link between learning theories and teaching approaches; - technology skills to access information about learning theories, and; - learning skills to reflect on own learning experiences and assess potential influence on own teaching practice. Students will also be expected to demonstrate the following knowledge: - relationship between a minimum of two learning theories and practice; - purpose and principles that inform a minimum of two learning theories; - factors that impact on learning, and; - different views of how learning occurs.

VU22274 Investigate contemporary issues in teaching

Locations:Footscray Park.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to investigate the teaching environment and contemporary issues that impact on teaching and teachers.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - literacy skills to read and interpret a range of information; - problem solving skills to: analyse the reliability of information sources; critically examine changing views of teaching and teachers; analyse the internal expectations of teachers, and; analyse the impact of key legislation and policy on teaching and teachers, and; - self-management skills to: develop strategies for dealing with situations likely to be encountered in the school environment, and; reflect on the way in which own views may influence teaching practice. Students will also be expected to demonstrate the following knowledge: - reliable sources of information on relevant legislation and educational policy; - changing family demographics; - common cultural stereotypes; - factors that contribute to socio economic disadvantage; - key effects of educational disadvantage, and; - workforce trends. .

VU22275 Investigate the digital education environment

Locations:Footscray Park.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to investigate the ways in which digital learning can support educational outcomes.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - digital literacy skills to navigate and interpret information; - self-management skills to: reflect on own level of digital learning knowledge and skill, and; identify opportunities to improve own digital learning knowledge and skill, and; - problem solving skills to: examine the strengths and weaknesses of a range of commonly used educational technologies; examine common issues encountered in digital learning, and; analyse the risks to student outcomes of using inappropriate pedagogy / technology combinations. Students will also be expected to demonstrate the following knowledge: - reliable sources of relevant information, and; - key digital pedagogies. .

VU22276 Apply safe work practices involving machines using technology teaching

Locations:Industry, Sunshine.

Prerequisites:Nil.

Description:This unit describes the knowledge and skills required by secondary school technology teachers using wood and/or metal working machinery in a classroom environment in order to: source Work, Health and Safety/ Occupational, Health and Safety (WHS/OHS) legislation and Victorian Department of Education and Training (DET)/school policies and relevant information for technology teaching; apply WHS/OHS to group based learning; assess and control risks; identify hazards; respond to emergencies, and; identify WHS/OHS roles of key school personnel.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - applying WHS/OHS legislative requirements and DET/school policies in a technology teaching environment; - identifying and controlling risks and hazards to provide a safe learning environment; - exercising duty of care in a technology teaching environment; - reporting on WHS/OHS hazards and incidents, and; - communicating and working with others to reduce risks and improve safety in a technology teaching environment. Students will also be expected to demonstrate the following knowledge: - WHS/OHS requirements in legislation; - DET/school policies and guidelines relevant to technology teaching; - WHS/OHS roles and responsibilities of technology teachers; - WHS/OHS roles and responsibilities of school management; - sources of WHS/OHS information and advice; - hazards and risks in a technology teaching environment; - risk controls relevant to technology teaching; - workplace and equipment safety requirements, and; - types of wood and/or metal working machines and their purpose.

VU22277 Perform safe work operations involving metal working machines used in technology teaching

Locations: Industry, Sunshine.

Prerequisites: VU22276 - Apply safe work practices involving machines using technology teaching

Description: This unit describes the knowledge and skills required to apply safe work practices to operations using a range of metal working machines used for technology teaching in secondary schools. It includes the application of the relevant Work, Health and Safety/Occupational, Health and Safety (WHS/OHS) and Victorian Department of Education and Training (DET)/school policies and guideline requirements for the work.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identifying and controlling risks and hazards to ensure a safe learning environment; - exercising duty of care/due diligence in a technology teaching environment; - reporting on WHS/OHS hazards and incidents; - working with others to reduce risks and improve safety in a technology teaching environment; - selecting and using appropriate personal protective equipment (PPE); - operating metal working machines safely; - setting up metal working machines; - measuring materials and components to specified sizes/tolerances; - identifying and reporting machine faults; - communicating effectively with others in an educational setting; - producing materials to a required specification using metal working machines; - applying safe operating procedures when using metal working machines; - identifying and using a range of metal cutting tools and associated accessories; - identifying and using tools and equipment relevant to setting up metal working machines, and; - handling materials under machine operation; - identifying machine and equipment faults. Students will also be expected to demonstrate the following knowledge: - WHS/OHS requirements in legislation; - DET/school policies and guidelines relevant to technology teaching; - WHS/OHS roles and responsibilities of technology teachers; - WHS/OHS roles and responsibilities of school management; - sources of WHS/OHS information and advice; - hazards and risks in a technology teaching environment; - risk controls relevant to technology teaching; - workplace and equipment safety requirements; - maintenance processes of metal working machines; - types of metal working machines and their operation, and; - personal protective equipment (PPE).

VU22278 Perform safe work operations involving wood working machines used in technology teaching

Locations: Industry, Sunshine.

Prerequisites: VU22276 - Apply safe work practices involving machines using technology teaching

Description: This unit describes the knowledge and skills required to apply safe work practices to operations using a range of wood working machines used for technology teaching in secondary schools. It includes the application of the relevant Work, Health and Safety/Occupational, Health and Safety (WHS/OHS) and Victorian Department of Education and Training (DET)/school policies and guideline requirements for the work.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - applying WHS/OHS legislative requirements and DET/school policies in a technology teaching environment; - identifying any controlling risks and hazards to ensure a safe learning environment; - exercising duty of care/due diligence in a technology teaching environment; - reporting on WHS/OHS hazards and incidents; - working with others to reduce risks and improve safety in a technology teaching environment; - selecting and using appropriate personal protective equipment (PPE); - operating wood working machines safely; - setting up wood working machines; - measuring materials and components to specified sizes/tolerances; - identifying and reporting machine faults; - communicating effectively with others in an educational setting, and; - producing materials to a required specification using wood working machines. Students will also be expected to demonstrate the following knowledge: - WHS/OHS requirements in legislation; - DET/school policies and guidelines relevant to technology teaching; - WHS/OHS roles and responsibilities of technology teachers; - WHS/OHS roles and responsibilities of school management; - sources of WHS/OHS information and advice; - hazards and risks in a technology teaching environment; - risk controls relevant to technology teaching; - workplace and equipment safety requirements; - maintenance processes of wood working machines; - types of wood working machines and their operation; - safety considerations for operating wood working machines; - cutters, blades and associated accessories; - tools and equipment relevant to setting up wood working machines; - materials under machine operation; - fault identification; - personal protective equipment (PPE), and; - guarding and machine protective equipment.

VU22329 Report on a range of sectors in the manufacturing, engineering and related industries

Locations: Sunshine.

Prerequisites: Nil.

Description: This unit describes the knowledge and skills required to locate information and report on the breadth of coverage and degree of diversity found in the manufacturing, engineering and related industries. The information includes the identification of the major sectors of the industry, products produced and manufacturing processes including advanced manufacturing processes. The range of occupations found in the major sectors of the industry and career opportunities are also included.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading and interpreting documentation including diagrams, flow charts, graphs and related data; - using various gather techniques to access and gather information for a given topic; - planning, assembling and organising information and data for a report; - using a personal computer and software package to format and prepare a report on a given topic, and; - completing a set task in a given timeframe. Students will also be

expected to demonstrate the following knowledge: - sources of information on the manufacturing, engineering and related industries; - advanced manufacturing technologies; - diversity of the manufacturing, engineering and related industries including key sectors and structure; - roles, occupations and employment opportunities in the manufacturing, engineering and related industries; - qualifications/courses (VET and university) and training pathways available for manufacturing, engineering and related industries, and; - personnel computer operations and software for producing written reports.

VU22330 Select and interpret drawings and prepare three dimensional (3D) sketches and drawings

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit of competency describes the knowledge and skills required to select and interpret drawings to plan and complete an engineering task. The unit also includes the knowledge and skills required to prepare three dimensional (3D) sketches and drawings of simple engineering components for communication requirements.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading, interpreting and communicating information from engineering drawings and sketches, and; - applying sketching skills to produce detail drawing in 3rd angle orthogonal and isometric projection. Students will also be expected to demonstrate the following knowledge: - types and functions of technical drawings; - engineering drawing conventions and symbols; - drafting methods for preparing original drawings, and; - drawing standards and conventions (e.g. AS1100).

VU22331 Perform basic machining processes

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit of competency describes the knowledge and skills required to perform basic machining operations. The unit includes setting up and machining components using various machinery such as; lathes, milling machines, cut off saws, pedestal grinders and fixed position drilling machines. This unit also includes performing basic computations related to machining processes.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - setting up and safely performing a range of basic machining tasks to meet job requirements; - planning and sequencing machining operations; - marking out of materials using appropriate marking medium and tools; - selecting and applying clamping devices for holding work; - mounting and positioning cutting tools; - adjusting machine settings; -

selecting and using lubricants; - cutting and grinding a range of materials; - identifying worn or damaged cutting tools; - reshaping, sharpening cutting tools; - using common abrasives; - loading and glazing a grinding wheel; - selecting drill bits and drilling speeds; - setting-up and operating a pedestal drill; - following enterprise environmental requirements for the disposal of waste materials; - performing calculations involving additions, subtractions, multiplication and divisions; - expressing numerical information in the form of fractions, decimal format or percentages; - selecting appropriate formula for calculating length, perimeter, area, volume and angles; - checking calculated answers for accuracy, and; - rounding off estimated answers. Students will also be expected to demonstrate the following knowledge: - safe practices and procedures in an engineering workshop environment; - machine types as listed in the range statement and the operations relevant to those machines; - safe operation of individual machines as listed in the range statement; - common materials used in the manufacturer of engineering components; - types of grinding wheel dressers and procedures for wheel dressing; - methods of clamping and securing work during machining operation; - techniques and tools for measuring and marking out materials for machining operations; - environmental consideration and disposal of engineering workshop waste; - formula applicable to the determination of perimeter, area and volume of simple geometric shapes; - procedures and techniques for rounding off figures when estimating approximate answers, and; - application and conversion of mixed numbers, decimals, fractions and whole numbers.

VU22332 Apply basic fabrication techniques

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit of competency describes the knowledge and skills required to perform basic fabrication tasks. The unit includes setting up and operating machinery used for fabrication processes and assembly techniques. This unit also includes carrying out basic computations and marking out skills related to fabrication techniques.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - setting up and safely performing a range of fabrication tasks to meet job requirements; - interpreting drawings for fabrication tasks; - performing calculations and marking out materials for fabrication tasks according to job instructions; - planning and sequencing fabrication tasks; - selecting appropriate tools and equipment for fabrication tasks; - carrying out fabrication tasks inline with job specifications; - following enterprise environmental requirements for the disposal of waste materials; - performing calculations involving additions, subtractions, multiplication and divisions; - expressing numerical information in the form of fractions, decimal format or percentages; - selecting appropriate formula for calculating length, perimeter, area, volume and angles; - checking calculated answers for accuracy, and; - rounding off estimated answers. Students will also be expected to demonstrate the following knowledge: - safe work practices and procedures in an engineering workshop environment; - fabrication tools and machinery in common use; - purpose and function of machinery safety guards; - basic fabrication processes and techniques; - common materials used for fabrication tasks; - workshop cleaning and engineering materials waste disposal requirements; - formula applicable to the determination of perimeter, area and

volume of simple geometric shapes; - procedures and techniques for rounding off figures when estimating approximate answers, and; - application and conversion of mixed numbers, decimals, fractions and whole numbers.

VU22333 Perform intermediate engineering computations

Locations:Werribee, Sunshine.

Prerequisites:Nil.

Description:This unit of competency describes the skills and knowledge required to prepare and apply intermediate level engineering computations. It includes the use of trigonometry, the application of sine and cosine rules, formulae and geometric principles relevant to the engineering and the calculation of areas and volumes of common engineering shapes.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - following work instructions, standard operating procedures; - obtaining and interpreting data from specifications, drawings, job sheets or work instructions to establish required outcomes; - determining the appropriate calculation method to suit the application; - performing calculations using trigonometric ratios, sine and cosine rules, pythagoras theorem and geometric formulae; - manipulating of formulae to change the subject, and; - checking answers using estimations. Students will also be expected to demonstrate the following knowledge: - formulae applicable to the determination of perimeter, area and volume of simple geometric shapes; - the reasons for ensuring calculations are carried out using the same units of measurement; - nomenclature used in trigonometry, pythagoras' theorem and geometry; - mathematical principles and order of operations; - techniques and procedures for rounding off figures when estimating approximate answers, and; - applications of geometric calculations in manufacturing and engineering situations.

VU22334 Produce basic engineering components and products using fabrication and machining operations

Locations:Sunshine.

Prerequisites:VU22331 - Perform basic machining processes VU22332 - Apply basic fabrication techniques

Description:This unit of competency describes the knowledge and skills required to produce a range of basic engineering components and products using basic fabrication and machining techniques. This involves identifying the required manufacturing methods, planning the operations, preparing materials and tooling, producing components and assembling components. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

manufacturing of a component using basic machining operations and fabrication techniques; - safely setting up, operating and shutting down various machines commonly used in an engineering workshop; - safely handling various engineering materials; - marking out materials using appropriate marking medium and tools; - applying techniques for holding and clamping work when undertaking machining and fabricating operations; - performing cutting operation of a range of materials; - identifying worn or damaged cutting tools; - reshaping and/or sharpening cutting tools; - using common abrasives, and; - selecting and applying appropriate lubricants when undertaking machining and fabrication operations. Students will also be expected to demonstrate the following knowledge: - safe working practices and procedures in an engineering workshop environment; - environment considerations and disposal of engineering workshop waste; - marking out techniques for a range of fabrication tasks; - engineering computation for machining operations; - marking tools and measuring equipment for fabrication tasks; - types and basic properties of materials used for fabrication tasks and machining operations; - safe use and care of hand tools and hand held power tools; - operation and maintenance of machinery used for cutting, grinding, drilling, turning and milling, and; - techniques and clamping methods for securing work during machining and fabrication operations.

VU22335 Perform metal machining operations

Locations:Sunshine.

Prerequisites:VU22331 - Perform basic machining processes

Description:This unit of competency describes the knowledge and skills required to produce basic engineering components and products by metal machining operations such as cutting, grinding, turning and drilling. The unit includes identifying the required manufacturing methods, planning and sequencing the operations, preparing materials and equipment, producing components and assembling components.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - planning and sequencing cutting, grinding, turning and drilling operations to meeting job requirements; - completing calculations to meet specified dimensions and tolerances within job specifications; - selecting and preparing machines and accessories for use; - setting-up and operating cutting machines, grinding machines, turning lathes and drilling machines; - cutting, grinding, turning and drilling materials to specified dimensions and tolerances; - securing and clamping work for cutting, grinding or turning; - cleaning and maintaining cutting machines, grinding machines and lathes; - calculating work speeds and feed rates; - applying recommend tool angles from charts/tables for different material types; - applying quality procedures; - reading and interpreting routine job information such job instructions and specifications, work procedures, charts, lists, technical drawings; - following oral instructions and standard operating procedures; - checking and clarifying job related information; - checking conformance to job specifications and managing non-conformance, and; - measuring to specified tolerances and dimensions. Students will also be expected to demonstrate the following knowledge: - major parts and components of machinery used for cutting, grinding, drilling and turning; - capabilities and safe operating parameters for cutting machines, grinding machines, drilling machines and centre lathes; - factors influencing feeds and speeds and depth of cut or material removal

when operating a centre lathe; - principles of chip formation and control for centre lathe operation; - cutting fluids and coolants and their application for machining operations; - basic maintenance requirements of cutting, grinding, drilling machines and centre lathes; - hand tools and hand held power tools use in conjunction with machining operations, and; - safe work practices and procedures including hazards and risk control measure applicable to an engineering workshop environment.

VU22336 Perform metal fabrication operations

Locations:Sunshine.

Prerequisites:VU22332- Apply basic fabrication techniques

Description:This unit of competency describes the knowledge and skills required to perform various fabrication operations such as cutting, forming, bending and shaping to produce components and products. This involves identifying the required manufacturing methods, planning the operations, preparing materials and equipment, producing and assembling components.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - reading and interpreting routine information such as job instructions, specifications and standard operating procedures, technical drawings for a fabrication operations; - following and responding to oral instructions in a workshop environment; - preparing a work plan and task sequencing for a fabrication operation; - preparing calculations and marking out materials for cutting, forming, bending and shaping operations; - securing and clamping work for cutting and forming operations; - setting up and operating cutting, forming, bending and shaping equipment; - applying metal joining methods; - applying quality compliance checks and procedures, and; - checking conformance of work to job specifications. Students will also be expected to demonstrate the following knowledge: - metal fabrication equipment, techniques and processes such as cutting, forming, bending and shaping; - marking out medium and tools for fabrication processes; - calculations for fabrication processes; - bend allowance/neutral axis; - sequence of fabrication operations; - hand tools and measuring equipment use in fabrication operations; - assembly techniques and processes, and; - metal joining methods.

VU22339 Create engineering drawings using computer aided systems

Locations:Sunshine.

Prerequisites:VU22330- Select and interpret drawings and prepare three dimensional (3D) sketches and drawings

Description:This unit of competency describes the knowledge and skills required to produce engineering drawings using a computer aided drafting (CAD) system. The unit includes the use of CAD software commands to generate drawing elements used in the development of a detailed drawing and familiarisation with the use of macros, menus, default settings and file management functions. The unit covers the development of simple two dimensional (2D) drawings and simple three dimensional (3D) drawings consistent with the conventions and general requirements of Australian Standard AS1100.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - starting up and shutting down a CAD system; - using menus and accessing files; - setting basic parameters and selecting commands; - setting system default functions; - saving, transferring and printing drawing files to a specified drive or directory; - developing basic macros; - creating, editing and modifying simple 2D and 3D drawings using basic drawing features of the software system; - hatching or filling areas for visual affect, and; - applying the conventions and requirements of AS1100 to drawing presentations. Students will also be expected to demonstrate the following knowledge: - functions and features of CAD software system; - screen display areas and their functions; - reasons for basic parameters; - drawing scales; - basic system variables and their customisation, and; - basic drafting standards/procedures including AS1100.

VU22340 Use 3D printing to create products

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to utilise a three dimensional (3D) printer to produce basic products. It encompasses the use of current 3D printing software applications, manipulation of hardware and software features, managing files and directories, file storage requirements and relevant safety procedures. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - manipulating industry-current 3D digital printing hardware and software application to create and produce a product; - managing 3D digital printing files and directories by applying standard naming conventions and version control protocols; - making back-up copies of files and storing them appropriately; - interpreting and clarifying written or verbal instructions for the production of a 3D digital printed product; - seeking expert assistance to address problems and responding constructively to feedback, and; - using relevant materials/resources to assist with the development and visualisation of a 3D digital printed product. Students will also be expected to demonstrate the following knowledge: - 3D digital printing techniques; - functions and features of a range of delivery platforms; - stages in the production process from initial design through to finished product; - issues and challenges in the context of creating 3D digital printed products; - WHS/OHS standards and procedures relevant to 3D digital printing operations; - resources useful for the development and creation of 3D digital printed products, and; - quality assurance considerations relevant to creation of 3D digital printed products.

VU22345 Engage with short simple texts for employment purposes

Locations:Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites:Nil.

Description: This unit describes the skills and knowledge to engage with short, simple, highly familiar paper based and web based text types for employment purposes.

Learners at this level may require support through prompting and advice.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - use cues from context, personal experience and document lay-out to identify highly familiar words, phrases, symbols, visuals, numbers to recognise text types relevant to employment needs; - use a limited range of reading strategies including ability to draw on a small bank of sight vocabulary of personally relevant words/phrases and use elementary word attack skills to create meaning from text; - follow non-linear orientation of web based text to enable simple navigation, and; - technology skills to navigate web based text to locate simple information. Students will also be expected to demonstrate the following knowledge: - different text types relevant to employment purposes; - basic reading strategies to engage with paper based and web based texts; - purpose of a limited range of employment related texts, and; - the different ways in which web based information may be organised, such as linear and non linear.

VU22350 Create short simple texts for employment purposes

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to develop initial writing skills to create short simple highly familiar text types for employment purposes. It can include handwritten and/or digitally based text types. Learners at this level may require support through prompting and advice.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - construct a short hand written or digital text of one or two phrases/sentences with support; - locate simple information in text and use it to construct simple text, and; - problem solving skills to recognise different formatting conventions of text. Students will also be expected to demonstrate the following knowledge: - spatial arrangement, word separation and alignment of written text, and; - a small bank of employment related words and phrases to enable the preparation of content.

VU22352 Recognise numbers and money in simple, highly familiar situations

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the skills and knowledge that enable learners to develop the basic skills and confidence to perform very simple and highly familiar

numeracy tasks involving the recognition, comparison and use of simple whole numbers and money which are part of the learners' normal routines and activities. Learners will mainly communicate these mathematical ideas using spoken rather than written responses. Learners at this level may require support through prompting and advice.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - read and say whole numbers and basic words associated with money; - recognise simple fractions ($\frac{1}{2}$); - write whole numbers as numerals and some in words; - recognise and compare the value of coins and notes, and; - recognise the simple operations of addition and subtraction and the words and symbols associated with them. Students will also be expected to demonstrate the following knowledge: - signs/prints/symbols represent meaning in simple texts; - place value of whole numbers into the hundreds, and; - techniques used to make rough estimations.

VU22353 Recognise, give and follow simple and familiar directions

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine, Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the skills and knowledge that enable learners to develop the basic skills and confidence to perform very simple and highly familiar numeracy tasks involving the recognition, giving and following of simple and highly familiar directions. These directions are part of the learners' normal routines to do with orienting oneself in familiar contexts such as near their homes, in workplace buildings or classrooms. Learners will mainly communicate these mathematical ideas using spoken or simple written responses. Learners at this level may require support through prompting and advice.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication and literacy skills to: read relevant, short texts and diagrams; recognise simple diagrams and maps of highly familiar locations. Students will also be expected to demonstrate the following knowledge: - signs/prints/symbols represent meaning in signs, diagrams and maps, and; - informal language of position and location to give and follow short, simple directions in highly familiar situations.

VU22354 Recognise measurements in simple, highly familiar situations

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to enable learners to develop the basic skills and confidence to perform very simple and highly familiar numeracy

tasks involving the recognition and comparison of simple and familiar measurements which are part of the learners' normal routines. This would typically relate to activities such as shopping, cooking, work related measures and telling the time. Learners will mainly communicate these mathematical ideas using spoken rather than written responses. Learners at this level may require support through prompting and advice.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication and literacy skills to read and say whole numbers, simple fractions ($\frac{1}{2}$) and basic words associated with measurement and time. Students will also be expected to demonstrate the following knowledge: - signs/prints/symbols represent meaning in measurement contexts and materials such as on tools and packaging; - common units of metric measurement and their appropriate use, and; - abbreviations associated with highly familiar measurement and time.

VU22356 Recognise and locate simple numerical information in short, simple highly familiar texts

Locations:Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to enable learners to develop the basic skills and confidence to locate and recognise simple whole numbers which are part of numerical information in short, simple highly familiar texts. Learners can then use those numbers to perform very simple one-step calculations when reading documents such as short and simple newspaper articles, sports results, prices in advertisements and utility bills. Learners will mainly communicate these mathematical ideas using spoken rather than written responses. Learners at this level may require support through prompting and advice.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - read relevant, short texts; - write whole numbers as numerals and some in words; - read and say whole numbers and basic words associated with numbers; - recognise simple fractions ($\frac{1}{2}$), and; - cognitive skills to understand simple operations of addition and subtraction. Students will also be expected to demonstrate the following knowledge: - signs/prints/symbols represent meaning in simple texts such as in popular newspapers, advertising materials, bills and notices; - that numerical information can be represented in different forms; - techniques used to make rough estimations, and; - place value of whole numbers into the hundreds.

VU22358 Develop learning goals

Locations:Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine, Geelong 911

Learning Links..

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to identify current skills, plan future skills development with the guidance of an appropriate support person and maintain a record of progress toward goals.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - take turns to maintain simple discussion about learning goals and potential issues in achieving them; - ask and respond to questions about learning goals; - discuss implementation of a learning plan; - follow simple instructions to complete a simple written template; - use sentences of one or two clauses to document own achievement of learning goals; - use key words related to own learning, and; - problem solving skills to draw on own experiences to identify current skills and learning goals. Students will also be expected to demonstrate the following knowledge: - different types of goals such as personal and work; - difference between long and short term goals, and; - source of additional support.

VU22359 Conduct a project with guidance

Locations:Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to establish a simple proposal for a project, plan the project, carry out the project and review the outcome under the guidance of an appropriate support person. The unit also provides an opportunity for learners to develop personal skills such as working collaboratively with others, planning and organising self and others, problem solving, and using technology. Learners at this level may request support and begin to develop their own support resources.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - discuss, plan and review a project; - discuss roles of participants and expected project outcomes; - convey information about the project; - ask and respond to questions and take turns to maintain discussion; - gather required resources; - locate information; - complete tasks according to agreed plan, and; - use simple sentences of one or two clauses and key vocabulary to document simple project plan. Students will also be expected to demonstrate the following knowledge: - benefits of the project in relation to own learning and development, and; - potential factors which contribute to the success or otherwise of the project.

VU22360 Engage with simple texts for personal purposes

Locations:Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine.

Prerequisites:Nil.

Description: This unit describes the skills and knowledge to engage with simple, familiar and predictable paper and web based text types for personal purposes. Learners at this level may request support and begin to develop their own support resources.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - critically read texts which have predictable structure and familiar vocabulary to make meaning; - get the gist of texts which have more unfamiliar elements to interpret information; - use a range of reading strategies to draw on bank of key vocabulary of personally relevant words/phrases and use word attack skills; - make connections between own knowledge and experience and the purpose and structure of texts; - follow non-linear digital texts to gain information; - use decoding strategies such as phonic and visual letter patterns to identify unknown words, and; - technology skills to navigate web based text to locate simple information. Students will also be expected to demonstrate the following knowledge: - how basic punctuation impacts on meaning, and; - reading strategies to engage with paper based and web based texts for different purposes or texts.

VU22361 Engage with simple texts for learning purposes

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to engage with simple, familiar and predictable paper and web based text types for learning purposes. Learners at this level may request support and begin to develop their own support resources.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - critically read texts which have predictable structure and familiar vocabulary to make meaning; - get the gist of texts which have more unfamiliar elements to interpret information; - use a range of reading strategies to draw on bank of key vocabulary of personally relevant words/phrases and use of word attack skills; - make connections between own knowledge and experience and the purpose and structure of texts; - use decoding strategies such as phonic and visual letter patterns to identify unknown words; - follow non-linear web based texts to gain information, and; - technology skills to navigate web based text to locate simple information. Students will also be expected to demonstrate the following knowledge: - how basic punctuation impacts on meaning; - reading strategies to engage with paper based and web based texts, and; - different purposes of text types.

VU22362 Engage with simple texts for employment purposes

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to engage with simple, familiar and predictable paper and web based text types for employment purposes. Learners at this level may request support and begin to develop their own support resources.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - critically read texts which have predictable structure and familiar vocabulary to make meaning; - get the gist of texts which have more unfamiliar elements to interpret information; - use a range of reading strategies to draw on bank of key vocabulary of personally relevant words/phrases and use word attack skills; - make connections between own knowledge and experience and the purpose and structure of texts; - use decoding strategies such as phonic and visual letter patterns to identify unknown words; - follow simple non-linear digital texts to gain information, and; - technology skills to navigate web based text to locate simple information. Students will also be expected to demonstrate the following knowledge: - how basic punctuation impacts on meaning; - reading strategies to engage with printed and digital texts; - different sources of employment texts, and; - different purposes or texts.

VU22363 Engage with simple texts to participate in the community

Locations: Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to engage with simple, familiar and predictable paper and web based text types for community participation purposes. Learners at this level may request support and begin to develop their own support resources.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - critically read texts which have predictable structure and familiar vocabulary to make meaning; - get the gist of texts which have more unfamiliar elements to interpret information; - use a range of reading strategies to draw on bank of key vocabulary of personally relevant words/phrases and use word attack skills; - make connections between own knowledge and experience and the purpose and structure of texts; - use decoding strategies such as phonic and visual letter patterns to identify unknown words; - follow non-linear web based texts to gain information, and; - technology skills to navigate screen based digital text to locate simple information. Students will also be expected to demonstrate the following knowledge: - how basic punctuation impacts

on meaning; - reading strategies to engage with paper based and web based texts, and; - different purposes or texts.

VU22365 Create simple texts for personal purposes

Locations:Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to develop writing skills to create simple, familiar and predictable handwritten and digital text types for personal purposes. Learners at this level may request support and begin to develop their own support resources.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - grammatically correct simple sentence structure; - upper and lower case letters consistently; - beginning ability to structure text; - use developing ability to link ideas using simple conjunctive devices such as "and" and "but"; - familiar letter patterns for spelling, and; - problem solving skills to identify audience and purpose of texts and use appropriate language. Students will also be expected to demonstrate the following knowledge: - stages or processes of writing including planning, drafting and editing, and; - knowledge of punctuation conventions of sentence writing.

VU22366 Create simple texts for learning purposes

Locations:Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to develop writing skills to create simple, familiar and predictable handwritten and digital text types for learning purposes. Learners at this level may request support and begin to develop their own support resources.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - beginning ability to structure text; - consistent use of upper and lower case letters; - developing ability to link ideas using simple conjunctive devices such as "and" and "but"; - grammatically correct simple sentence structure; - use of familiar letter patterns for spelling, and; - problem solving skills to identify audience and purpose of hand written and digital texts and use appropriate language. Students will also be expected to demonstrate the following knowledge: - stages or processes of writing including planning, drafting and editing, and; - punctuation conventions of sentence writing.

VU22367 Create simple texts for employment purposes

Locations:Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

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Prerequisites:Nil.

Description:This unit describes the skills and knowledge to develop writing skills to create simple, familiar and predictable handwritten and digital text types for employment purposes. Learners at this level may request support and begin to develop their own support resources.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - literacy skills to demonstrate: beginning ability to structure text; consistent use of upper and lower case letters; developing ability to link ideas using simple conjunctive devices such as "and" and "but"; grammatically correct simple sentence structure; use of familiar letter patterns for spelling, and; - problem solving skills to identify audience and purpose of paper based and digital texts and use appropriate language. Students will also be expected to demonstrate the following knowledge: - stages or processes of writing including planning, drafting and editing, and; - punctuation conventions of sentence writing.

VU22368 Create simple texts to participate in the community

Locations:Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to develop writing skills to create simple, familiar and predictable handwritten and digital text types for community participation purposes. Learners at this level may request support and begin to develop their own support resources.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - beginning ability to structure text; - consistent use of upper and lower case letters; - developing ability to link ideas using simple conjunctive devices such as "and" and "but"; - grammatically correct simple sentence structure; - use of familiar letter patterns for spelling, and; - problem solving skills to identify audience and purpose of paper based and digital texts and use appropriate language. Students will also be expected to demonstrate the following knowledge: - stages or processes of writing including planning, drafting and editing, and; - punctuation conventions of sentence writing.

VU22369 Work with simple numbers and money in familiar situations

Locations:Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine, Geelong Learning Links..

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to enable learners to develop the basic skills and confidence to perform simple and familiar numeracy tasks. This involves the recognition, comparison and simple one-step calculations with money, whole numbers and simple everyday fractions, decimals and percentages which are part of the learners' normal routines and activities such as shopping, recreational

activities and routine work related calculations or purchases. Learners will communicate these mathematical ideas using mainly spoken responses with some written responses. Learners at this level may request support and begin to develop their own support resources.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - literacy and oracy skills to read, write and say whole numbers, simple fractions and familiar words associated with numbers and money, and; - numeracy skills to identify and use the value of coins and notes. Students will also be expected to demonstrate the following knowledge: - signs/prints/symbols represent meaning; - place value of whole numbers into the thousands; - techniques used to make estimations and check results of calculations, and; - understanding of operations of addition (+), subtraction (-), simple multiplication (×) or simple division (÷) and the words and symbols associated with them.

VU22370 Work with simple measurements in familiar situations

Locations:Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to enable learners to develop the basic skills and confidence to perform very simple and highly familiar numeracy tasks involving the recognition and comparison of simple and familiar measurements which are part of the learners' normal routines. This would typically relate to activities such as shopping, cooking, work related measures and telling the time. Learners will mainly communicate these mathematical ideas using spoken rather than written responses. Learners at this level may request support and begin to develop their own support resources.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - oracy and literacy skills to read and say whole numbers, simple fractions ($\frac{1}{2}$) and basic words associated with measurement and time. Students will also be expected to demonstrate the following knowledge: - signs/prints/symbols represent meaning in measurement contexts and materials such as on tools and packaging; - common units of metric measurement and their appropriate use, and; - abbreviations associated with highly familiar measurement and time.

VU22371 Work with simple design and shape in familiar situations

Locations:Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to develop the basic skills

and confidence to perform simple and familiar numeracy tasks involving the identification, comparison and sketching of simple and familiar two-dimensional and three-dimensional shapes and designs which are part of the learners' normal routines to do with familiar buildings, furniture, signs, or common household or workplace objects. Learners will communicate these mathematical ideas using mainly spoken responses with some written responses. Learners at this level may request support and begin to develop their own support resources.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - literacy skills to read relevant, familiar materials and illustrations, diagrams and signs; - oracy skills to describe simple shapes and designs, and; - ability to use simple measuring and drawing tools to draw sketches of common two-dimensional shapes. Students will also be expected to demonstrate the following knowledge: - signs/prints/symbols represent meaning in relation to shapes and designs, and; - the characteristics of common two-dimensional and three-dimensional shapes and the informal and some formal language of shape and design.

VU22375 Apply basic computer skills to language learning

Locations:Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to use the fundamental features and language of personal computers or other devices to perform a simple function and to access language learning activities.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to seek and respond to instructions and clarifications; - problem solving skills to identify and address common computer problems, and; - planning and organising skills to follow sequential instructions. Students will also be expected to demonstrate the following knowledge: - OHS/WHS procedures for safe computer usage.

VU22376 Access the internet for language learning

Locations:Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to identify and use the fundamental features of the internet to develop language skills.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting

of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - literacy skills to read and compose simple emails; - planning and organisational skills to sequence simple information, and; - technology skills to use computers to access the internet. Students will also be expected to demonstrate the following knowledge: - basic keyboard functions such as location of letters, shift key, symbols and enter key to enable internet and email addresses to be typed.

VU22378 Communicate with others in familiar and predictable contexts

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit develops the skills and knowledge to communicate verbally with others in familiar and predictable contexts.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - provide and respond to key information; - formulate questions to seek clarification of information; - simple grammatical structures and tenses such as openings and closings and adjectives; - stress and intonation to communicate verbally; - non-verbal communication to convey meaning, and; - own personal experiences to verbally communicate information. Students will also be expected to demonstrate the following knowledge: - simple vocabulary related to personal details and other areas of personal interest; - interactional strategies to participate in verbal communication exchanges such as requesting repetition, using nonverbal communication techniques and turn-taking, and; - different reasons for communicating verbally.

VU22379 Identify community options

Locations: Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to identify key aspects of the local environment to support everyday life.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - literacy skills to access and interpret information on local community services and recreation options; - read a public transport timetable, and; - identify the opening and closing times of a recreation activity. Students will also be expected to demonstrate the following knowledge: - reading strategies to engage with simple printed and/or digital texts about community services.

VU22383 Identify common digital media

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to become familiar with a limited range of digital media relevant to everyday life, such as automated teller machines (ATM), electronic card readers and electronic funds transfer point of sale (EFTPOS) equipment.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identify the purpose and functions of a range of personally relevant digital equipment; - select the appropriate digital equipment for specific tasks, and; - identify assistance options. Students will also be expected to demonstrate the following knowledge: - common usage of digital equipment in everyday life.

VU22384 Develop and document a learning plan and portfolio

Locations: Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine, Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to identify long and short term goals, review current skills and plan future skills development and develop a learning plan to achieve goals. This unit also describes the skills and knowledge to develop and maintain a portfolio. Learners at this level work independently and continue to build and use their own familiar support resources.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - participate in the planning process to develop a learning plan; - read and interpret a range of information related to own goals; - discuss preparation of portfolio; - gather and use information to support development of the plan; - draw on previous experiences to inform development of the plan; - identify, select and organise evidence for portfolio using an established model; - compare own skills to identified goals, and; - identify steps to achieve goals. Students will also be expected to demonstrate the following knowledge: - importance of a learning plan to support achievement of goals; - factors which can support or hinder progress in achievement of goals, and; - different strategies to address barriers and difficulties.

VU22385 Plan and undertake a project

Locations: Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to plan, carry out and review the final outcome of a project based activity focusing on an identified area of interest

or need. Learners at this level work independently and continue to build and use their own familiar support resources.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - read and interpret a range of information requirements related to the project; - record information related to the progress and completion of the project; - discuss resource requirements and progress of the project with those involved; - gather information to undertake the project; - follow an action plan to complete the project according to identified time frames and processes; - problem solving skills to identify contingencies to deal with unplanned obstacles related to the project such as notifying relevant staff of a problem; - learning skills to apply own knowledge and interests to selection of project activity, and; - personal management skills to manage own activities within the project. Students will also be expected to demonstrate the following knowledge: - methods to present and record information for the project; - potential barriers to completing a project and strategies to manage these, and; - different approaches to undertake a project.

VU22386 Engage with texts of limited complexity for personal purposes

Locations:Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to engage with a range of familiar and less familiar paper and web based text types of limited complexity for personal purposes. Learners at this level work independently and continue to build and use their own familiar support resources.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - interpret basic structural conventions of texts such as chronological sequencing of events, identification followed by description; - draw on a range of de-coding and meaning-making strategies to make sense of texts, and; - technology skills to access and navigate web based text to locate information of limited complexity. Students will also be expected to demonstrate the following knowledge: - representation of an author's experiences, purposes, opinions in texts; - different audiences and purposes of text types; - different representation of paper based and web based information, and; - ways in which information can be accessed and used including in digital mode.

VU22387 Engage with texts of limited complexity for learning purposes

Locations:Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to engage with a range of familiar and less familiar paper and web based text types of limited complexity for

learning purposes. Learners at this level work independently and continue to build and use their own familiar support resources.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - interpret basic structural conventions of text such as sequencing of information, identification followed by description; - draw on a range of decoding and meaning-making strategies to make sense of text; - draw on prior knowledge to make sense of text, and; - technology skills to access and navigate web based texts of limited complexity. Students will also be expected to demonstrate the following knowledge: - representation of an the author's experiences, purposes, opinions in texts; - relationship between source of text and validity of information; - different audiences and purposes of text types, and; - ways in which information can be accessed and represented in a number of ways including in digital mode.

VU22388 Engage with texts of limited complexity for employment purposes

Locations:Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to engage with a range of familiar and less familiar paper and web based text types of limited complexity for employment purposes. Learners at this level work independently and continue to build and use their own familiar support resources.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - interpret basic structural conventions of text such as sequencing of information in flowcharts and work procedures, identification followed by description; - draw on a range of de-coding and meaning-making strategies to make sense of text; - draw on prior knowledge to make sense of text; - distinguish fact from opinion, and; - technology skills to access and navigate web based texts of limited complexity. Students will also be expected to demonstrate the following knowledge: - strategies used to interpret texts to identify their usefulness; - strategies and language used in texts to achieve purpose and convey information and opinion; - relationship between source of text and validity of information; - different audiences and purposes of text types, and; - ways in which information can be accessed and represented in a number of ways including in digital mode.

VU22389 Engage with texts of limited complexity to participate in the community

Locations:Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to engage with a range of

familiar and less familiar paper and web based text types of limited complexity to participate in the community. Learners at this level work independently and continue to build and use their own familiar support resources.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - interpret basic structural conventions of texts such as sequencing of information in flowcharts, identification followed by description; - draw on a range of de-coding and meaning-making strategies to make sense of texts; - draw on prior knowledge to make sense of text; - distinguish fact from opinion, and; - technology skills to access and navigate screen based digital text. Students will also be expected to demonstrate the following knowledge: - strategies used to interpret texts to identify their usefulness; - strategies used in texts to achieve purpose and convey information and opinion; - relationship between source of text and validity of information; - text types have different audiences and different purposes, and; - ways in which information can be accessed and represented in a number of ways including in digital mode.

VU22391 Create texts of limited complexity for personal purposes

Locations:Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to develop writing skills to create a range of familiar and some less familiar handwritten and digital text types of limited complexity for personal purposes. Learners at this level work independently and continue to build and use their own familiar support resources.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locate information for texts to be created; - identify and match a range of audiences and purposes to text types; - connect ideas and information related to topic of text; - use a range of strategies to spell unfamiliar words, and; - use grammatical forms for different purposes such as giving explanations. Students will also be expected to demonstrate the following knowledge: - the major differences between public and private writing; - difference between formal and informal registers; - layout related to specific text types; - generic grammatical forms including personal pronouns and a range of tenses, and; - process of planning, drafting and proofreading. .

VU22392 Create texts of limited complexity for learning purposes

Locations:Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to develop writing skills to create a range of familiar and some less familiar handwritten and digital text types of limited complexity for learning purposes. Learners at this level work

independently and continue to build and use their own familiar support resources.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locate information for texts to be created; - identify and match a range of audiences and purposes to text types; - connect ideas and information related to topic of text; - use a range of strategies to spell unfamiliar words, and; - use grammatical forms for different purposes such as giving explanations. Students will also be expected to demonstrate the following knowledge: - the major differences between public and private writing; - difference between formal and informal registers; - layout related to specific text types; - generic grammatical forms including personal pronouns and a range of tenses, and; - process of planning, drafting and proofreading. .

VU22393 Create texts of limited complexity to participate in the workplace

Locations:Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to develop writing skills to create a range of familiar and some less familiar handwritten and digital text types of limited complexity for learning purposes. Learners at this level work independently and continue to build and use their own familiar support resources.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - structure and sequence writing to produce text; - use punctuation devices such as full stops and commas, capitalisation of letters; - use grammatical forms for different purposes such as giving explanations"; - use dependent clauses with simple connectives such as when, if; - use a range of strategies to spell unfamiliar words, and; - identify audience and purpose of hand written and digital texts and use appropriate language. Students will also be expected to demonstrate the following knowledge: - stages or processes of writing including planning, drafting and editing; - punctuation conventions of sentence writing such as full stops, commas and question marks; - technical vocabulary and acronyms relevant to the workplace, and; - difference between formal and informal registers.

VU22394 Create texts of limited complexity to participate in the community

Locations:Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to develop writing skills to create a range of familiar and some less familiar handwritten and digital text types of limited complexity to participate in the community. Learners at this level work independently and continue to build and use their own familiar support resources.

Required Reading:The qualified trainer and assessor will provide teaching and

learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locate information for texts to be created; - identify and match a range of audiences and purposes to text types; - connect ideas and information related to topic of text; - use a range of strategies to spell unfamiliar words, and; - use grammatical forms for different purposes such as giving explanations. Students will also be expected to demonstrate the following knowledge: - the major differences between public and private writing; - difference between formal and informal registers; - layout related to specific text types; - generic grammatical forms including personal pronouns and a range of tenses; - process of planning, drafting and proofreading, and; - generic grammatical forms including personal pronouns and temporal links.

VU22395 Work with a range of numbers and money in familiar and routine situations

Locations: Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine, Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to develop numeracy skills related to interpreting, using and calculating with a range of whole numbers, decimals, routine fractions and percentages and money in familiar and routine situations in their personal, public, work or education and training lives. Learners will communicate these mathematical ideas using a combination of written and spoken responses.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication and literacy skills to read and interpret relevant, familiar texts and diagrams. Students will also be expected to demonstrate the following knowledge: - signs/prints/symbols represent meaning in texts and materials; - place value to read, write and interpret decimals and large whole numbers; - decimals, common fractions and percentages and their common equivalent forms; - informal and formal language of numbers to compare and interpret decimals, common fractions and percentages, and; - techniques used to make initial estimations and check results of calculations in relation to the context.

VU22396 Work with and interpret directions in familiar and routine situations

Locations: Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to develop numeracy skills related to the interpretation and use of familiar maps or street directories and giving and following directions which are part of the learners' familiar and routine situations

in their personal, public, work or education and training lives. Their communication about these mathematical ideas will be a combination of spoken and written responses. Learners at this level work independently and continue to build and use their own familiar support resources.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - literacy skills to read relevant, familiar written instructions and diagrams, including maps and street directories, and; - communication skills to use the formal and informal language of position. Students will also be expected to demonstrate the following knowledge: - signs/prints/symbols represent meaning in diagrams, maps and street directories; - key features and conventions such as distance, directions, simple scales, labels, symbols and keys on maps and plans; - informal and formal oral and written mathematical language of position and location, and; - position and location to give and follow directions.

VU22397 Work with measurement in familiar and routine situations

Locations: Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to develop numeracy skills related to estimating, measuring and calculating everyday quantities including with time and dates, which are part of the learners' routine and less familiar situations in their personal, public, work or education and training lives. Learners will communicate these mathematical ideas using a combination of written and spoken responses.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication and literacy skills to read relevant, familiar texts and diagrams and communicate results of calculations, and; - problem solving skills to estimate, measure and calculate with everyday quantities and time using familiar measuring instruments including time measuring and/or recording devices. Students will also be expected to demonstrate the following knowledge: - signs/prints/symbols represent meaning in measurement contexts, materials and diagrams; - routine units of metric measurement and conversions between metric units; - units of time and their representation; - knowledge of decimals and common fractions in relation to measurement and time; - informal and formal language of numbers in relation to measurement and time, and; - knowledge of abbreviations associated with measurement and time.

VU22398 Work with and interpret statistical information in familiar and routine texts

Locations: Footscray Park, Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, City Queen, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to develop numeracy skills related to interpreting and comprehending familiar chance statements and working with, constructing and interpreting statistical tables and graphs related to learners' familiar and routine situations in their personal, public, work or education and training lives. Learners will communicate these mathematical ideas using a combination of written and spoken responses. Learners at this level work independently and continue to build and use their own familiar support resources.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication and literacy skills to read relevant, familiar texts that incorporate tables and graphs; - problem solving skills to interpret tables and graphs to identify appropriate numerical and statistical information, and; - planning and organising skills to collect data and create tables and graphs. Students will also be expected to demonstrate the following knowledge: - signs / prints/ symbols represent meaning in texts such as in newspapers, online, on utility bills and in notices and documents; - key features and conventions of tables and graphs, and; - informal and formal language of number and data to read, write and communicate about statistical results and information.

VU22400 Work with and interpret numerical information in familiar and routine texts

Locations: Industry, Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine, Sunbury Learning Links.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to develop numeracy skills related to locating and recognising a range of whole numbers, decimals, routine fractions and percentages which are part of numerical information partly embedded in routine texts. Learners can then use those numbers to perform simple multi-step calculations which are part of their' familiar personal, public, work or education and training lives. Learners will communicate these mathematical ideas using a combination of written and spoken responses. Learners at this level, work independently and continue to build and use their own familiar support resources.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication and literacy skills to read relevant, familiar texts and identify decimals, common fractions and percentages when partly embedded in texts. Students will also be expected to demonstrate the following knowledge: - signs/prints/symbols represent meaning in texts and materials; - place value to read, write and interpret decimals and large whole numbers; - decimals, common fractions and percentages and their common equivalent forms; - informal and formal language of number to compare and interpret

decimals, common fractions and percentages, and; - techniques used to make initial estimations and check results of calculations in relation to the context.

VU22401 Undertake a simple investigation of science in the community

Locations: Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to undertake a simple research project on a scientific issue and its impact on an individual or the community.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - planning and organising skills to develop and follow a plan; - identify the main idea and key supporting information in texts related to the issue; - record findings of investigation; - develop a plan and identify appropriate investigation methods with a relevant person, and; - discuss and convey information about the impact of the scientific issue under investigation. Students will also be expected to demonstrate the following knowledge: - meaning making strategies, and; - scientific terminology to enable information and ideas to be expressed verbally and in writing.

VU22402 Undertake a simple investigation of health and well being

Locations: Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to undertake a simple research project on an issue related to health and well being.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - planning and organising skills to develop and follow a plan; - identify the main idea and key supporting information in texts; - record findings; - develop a plan and identify appropriate investigation methods with a relevant person, and; - discuss the impact of the health and well being issue under investigation. Students will also be expected to demonstrate the following knowledge: - meaning making strategies, and; - scientific terminology to enable information and ideas to be expressed verbally and in writing.

VU22411 Research pathways and produce a learning plan and portfolio

Locations: Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine, Online, Geelong Learning Links.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to investigate pathway options and plan skills development, in discussion with an appropriate support person. The learner will develop and maintain a portfolio of evidence over time. Learners at this level work independently and initiate and use support from a range

of established resources.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - oral communication skills to participate in interactions to discuss and clarify aspects of the learning plan such as purpose and processes to support development of the plan; - read and interpret a range of information about potential options; - apply research skills to locate information relevant to own goals and options; - gather and use information to support development of the plan; - draw on previous experiences to inform development of the plan; - identify, select and organise evidence for the portfolio; - compare own skills to learning goals and options to identify achievable steps; - determine own learning approaches, and; - evaluate own skills and knowledge to identify gaps. Students will also be expected to demonstrate the following knowledge: - purpose and benefit of documenting learning and monitoring and reviewing learning goals, and; - potential barriers and potential solutions to achieving learning goals.

VU22412 Implement and review a project

Locations:Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine, Online.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to develop a project proposal, design and plan the project, carry out the project and evaluate the outcome. It encompasses selection of an activity, developing a plan, and preparing the required resources. Learners at this level work independently and initiate and use support from a range of established resources.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - participate in interactions to discuss project proposals and own interests and skills; - initiate interaction to seek feedback and clarification related to the project; - use vocabulary specific to the project; - gather and analyse information from a variety of sources; - read and interpret a range of information; - record information related to the progress and completion of the project; - identify and address issues and barriers which arise; - make adjustments to the project plan to enable successful completion; - identify and obtain resources required for the project; - follow and monitor an action plan and related activities; - determine own skills and interests and match these to a suitable project proposal, and; - work within an identified time frame. Students will also be expected to demonstrate the following knowledge: - basic project methodology to complete the project, and; - potential barriers and strategies to address these.

VU22414 Engage with a range of complex texts for learning purposes

Locations:Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine, Online.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to interpret a range of structurally intricate paper based and web based texts which are relevant to learning purposes and which may include some specialisation and non-routine contexts. Learners at this level work independently and initiate and use support from a range of established resources.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - select and apply reading strategies to interpret and analyse texts; - apply critical analysis skills to interpret and compare texts; - assess relevance of texts to own purposes and needs; - assess the validity of online information; - apply a range of decoding strategies to identify unfamiliar words, and; - technology skills to access and navigate screen based digital text to locate information of some complexity. Students will also be expected to demonstrate the following knowledge: - a range of vocabulary related to learning including some specialised vocabulary to support comprehension; - techniques used by writers to convey meaning and achieve purpose; - factors that influence a text such as an author's culture, experiences and value system, and; - different representations of paper based and digital information.

VU22415 Engage with a range of complex texts for employment purposes

Locations:Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine, Online.

Prerequisites:Nil.

Description:This unit develops the skills and knowledge to interpret a range of structurally intricate paper based and web based text types which are relevant to employment purposes and which may include some specialisation and non-routine contexts. Learners at this level work independently and initiate and use support from a range of established resources.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - select and apply reading strategies to interpret and analyse texts; - apply critical analysis skills to interpret and compare texts; - assess relevance of texts to own purposes and needs; - assess the validity of online information; - apply a range of decoding strategies to identify unfamiliar words, and; - technology skills to access and navigate complex web based text. Students will also be expected to demonstrate the following knowledge: - a range of vocabulary related to employment including some specialised vocabulary to support comprehension; - techniques used by writers to convey meaning and achieve purpose; - factors that influence a text such as an author's culture, experiences and value system, and; - differences in how paper based and web based information is represented.

VU22416 Engage with a range of complex texts to participate in the community

Locations: Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine, Online.

Prerequisites: Nil.

Description: This unit develops the skills and knowledge to engage with a range of complex paper based and web based text types which are relevant to participation in the community and which may include some specialisation and non-routine contexts. Learners at this level work independently and initiate and use support from a range of established resources.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - select and apply reading strategies to interpret and analyse texts; - apply critical analysis skills to interpret and compare texts; - assess relevance of texts to own purposes and needs; - assess the validity of online information; - apply a range of decoding strategies to identify unfamiliar words, and; - technology skills to access and navigate complex web based texts. Students will also be expected to demonstrate the following knowledge: - a range of vocabulary related to community including some specialised vocabulary to support comprehension; - techniques used by writers to convey meaning and achieve purpose; - factors that influence a text such as an author's culture, experiences and value system, and; - differences in how paper based and web based information is represented.

VU22419 Create a range of complex texts for learning purposes

Locations: Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine, Online.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to support the development of writing skills to create a range of complex text types which are relevant to the learning environment. At this level the learner works across a range of contexts including some that are unfamiliar and/or unpredictable and include some specialisation. Learners at this level work independently and initiate and use support from a range of established resources.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - convey complex relationships between ideas; - write texts which include a number of examples, opinions, facts, or arguments with supporting evidence; - gather and order information required to create texts; - apply spelling strategies such as using visual and phonic patterns, and; - problem solving skills to select and apply appropriate register according to context. Students will also be expected to demonstrate the following knowledge: - a range of styles of writing and presenting information to a range of audiences; - knowledge of register to enable appropriate selection and application to context; - a broad vocabulary and a range of grammatical structures, and; - how to structure a range of texts.

VU22420 Create a range of complex texts to participate in the workplace

Locations: Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine, Online.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to support the development of written communication in the workplace. It includes extracting meaning from written information for workplace purposes and preparing complex written materials. At this level the learner works independently across a range of contexts including some that are unfamiliar and/or unpredictable and include some specialisation. Learners at this level work independently and initiate and use support from a range of established resources.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - link ideas in written material through selection and use of words, language structures and punctuation appropriate to the purpose; - gather and order information required to create texts; - use structurally complex sentences; - use spelling strategies such as visual and phonic patterns, and; - problem solving skills to select and apply appropriate register according to context. Students will also be expected to demonstrate the following knowledge: - knowledge of organisational protocols / requirements related to written workplace material such as information security, email protocols and use of appropriate language; - differences between requirements for written as opposed to spoken English; - a range of styles of writing and presenting information to a range of audiences; - knowledge of register to enable appropriate selection and application to context, and; - a broad vocabulary related to the workplace and a range of grammatical structures.

VU22421 Create a range of complex texts to participate in the community

Locations: Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine, Online.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to support the development of writing skills to create a range of complex texts which are relevant to community participation. At this level the learner works across a range of contexts including some that are unfamiliar and/or unpredictable and including some specialisation. Learners at this level work independently and initiate and use support from a range of established resources.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - convey complex relationships between ideas; - write texts which include a number of examples, opinions, facts, or arguments with supporting evidence; - gather and order information required to create texts; - apply spelling strategies such as using visual and phonic patterns, and; - problem solving skills to select and apply appropriate register according to context.

Students will also be expected to demonstrate the following knowledge: - a range of styles of writing and presenting information to a range of audiences; - knowledge of register to enable appropriate selection and application to context; - a broad vocabulary and a range of grammatical structures, and; - structural features of a range of text types.

VU22422 Investigate and interpret shapes and measurements and related formulae

Locations: Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine, Online.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to investigate two-dimensional and three-dimensional shapes and their representation. It includes estimating, measuring and calculating quantities and using formulae related to personal, public, work or education and training. At this level the learner works independently across a range of contexts including some that are unfamiliar and/or unpredictable and include some specialisation. Learners at this level work independently and initiate and use support from a range of established resources.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - literacy skills to read relevant illustrations, diagrams, signs, instructions including relevant tools and machinery; - interpret plans and draw and assemble three-dimensional models; - estimate, measure and calculate a range of metric quantities, and; - estimate, measure and draw accurate scale plans and diagrams of two-dimensional and three-dimensional shapes using drawing and measuring instruments. Students will also be expected to demonstrate the following knowledge: - signs/prints/symbols represent meaning in relation to shapes and designs and in measurement contexts and materials such as on tools, packaging, recipes, designs, diagrams; - simple measurement formulae in familiar and routine contexts; - the characteristics and convention of plans and drawings of two-dimensional and three-dimensional shapes, and; - knowledge of a combination of informal and formal language of shape.

VU22423 Investigate numerical and statistical information

Locations: Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine, Online.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to investigate and interpret numerical information embedded in a range of texts. It also includes creating, investigating and interpreting statistical data, tables and graphs related to personal, public, work or education and training needs. At this level the learner works independently across a range of contexts including some that are unfamiliar and/or unpredictable and which include some specialisation. Learners at this level work independently and initiate and use support from a range of established resources.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting

of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - read relevant texts incorporating numerical and statistical information in tables and graphs; - use both informal and formal language of number and data to investigate and interpret a range of numerical and statistical information; - read, understand and interpret numerical information embedded in texts; - problem solving skills to calculate with different types of numbers and mathematical procedures, and; - numeracy skills to collect data and create tables and statistical graphs. Students will also be expected to demonstrate the following knowledge: - signs/prints/symbols represent meaning in texts and materials; - decimals, fractions and percentages and their equivalent forms; - key features and conventions of tables and graphs; - techniques used to make initial estimations and check results of calculations in relation to the context, and; - measures of central tendency and simple measures of spread.

VU22424 Investigate and use simple mathematical formulae and problem solving techniques

Locations: Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine, Online.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to develop and use simple formulae to describe and represent relationships between variables in a range of real life contexts. It involves using simple mathematical problem solving techniques to interpret and solve straight forward mathematical problems related to personal, public, work or education and training needs. At this level the learner works independently across a range of contexts including some that are unfamiliar and/or unpredictable and which include some specialisation. Learners at this level work independently and initiate and use support from a range of established resources.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - literacy skills to read relevant texts and diagrams; - understand and use simple mathematical formulae, and; - interpret, use and calculate with a range of types of numbers. Students will also be expected to demonstrate the following knowledge: - signs/prints/symbols represent meaning in relation to the writing and representation of algebraic expressions, and; - the use and the purpose of formulae and that they represent relationships between variables in real life tasks and situations.

VU22434 Evaluate pathway options, design a learning plan and compile a portfolio

Locations: Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to establish learning goals, critically evaluate pathway options, design, implement and monitor a learning plan; and compile a portfolio of evidence. Learners at this level work autonomously and use and evaluate a broad range of support resources.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - participate in the planning process to develop a learning plan; - discuss aspects of the learning plan such as purpose and relationship to goals to support development of the plan; - source analyse and critically evaluate a range of information about potential options; - develop and document a learning plan according to identified processes; - gather and synthesise information to support development of the plan; - draw on previous experiences to inform development of the plan; - identify, select and evaluate evidence for the portfolio; - critically compare own skills to learning goals and compare options to identify achievable steps; - evaluate own skills and knowledge to match to appropriate options, and; - monitor and adjust own progress against documented learning plan. Students will also be expected to demonstrate the following knowledge: - benefits of documenting learning, monitoring and reviewing learning goals, and; - potential barriers to learning and strategies to manage them.

VU22436 Engage with a range of highly complex texts for learning purposes

Locations: Footscray Park, St Albans, Werribee, City Flinders, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to interpret and critically evaluate and synthesise a range of highly complex paper based and web based text types for learning purposes. These include intricate, dense and extended texts across a broad range of contexts including specialised contexts. Students at this level work autonomously and use and evaluate a broad range of support resources.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - apply a repertoire of strategies to interpret and critically evaluate structurally complex texts; - assess relevance of texts to own purposes and needs; - assess the validity and credibility of paper and web based texts, integrate complex concepts across different texts; - technology skills to access and navigate web based digital text to locate and assess highly complex texts, and; - planning and organising skills to gather, select and synthesise information in texts for own specific purposes/needs by defining and reviewing own information requirements both before and during research. Students will also be expected to demonstrate the following knowledge: - ways in which language is used to make hypotheses and convey implicit meaning to influence others; - broad vocabulary including idiom, colloquialisms, and cultural references, and specialised vocabulary as appropriate, to support comprehension; - devices used by writers to convey and influence meaning and achieve purpose; - differences in presentation between paper based and web based texts, and; - register and its influence on expression and meaning in text types.

VU22438 Engage with a range of highly complex texts to participate in the community

Locations: Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine.

Prerequisites: Nil.

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Description: This unit describes the skills and knowledge to interpret and critically evaluate and synthesise a range of highly complex paper and web based text types to participate in the community. These include intricate, dense and extended texts including specialised contexts. Students at this level work autonomously and use and evaluate a broad range of support resources.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - apply a repertoire of reading strategies to interpret and critically evaluate structurally complex texts; - assess relevance of texts to own purposes and needs; - assess the validity of online information; - technology skills to access and navigate web based digital text to locate and assess highly complex texts, and; - planning and organising skills to gather, select and synthesise information effectively for own specific purposes/needs by defining information requirements both before and during research. Students will also be expected to demonstrate the following knowledge: - the ways in which language is used to make hypotheses and convey implicit meaning to influence others; - broad or specialised vocabulary related to community participation to support comprehension including cultural references as appropriate; - devices used by writers to convey and influence meaning and achieve purpose; - differences in presentation between paper based and web based texts, and; - register and its influence on expression and meaning in text types.

VU22440 Create a range of highly complex texts for learning purposes

Locations: Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to develop writing skills to create highly complex text types for learning purposes across a range of contexts including specialised contexts. Learners at this level work autonomously and use and evaluate a broad range of support resources.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - create highly complex relationships between ideas and purposes; - critically evaluate and extend writing; - apply drafting and revision processes; - gather organise and synthesise content, and; - review texts to enhance meaning and effectiveness. Students will also be expected to demonstrate the following knowledge: - conventions and importance of note taking in a learning context; - genres and styles of writing related to learning; - registers and how they influence expression, meaning, and relationships; - a broad and/or specialised vocabulary to accurately express content; - complex grammatical structures to accurately and effectively express content, and; - style conventions of academic writing such as referencing and footnotes.

VU22441 Create a range of highly complex texts to participate in the community

Locations: Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to develop writing skills to create highly complex text types for personal purposes across a range of contexts including specialised contexts. Learners at this level work autonomously and use and evaluate a broad range of support resources.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - create highly complex relationships between ideas and purposes; - critically evaluate and extend writing; - apply drafting and revision processes; - evaluate feedback and critically discriminate the value and relevance of feedback in order to improve writing; - gather, organise and synthesise content, and; - review writing to enhance meaning and effectiveness. Students will also be expected to demonstrate the following knowledge: - a broad vocabulary including idiom, colloquialisms and cultural references to express content; - a variety of complex grammatical structures and stylistic devices to support meaning; - a range of genres and styles of writing; - registers and how they influence expression, meaning, and relationships, and; - organisational structures of writing for community participation.

VU22442 Analyse and evaluate numerical and statistical information

Locations: Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to analyse and evaluate highly complex numerical information in texts and analyse and create statistical data, tables and graphs.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to use a wide range of oral and written informal and formal language and representation including symbols, diagrams and charts to communicate mathematically; - interpret, select and investigate appropriate mathematical information and relationships highly embedded in an activity, item or text; - analyse and evaluate the appropriateness, interpretations and wider implications of all aspects of a mathematical activity, and; - select and apply a wide range of mathematical strategies flexibly to generate solutions to problems across a broad range of contexts. Students will also be expected to demonstrate the following knowledge: - techniques used to make initial estimations and check results of calculations in relation to the context; - measures of central tendency including mean, median and mode or modal class, and; - common

measures of spread including range, interquartile range, common percentiles and standard deviation.

VU22443 Use algebraic techniques to analyse mathematical problems

Locations: Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to use algebraic techniques to investigate and solve mathematical problems and develop and use formulae and graphs to describe and represent relationships between variables.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to use a wide range of oral and written informal and formal language and representation including symbols, diagrams and charts to communicate mathematically; - interpret, select and investigate appropriate mathematical information and relationships highly embedded in an activity, item or text; - analyse and evaluate the appropriateness, interpretations and wider implications of all aspects of a mathematical activity, and; - select and apply a wide range of mathematical strategies flexibly to generate solutions to problems across a broad range of contexts. Students will also be expected to demonstrate the following knowledge: - algebraic techniques such as same operation on both sides, backtracking and factorising.

VU22444 Use formal mathematical concepts and techniques to analyse and solve problems

Locations: Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to use formal mathematical concepts and techniques and mathematical problem solving techniques to analyse and solve problems.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to provide oral and written explanations of problem solving and mathematical techniques and outcomes; - interpret, select and investigate appropriate mathematical information and relationships highly embedded in an activity, item or text; - analyse and evaluate the appropriateness, interpretations and wider implications of all aspects of a mathematical activity, and; - select and apply a wide range of mathematical strategies flexibly to generate solutions to problems across a broad range of contexts. Students will also be expected to demonstrate the following knowledge: - specialised calculator functions such as trigonometric, statistical, algebraic, power, graphical functions to support mathematical problem solving, and; - problem solving techniques such as guess and check, elimination, using patterns, rules, relationships and algebra to interpret and extract information.

VU22448 Work effectively with a national disability insurance scheme participant

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

Prerequisites: Nil.

Description: This unit covers the skills and knowledge required to work effectively with a national disability insurance scheme (NDIS) participant. It includes supporting the NDIS participant to achieve stated goals, using a human rights framework to ensure NDIS participant personal safety, working safely, completing and processing documentation, and working effectively with others.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - adopt a flexible and resourceful approach when supporting an NDIS participant; - behave ethically when working with an NDIS participant; - build effective relationships with an NDIS participant; - fill in forms/templates correctly and file completed forms/templates; - follow NDIS principles and values with the participant at the forefront of service delivery and leading the way where possible; - follow organisational/employer policies and procedures; - meet organisational/employer expectations of workers who provide direct support to an NDIS participant; - negotiate and work collaboratively with NDIS participant and relevant others when supporting an NDIS participant to achieve stated goals; - present disability positively when working with other community members, volunteers and stakeholders; - protect own health when working with an NDIS participant; - read and comprehend a participant's day-to-day support plans; - recognise and deal with crises and unresolved issues that may occur when supporting an NDIS participant to achieve stated goals, in consultation with relevant personnel; - recognise the scope of own competence and expertise when working with an NDIS participant who has complex support needs; - take responsibility for own effectiveness, and; - write sentences that are clear and easy to understand, and that adequately reflect the situation referred to in the sentence. Students will also be expected to demonstrate the following knowledge: - diversity in terms of an NDIS participant's: - gender and cultural inequality, and drivers of abuse and violence; - risk assessment in relation to abuse, neglect and violence; - range of people who may perpetrate abuse, neglect and violence; - what it means when an NDIS participant's home is one's workplace; - meanings of relevant NDIS terminology; - NDIS Code of Conduct; - NDIS structure as it relates to own work; - NDIS values; - roles of the following in the NDIS planning process; - roles of relevant authorities under the NDIS, and; - what an inclusive and accessible community looks like.

VU22450 Work with and interpret simple directions in familiar situations

Locations: Footscray Nicholson, St Albans, Werribee, City Flinders, Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to support learners to develop the basic skills and confidence to perform simple and familiar numeracy tasks involving the interpretation of simple everyday maps or street directories. It includes giving and following simple and familiar directions which are part of the learners' normal routines to do with directions and locations in familiar contexts, such as near their homes, shopping centres, in workplace buildings or education

institutions. Learners will communicate these mathematical ideas using mainly spoken responses with some written responses. Learners at this level may request support and begin to develop their own support resources.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - oracy skills to describe the relative location of two or more objects and to follow simple oral directions, and; - literacy skills to read relevant, familiar maps and street directories. Students will also be expected to demonstrate the following knowledge: - signs/prints/symbols represent meaning in signs, diagrams and maps; - the key features of simple diagrams, maps and street directories of familiar locations, and; - mainly informal and some formal oral mathematical language of position and location to give and follow directions.

VU22451 Investigate advanced technology applications in the manufacturing industry

Locations: Sunshine.

Prerequisites: Nil.

Description: This unit describes the knowledge and skills required to learner to investigate advanced manufacturing technologies that have been recognised as innovative and/or cutting edge and have significantly improved production processes, products and/or services and present the findings.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - recognising the application of advanced technologies in the manufacturing and related industries and improvements to a processes, products and services; - undertaking research in an manufacturing environment and using various methods to gather technical information and data; - communicating with technical personnel in an manufacturing environment; - planning and presenting technical information to an audience, and; - completing a research project in a given timeframe. Students will also be expected to demonstrate the following knowledge: - current advanced manufacturing technologies which impact on both process and/or products; - advanced manufacturing technologies nomenclature such as Industry 4.0/5.0; - sources of information on the manufacturing, engineering and related industries; - diversity of the manufacturing, engineering and related industries including key sectors and structure, and; - presentation techniques and resources.

VU22452 Use communication network concepts and practices in manufacturing and engineering applications

Locations: Sunshine.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge in communication network concepts and practices that are used in manufacturing and engineering applications. Specifically, the unit covers the manner in which data traverses, networks, protocols, networking and communication devices, Internet Protocol (IP) addressing, routing protocols, Virtual Local Area Networks (VLANs), troubleshooting logs and networking monitoring tools.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - using basic numeracy skills to perform calculations in binary and hexadecimal number systems; - using base level problem solving skills to implement provided scripts for a switch and a router; - reading and accurately interpreting documents and reports; - installing and configuring a basic network; - configuring protocols, models and IP addressing systems; - operating a personal computer; - identifying network cable types, and; - interpreting network testing information. Students will also be expected to demonstrate the following knowledge: - OSI layered communication model; - TCP/IP layered communication model; - Media Access Layer (MAC) addresses; - packet encapsulation and decapsulation concepts and operation; - binary number system; - hexadecimal number system; - Transmission Control Protocol (TCP) protocol; - User Datagram Protocol (UDP); - function and operation of application layer protocols; - VLANs; - network monitoring tools e.g. Wireshark; - log files generated from networking devices e.g. Interlocking device, switches, operating system; - IPV4 addressing and subnetting; - IPV6 addressing and subnetting; - network cabling; - network devices; - end to end test commands e.g. Ping, Traceroute; - switch and router IOS commands examples, and; - emerging network technologies.

VU22454 Undertake site survey and analysis to inform design process

Locations: Werribee, Sunshine, Learning Links Geelong.

Prerequisites: Nil.

Description: This unit specifies the outcomes required to undertake a site survey and a site analysis for residential and commercial building projects. It includes the use of basic surveying equipment, recording and interpretation of data, and evaluation of, and compliance with relevant legislation. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, this unit forms part of a minimum qualification requirement for registration with the Victorian Building Authority as a building designer (architectural).

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - enable clear and direct communication, using questioning to identify and confirm requirements and share information with internal and external personnel; - read and interpret: field data/geo digital databases; reports; site plan; land title; specifications; working drawings; project requirements; organisational procedures; use language and concepts

appropriate to industry conventions; - accurately record and interpret site measurements and other data to industry standards; - produce field sketches; - numeracy skills to apply measurements and calculations; - problem solving skills to interpret reports, working drawings and specifications; - planning and organisational skills; - collect, organise and analyse information for site analysis; - prepare equipment for site survey, and; - technological skills to complete documentation and calculations and use basic survey equipment; - work safely in a design drafting working environment and on a site according to relevant legislation and workplace policies and procedures. Students will also be expected to demonstrate the following knowledge: - specifications and capabilities of basic surveying equipment and application; - Australian Drawing Standards/other industry standards related to the production of measured drawings; - process for the administration and preparation of working drawings, specifications and other relevant documentation, and; - workplace OHS/WHS procedures and documentation.

VU22455 Apply structural and construction technology to the design of residential buildings

Locations: Werribee, Sunshine, Learning Links Geelong..

Prerequisites: Nil.

Description: This unit specifies the outcomes required to apply structural and construction technology to the design of residential buildings. It requires compliance with state legislation and the provisions for Building Code of Australia (BCA) Classes 1 and 10 and relevant Australian Standards as they apply to the structural and construction components of a residential building. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, this unit forms part of a minimum qualification requirement for registration with the Victorian Building Authority as a building designer (architectural).

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - enable clear, direct communication, using questioning to identify, confirm requirements and share information with internal/external personnel; - interpret construction drawings and specifications; state regulatory authority requirements; Australian Standards; relevant sections of the BCA and relevant legislation; - use language, terminology and concepts appropriate to industry conventions; - prepare and document construction specifications to an industry standard to mitigate project risks; - numeracy skills to apply measurements and calculations to construction systems; - interpret relevant legislation for the design/construction of a residential building; - apply construction techniques and methodologies to the intent of the design; - specify requirements for construction standards and practices; - select structural members according to project/specification requirements; - combine materials into workable construction systems; - analyse site conditions to establish specifications; - resolve construction and design issues with regard to structural systems; - technological skills to complete documentation and calculations; - enable construction specifications to be completed within designated time frame; - teamwork skills during consultation with, and coordination of internal and external personnel, and; - work safely in a design drafting working environment and on a site according to legislation and workplace policies and procedures. Students will also be expected to demonstrate the following

knowledge: - structural components and construction methodologies and related terminology; - the application of the principles of construction of residential buildings; - the characteristics, performance and application of construction materials; - working drawings and specifications for the design of residential buildings; - effects of legislative requirements for residential buildings on the design approval process; - integration of services in a residential building design; - statutory requirements for fire separation, and; - specifications for a residential building providing optimum safety, health and amenity for users.

VU22456 Apply structural and construction technology to the design of commercial buildings

Locations:Werribee, Sunshine, Learning Links Geelong..

Prerequisites:Nil.

Description:This unit specifies the outcomes required to apply structural and construction technology to the design of commercial buildings. It requires compliance with state legislation and the provisions for Building Code of Australia (BCA) Classes 2 to 9 and relevant Australian Standards as they apply to the structural and construction components of a commercial building. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, this unit forms part of a minimum qualification requirement for registration with the Victorian Building Authority as a building designer (architectural).

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - enable clear and direct communication, using questioning to identify and confirm requirements and share information with internal and external personnel, where required - read and interpret: construction drawings and specifications; state regulatory authority requirements; Australian Standards; relevant sections of the BCA; other relevant legislation and reports prepared by specialised personnel; - use language, terminology and concepts appropriate to industry conventions; - accurately document construction specifications to mitigate project risks; - prepare documentation to an accepted industry standard; - numeracy skills to apply measurements and calculations to construction systems; - interpret relevant legislation for the design and construction of a commercial building; - apply construction techniques and methodologies to the intent of the design; - specify requirements for construction standards and practices; - select structural members according to project or specification requirements; - combine materials into workable construction systems; - analyse site conditions to establish specifications; - resolve construction and design issues with regard to structural systems; - technological skills to complete documentation and calculations; - teamwork skills during consultation with, and coordination of, internal and external personnel, and; - work safely in a design drafting working environment and on a site according to legislation and workplace policies and procedures. Students will also be expected to demonstrate the following knowledge: - structural components and construction methodologies and related terminology; - the principles of construction of commercial buildings; - the characteristics, performance and application of construction materials; - working drawings and specifications for the design of commercial buildings; - effects of legislative requirements on the design approval process; - integration of services in a building design; - statutory requirements for fire separation for commercial

buildings, and; - specifications for a commercial building providing optimum safety, health and amenity for users.

VU22457 Comply with relevant legislation in the design of residential buildings

Locations:Werribee, Sunshine, Learning Links Geelong..

Prerequisites:Nil.

Description:This unit specifies the outcomes required to access, interpret and apply relevant legislation to the design of residential buildings. It includes the ability to apply a range of design solutions for residential buildings (Building Code of Australia (BCA) Classes 1 and 10), in compliance with the BCA and make recommendations for alternative solutions, as required. It requires thorough knowledge of the purpose and content of the BCA. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, this unit forms part of a minimum qualification requirement for registration with the Victorian Building Authority as a building designer (architectural).

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - enable clear and direct communication, using questioning to identify and confirm requirements and share information with internal and external personnel; - read and interpret complex documents, including: relevant legislation; site plans; the BCA; specifications and working drawings; - use language and concepts appropriate to industry conventions; - written skills to document design solutions and other workplace documentation; - numeracy skills to apply measurements and calculations; - problem solving skills to design concepts and principles in accordance with the BCA, namely BCA Classes 1 and 10; - planning and organisational skills to collect, organise and analyse information from relevant legislation; - teamwork skills when working with internal and external personnel; - technological skills to complete documentation and calculations; - maintain professional currency, memberships and networks; - source current information regarding materials performance and its application, and; - work safely in a design drafting working environment and on a site according to legislation and workplace policies and procedures. Students will also be expected to demonstrate the following knowledge: - legal responsibilities and obligations of building designers; - basic design principles and the behaviour of structures under stress, strain, compression, bending or combined actions; - BCA performance hierarchy; - definitions and common technical terms or usage specified under general provisions of the BCA; - understanding of the BCA in relation to BCA Classes 1 and 10; - understanding of the BCA in relation to building types, applications and limitations; - general nature of materials and the effects of performance; - relevant Australian Standards and guidelines, and; - relevant legislative and occupational health and safety (OHS)/work health and safety (WHS) requirements, codes and practices.

VU22458 Comply with relevant legislation in the design of commercial buildings

Locations:Werribee, Sunshine, Learning Links Geelong..

Prerequisites:Nil.

Description: This unit specifies the outcomes required to access, interpret and apply relevant legislation to the design of commercial buildings. It includes the ability to apply a range of design solutions to the construction or design of a commercial building (Building Code of Australia (BCA) Classes 2 to 9), including Type B, in compliance with the BCA and make recommendations for alternative solutions as required. It requires thorough knowledge of the purpose and content of the BCA. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, this unit forms part of a minimum qualification requirement for registration with the Victorian Building Authority as a building designer (architectural).

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - enable clear and direct communication, using questioning to identify and confirm requirements and share information with internal and external personnel; - read and interpret complex documents, including: relevant legislation; site plans; the BCA; specifications and working drawings; - use language and concepts appropriate to industry conventions; - written skills to document design solutions and other workplace documentation; - numeracy skills to apply measurements and calculations; - problem solving skills to design concepts and principles in accordance with the BCA, namely BCA Classes 2 to 9; - planning and organisational skills to collect, organise and analyse information from relevant legislation; - teamwork skills when working with internal and external personnel; - technological skills to complete documentation and calculations; - maintain professional currency, memberships and networks; - source current information regarding materials performance and its application, and; - work safely in a design drafting working environment and on a site according to legislation and workplace policies and procedures. Students will also be expected to demonstrate the following knowledge: - legal responsibilities and obligations of building designers; - basic design principles and the behaviour of structures under stress, strain, compression, bending or combined actions; - BCA performance hierarchy; - definitions and common technical terms or usage specified under general provisions of the BCA; - understanding of the BCA in relation to BCA Classes 2 to 9; - understanding of the BCA in relation to building types, including Type B, applications and limitations; - general nature of materials and the effects of performance; - relevant Australian Standards and guidelines, and; - relevant legislative and occupational health and safety (OHS)/work health and safety (WHS) requirements, codes and practices.

VU22459 Design safe buildings

Locations: Werribee, Sunshine, Learning Links Geelong..

Prerequisites: Nil.

Description: This unit specifies the outcomes required to apply safe design principles to control occupational health and safety (OHS)/work health and safety (WHS) risk during the life of a building. It includes the ability to identify and comply with legal responsibilities and obligations and evaluate OHS/WHS hazards associated with the design, construction and use of a building during its life cycle. Applying safe design principles requires consultation with stakeholders and specialist advisors and the ability to make recommendations for alternative design solutions and incorporate risk controls into the building design and end use. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, this

unit forms part of a minimum qualification requirement for registration with the Victorian Building Authority as a building designer (architectural).

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - enable clear and direct communication, using questioning to identify and confirm requirements and share information with internal and external personnel; - read and interpret: the Building Code of Australia (BCA); relevant OHS/WHS legislation and Australian Standards; workplace documentation relating to the safe design of buildings; plans, drawing and specifications and use language and concepts appropriate to industry conventions; - produce workplace documentation; - record data and findings on historical and current information pertaining to OHS/WHS; - identify legal responsibilities and obligations regarding safe design; - analyse and evaluate data on OHS/WHS hazards, reports and compensation claims; - negotiate client expectations of OHS/WHS outcomes; - apply principles of safe design to the life cycle of a building; - planning and organisational skills to collect, organise and analyse information on safe design; - developing practical risk controls; - recommending alterations to design to improve safety; - teamwork skills when consulting specialist advisors and stakeholders; - self management skills in recognising limits of own expertise and seeking the advice of others, when required; - learning skills in maintaining up-to-date knowledge of safe design principles and changes to legislation; - technology skills to produce required documentation, and; - work safely in a design drafting working environment according to legislation and workplace policies and procedures. Students will also be expected to demonstrate the following knowledge: - legislative and regulatory requirements for OHS/WHS information, data and consultation; - principles and practices of a systematic approach to risk management; - basic principles of anthropometry; - direct and indirect influences that impact on OHS/WHS and the environment in the design and use of a building; - the hierarchy of control and considerations for deciding between different methods of control; - interdependent relationships between ergonomics and stressors, such as physiological factors, awkward posture, poor lighting and ventilation and thermal environment, and; - legislative responsibilities of building designers with regard to OHS/WHS at all stages of design, construction and end use of a building.

VU22460 Design sustainable buildings

Locations: Werribee, Sunshine, Learning Links Geelong..

Prerequisites: Nil.

Description: This unit specifies the outcomes required to apply the principles of sustainability to building design. It includes the application of sustainable practices to minimise negative impacts of the construction process and land use on the environment, incorporate passive design, sustainable water use and energy efficiency into a building design and select suitable materials for the construction of the building. It requires compliance with relevant legislation, Australian Standards and the Building Code of Australia (BCA). No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, this unit forms part of a minimum qualification requirement for registration with the Victorian Building Authority as a building designer (architectural).

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic

and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - enable clear and direct communication, using questioning to identify and confirm requirements and share information with internal and external personnel; - read and interpret: the BCA; relevant legislation and Australian Standards and other relevant documentation; - research information on sustainable building principles; - use language and concepts appropriate to industry conventions; - develop recommendations and strategies for sustainable building design; - document data and findings to industry standards; - teamwork skills to work effectively with clients and other stakeholders; - analyse and evaluate data on construction materials and integrate sustainable and energy efficient systems into building design; - determine the potential cost versus benefit of alternative sustainable options; - planning and organisational skills to collect, organise and analyse information on sustainable building practices; - initiative and enterprise skills in interpreting information and developing sustainable design solutions; - learning skills in updating knowledge of sustainable materials and building practices; - technology skills to: complete documentation, calculations and operate computer energy rating system, and; - work safely in a design drafting working environment according to legislation and workplace policies and procedures. Students will also be expected to demonstrate the following knowledge: - principles of sustainability in building design; - mandatory disclosure; - green star rating system; - building adaptation for catastrophic events responding to climate change; - indoor environmental quality (air quality, thermal comfort, acoustics); - characteristics of ecosystems; - macro and micro climates; - site topography features; - effects of fossil fuels on the atmosphere; - energy consumption relative to construction processes and building use; - greenhouse gas emissions and ozone depletion theories; - impacts of climate change; - impacts of national strategies on building design; - principles of designing buildings for durability and adaptability; - life cycle assessment principles; - basic principles of cradle-to-grave analysis; - nature of construction materials and effect on performance; - R values (overall thermal resistance) for construction material; - software used to predict building performance; - energy auditing principles; - processes for the administration and preparation of documentation; - processes for the development of documentation, such as working drawings and specifications; - the BCA Deemed-to-Satisfy (DTS) energy efficiency provisions; - occupational health and safety (OHS)/Work health and safety (WHS) workplace policies and procedures, and; - relevant federal, state or territory legislation and local government policy and procedures.

VU22461 Integrate services layout into design documentation

Locations: Werribee, Sunshine, Learning Links Geelong..

Prerequisites: Nil.

Description: This unit specifies the outcomes required to integrate the layout of services and connections into building design documentation for residential (Building Code of Australia (BCA) Classes 1 and 10) and commercial (BCA Classes 2 to 9) buildings. It includes the knowledge and application of current sustainable and energy efficient practices and appliances and involves consultation with other professionals to obtain agreement on service layout details and specifications. It requires compliance with relevant legislation, Australian Standards and the BCA. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, this unit forms part of a minimum qualification requirement for registration with the Victorian Building Authority as a building

designer (architectural).

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to consult with other professionals and negotiate required amendments; - read and interpret: relevant documentation and legislation; the BCA; plans, working drawings and specifications; - use language and concepts appropriate to industry conventions, including industry terminology and definitions; - use and interpret non-verbal communication; - numeracy skills to apply measurements and basic calculations relating to service installations; - accurately document details and specifications of services layout; - document specifications to mitigate project risks; - prepare documentation to an accepted industry standard; - teamwork skills to work effectively with clients and other stakeholders; - interpret information from plans and drawings; - identify and resolve typical faults and problems; - evaluate mechanical ventilation and air-conditioning for energy efficiency; - apply standards to artificial lighting and light sources; - planning and organising skills to collect, organise and analyse information on services layouts; - initiative and enterprise skills to apply design concepts and principles relating to service installations; - self management skills to enable the completion of work tasks according to timelines and project schedule; - use relevant computer software; - produce documentation and calculations, and; - work safely in a design drafting working environment according to legislation and workplace policies and procedures. Students will also be expected to demonstrate the following knowledge: - nature of materials and effect on performance relating to service installations; - working drawings and specifications relating to service installations; - a variety of design concepts and principles relating to service installation; - role and responsibilities of building designers relating to services layout; - service installation terminology, definitions, installation methods and hazards in relation to devices and systems using Australian Standards, the BCA and manufacturer's specifications, and; - sustainability and energy efficiency principles and practices in relation to services installation.

VU22462 Produce preliminary and working drawings for residential buildings

Locations: Werribee, Sunshine, Learning Links Geelong..

Prerequisites: Nil.

Description: This unit specifies outcomes required to produce two and three-dimensional drawings in accordance with standard industry practice and to a level suitable for building permit approval applications. It includes the ability to read and interpret plans and specifications and to produce preliminary and working drawings for residential buildings (Building Code of Australia (BCA) Classes 1 and 10). No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, this unit forms part of a minimum qualification requirement for registration with the Victorian Building Authority as a building designer (architectural).

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting

of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - enable clear and direct communication, using questioning to identify and confirm client needs and share information with team members; - read and interpret: the BCA; relevant legislation and Australian Standards; plans and specifications and other relevant documentation; - use language and concepts appropriate to industry conventions; - use and interpret non-verbal communication; - written skills to produce simple preliminary drawings; - work effectively with clients and other stakeholders; - produce preliminary and working drawings within allocated responsibilities; - problem solving skills to interpret information from plans, specifications and client brief to develop required preliminary drawings; - planning and organising skills to produce preliminary and working drawings within an allocated time frame; - initiative and enterprise skills to achieve creative and innovative approaches in the production of drawing tasks; - numeracy skills to apply calculation and measuring techniques; - use computer software to enable production of working drawings; - complete documentation and calculations, and; - work safely in a design drafting working environment according to legislation and workplace policies and procedures. Students will also be expected to demonstrate the following knowledge: - drafting and drawing protocols; - industry conventions and features, including direction, scale, key, contours, symbols and abbreviations; - processes for the administration and preparation of documentation; - processes for the interpretation of reports, working drawings and specifications; - research methods to locate relevant information; - structural, design and construction principles of buildings; - process for the consideration of a budget constraint; - relevant federal or state legislation and local government policy and procedures, including occupational health and safety (OHS)/work health and safety (WHS) requirements, and; - functions and operation of computer software used to produce working drawings.

VU22463 Produce preliminary and working drawings for commercial buildings

Locations:Werribee, Sunshine, Learning Links Geelong..

Prerequisites:Nil.

Description:This unit specifies outcomes required to produce two and three-dimensional drawings in accordance with standard industry practice and to a level suitable for building permit approval applications. It includes the ability to read and interpret plans and specifications and to produce preliminary and working drawings for commercial buildings (Building Code of Australia (BCA) Classes 2 to 9). No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, this unit forms part of a minimum qualification requirement for registration with the Victorian Building Authority as a building designer (architectural).

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - enable clear and direct communication, using questioning to identify and confirm client needs and share information with team members; - read and interpret: the BCA; plans and specifications; relevant legislation and Australian Standards; other relevant

documentation and produce simple preliminary drawings; - use language and concepts appropriate to industry conventions; - use and interpret non-verbal communication; - work effectively with clients and other stakeholders; - negotiate individual work tasks with others; - problem solving skills to interpret information from plans, specifications and client brief; - planning and organising skills to produce working drawings within allocated time frame; - initiative and enterprise skills to achieve creative and innovative approaches in relevant drawing tasks; - produce drawings for commercial buildings; - apply calculation and measuring techniques; - use computer software to enable production of working drawings; - complete documentation and calculations, and; - work safely in a design drafting working environment according to organisational policies and procedures. Students will also be expected to demonstrate the following knowledge: - drafting and drawing protocols; - industry conventions for the production of working drawings; - processes for the administration and preparation of documentation; - processes for the interpretation of reports, working drawings and specifications; - relevant federal or state legislation and local government policy and procedures, including occupational health and safety (OHS)/work health and safety (WHS) requirements; - research methods to locate relevant information; - structural, design and construction principles of buildings; - process for the consideration of a budget constraint, and; - functions and operation of computer software used to produce working drawings.

VU22464 Select construction materials for building projects

Locations:Werribee, Sunshine, Learning Links Geelong..

Prerequisites:Nil.

Description:This unit specifies the outcomes required to evaluate and select a range of suitable construction materials for building projects, taking into account a range of criteria, including physical attributes, cost and sustainability. It includes the ability to analyse properties and characteristics to determine their suitability for application in the construction of a building. It requires selection of materials that comply with relevant legislation, Australian Standards and the Building Code of Australia (BCA). No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, this unit forms part of a minimum qualification requirement for registration with the Victorian Building Authority as a building designer (architectural).

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - enable clear and direct communication, using questioning to identify and confirm requirements and share information with internal and external personnel; - read and interpret: the BCA; relevant legislation and Australian Standards; plans, drawings and specifications; - use language and concepts appropriate to industry conventions; - written skills to document data and findings to industry standards; - identify typical defects in construction materials; - analyse and evaluate data on construction materials; - planning and organisational skills to collect, organise and analyse information on construction materials; - selecting suitable construction materials, taking into account a range of criteria, including physical attributes, cost and sustainability; - applying selection principles relating to performance of materials according to their purpose; - technological skills to complete documentation and calculations, and; - work safely in a design drafting working environment and on a site according to legislation and

workplace policies and procedures. Students will also be expected to demonstrate the following knowledge: - manufacturing processes and their effects on the use and application of construction materials; - structural, thermal, acoustic and visual properties of materials and how these are utilised to achieve a desired outcome and meet specifications and legislative requirements; - durability, weatherability, jointing, thermal expansion, compatibility, connection systems with regard to the application of materials; - systems, processes and methodology used to incorporate materials into a structure; - substructures, jointing systems and fixings required to incorporate materials into a building; - effect of substructures on the use of materials; - effect of transport, handling and storage on materials; - principles of designing buildings for durability and adaptability; - life cycle assessment principles; - nature of construction materials, including emerging technologies, and effect on performance; - environmental impact issues relating to material selection and use; - R and U values (overall thermal resistance) for construction material; - grading process and grade markings used to categorise timber and timber products; - relevant sections of the BCA and relevant federal, state or territory legislation, and; - material safety data sheet purpose and content.

VU22465 Provide design solutions for residential and commercial buildings

Locations:Werribee, Sunshine, Learning Links Geelong..

Prerequisites:Nil.

Description:This unit specifies the outcomes required to apply the theories and principles of design to the design of buildings. It must be applied to both residential buildings (Building Code of Australia (BCA) Classes 1 and 10) and commercial buildings (BCA Classes 2 to 9), of Type B construction. It requires the ability to research, analyse and evaluate information on the history and elements of architecture and their influence on current practice. It includes developing a design response, which meets the requirements of a project brief, and communicating a final design solution to relevant stakeholders. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, this unit forms part of a minimum qualification requirement for registration with the Victorian Building Authority as a building designer (architectural).

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - questioning techniques to identify and confirm requirements and share information with stakeholders; - communicate a design solution; - read and interpret: design briefs; construction drawings and specifications; Australian Standards; relevant sections of the National Construction Code and research material, including architectural literature; - use language and terminology relevant to building design and architecture; - document research on the influences of global architecture and design principles; - produce freehand and enhanced sketches for the interpretation of a design or of architectural features; - apply design principles within regulatory requirements; - respond to the challenges of irregular shaped sites; - resolve construction and design issues with regard to structural systems and site context; - incorporate functionality and aesthetics into a built form; - evaluate historical and conventional design principles with modern practices and methods; - develop a design response according to the project brief requirements for stakeholder consideration; - analyse information on world architecture and its principal characteristics; the works of recognised architects

and designers and complete design response within allocated time frame; - the development of own knowledge and understanding of global architecture and design trends; - to consult with client and other stakeholders, and; - work safely in a design drafting working environment according to legislation and workplace policies and procedures. Students will also be expected to demonstrate the following knowledge: - architectural terminology and semantics; - design processes; - research methods to locate relevant information; - influential architects and designers of the 20th and 21st Centuries; - global and Australian architectural styles; - architectural concepts applied to a residential and commercial design solution; - principles of structural and construction technology; - principles of universal design; - basic principles of anthropometrics and ergonomics; - material characteristics and applications; - tectonic themes; - regulatory, contextual and site constraints; - planning concepts; - principles of human behaviour, functionality and aesthetics; - historical and modern design principles; - current and emerging residential and commercial design trends, and; - modern theories of culture, politics and technology.

VU22466 Integrate digital applications into architectural workflows

Locations:Werribee, Sunshine, Learning Links Geelong..

Prerequisites:Nil.

Description:This unit specifies the outcomes required to use a range of digital applications for the production of outputs in architectural workflows. It includes the ability to determine the appropriate digital applications required for specific project outputs and the application of architectural standards and conventions to produce and manage the project. Work is likely to be undertaken with limited supervision and in consultation with team members and external consultants. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, this unit forms part of a minimum qualification requirement for registration with the Victorian Building Authority as a building designer (architectural).

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - enable clear and direct communication, using questioning to identify and confirm requirements and share information with internal and external personnel; - engage and interact with digital and electronic distributed information and learning systems; - read and interpret: construction drawings and specifications; state regulatory authority requirements/relevant legislation; Australian Standards; relevant sections of the Building Code of Australia and software manuals; - use language, terminology and concepts appropriate to industry conventions; - coordinate workflows according to priorities and agreed timelines; - meet project milestone requirements; - confirm outputs meet project requirements; - teamwork skills for collaboration and consultation with both external and internal personnel; - create and/or use object data and component libraries; - analyse file structures and use them effectively; - self management skills to enable the production of documentation within allocated time frame; - learning skills in self directed approach to updating skills in software use and knowledge of emerging technologies; - technology skills to use software applications suitable for production of documentation required for the project; - numeracy skills to produce required documentation, and; - problem solving skills to determine integration of workflows. Students will also be expected to demonstrate the following knowledge: - functions, operation and management of software programs

required for the production of various stages of project documentation; - the application of standards and conventions in the production and management of architectural documentation; - Australian and International Standards for BIM data sharing; - purpose and benefits of project outputs to related contexts; - construction and materials technology in the production of architectural documentation; - principles of design and their application; - principles of designing objects and spaces in three-dimensions and their translation into computer-based design methodologies; - organisational quality requirements for the production of digital outputs; - organisational and legislative requirements for documentation in all stages of the building design project; - occupational health and safety (OHS)/work health and safety (WHS) legislation and guidelines relevant to software use; - recognition of file structures; - development and use of file structures, and; - features of file structures for BIM management.

VU22467 Present architectural designs

Locations:Werribee, Sunshine, Learning Links Geelong..

Prerequisites:Nil.

Description:This unit specifies the outcomes required to present a design concept for an architectural project. The design could be for a residential (Building Code of Australia (BCA) Classes 1 and 10) or commercial (BCA Classes 2 to 9) building. It includes reviewing the project brief, developing presentation materials and presenting the final design concept to relevant stakeholders. Materials for presentation could include preliminary drawings, computer generated drawings/images, or models. It requires the ability to effectively clarify or communicate ideas and the design concept to stakeholders. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, this unit forms part of a minimum qualification requirement for registration with the Victorian Building Authority as a building designer (architectural).

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - enable clear and direct communication, using questioning to identify and confirm requirements and share information with internal and external personnel; - read and interpret project brief and architectural documentation; - use language, terminology and concepts appropriate to industry conventions; - facilitation and presentation skills to communicate design concept to stakeholders; - sketch preliminary presentation drawings using a variety of media and different techniques; - communicate design ideas and concepts in sketch format; - prepare documentation to an accepted industry standard; - identify requirements for presentation according to project brief; - liaise with stakeholders to plan presentation; - develop presentation that meets client requirements; - produce presentation materials to industry standard to assist client in understanding key features of design; - plan, prepare and facilitate a design presentation; - complete work within accepted time frames; - complete presentation materials using a variety of computer software; - operate presentation equipment; - develop presentation materials; - self management skills to coordinate own responsibilities in planning presentation within designated time frame; - teamwork skills during consultation with, and coordination of, internal and external personnel, and; - work safely in a design drafting working environment according to legislation and workplace policies and procedures. Students will also be expected to

demonstrate the following knowledge: - techniques required for sketches/drawings; colour and its applications and rendering techniques and applications; - relationship between sketching and rendering techniques and the appropriate media; - functions and operation of computer digital editing applications; - presentation methods and techniques, and; - occupational health and safety (OHS)/work health and safety (WHS) requirements in the development and facilitation of a design presentation.

VU22468 Manage architectural project administration

Locations:Werribee, Sunshine, Learning Links Geelong..

Prerequisites:Nil.

Description:This unit specifies the outcomes required to manage architectural administration and the development of project documentation. It requires the knowledge of the legislation pertaining to project administration and the ability to comply with the organisational requirements for quality assurance. Work is expected to be undertaken in consultation with both internal personnel and external consultants and with limited supervision. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, this unit forms part of a minimum qualification requirement for registration with the Victorian Building Authority as a building designer (architectural).

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - enable clear and direct communication, using questioning to identify and confirm requirements and share information with internal and external personnel; - read and interpret complex documents: relevant legislation, codes and standards; National Construction Code and planning permit application requirements and other relevant documentation; - use language and concepts appropriate to industry conventions; - prepare project documentation; - correspond with external personnel; - numeracy skills to calculate basic cost indicators for a building project; - determine appropriate contract to suit an architectural project; - determine the limitations of standard specifications and justify their selection; Students will also be expected to demonstrate the following knowledge: - prepare documentation in readiness for approval stages; - manage project documentation processes; - coordinate work with consultants, stakeholders and authorities; - identify impacts of quality assurance standards and procedures; - identify legal principles of copyright; - self management skills to meet timelines and project schedule; - teamwork skills when working with internal and external personnel; - technological skills to use computers and other office equipment, and; - work safely in a design drafting working environment and on a site according to legislation and workplace policies and procedures.

VU22469 Undertake complex architectural projects

Locations:Werribee, Sunshine, Learning Links Geelong..

Prerequisites:Nil.

Description:This unit specifies the outcomes required to undertake complex architectural projects for residential (Building Code of Australia (BCA) Classes 1 and 10) and/or commercial (BCA Classes 2 to 9) buildings. It includes consultation with a client to prepare a project brief and the development and presentation of a design concept that meets the requirements of the brief and relevant legislative requirements and codes and standards. It requires the preparation of all necessary

documentation and the development of a critical path management diagram. It requires thorough knowledge of the BCA, relevant Australian Standards and local authority regulatory requirements. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication. However, this unit forms part of a minimum qualification requirement for registration with the Victorian Building Authority as a building designer (architectural).

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - enable clear and direct communication, using questioning to identify and confirm requirements and share information with internal/external personnel;- read and interpret: relevant legislation; Australian Standards and relevant sections of the National Construction Code;- use language, terminology and concepts appropriate to industry conventions; - communicate design concept to client and other stakeholders and liaise throughout project; - sketch preliminary design solutions and presentation drawings using a variety of media and different techniques; - prepare documentation to an accepted industry standard; - ascertain local regulatory requirements; - identify key stages of design and construction process; - coordinate work from consultants into architectural documentation; - compare tender processes; - develop design solutions that meet client requirements; - negotiate amendments to the client brief;- coordinate the team members in the development of documentation and their work output; - produce presentation materials and contract documentation using a variety of computer software; - coordinate own responsibilities and complete tasks according to project schedule and accepted timeframes; - coordinate work from other consultants, and; - work safely in a design drafting working environment and on a site according to legislation and workplace policies and procedures. Students will also be expected to demonstrate the following knowledge: - relevant legislation, including: Building Act; Building Regulations; Planning and Environment Act; Occupational Health and Safety Act/Work Health and Safety Act; Domestic Buildings Contracts Act; Building and Construction Security of Payment Act; Environment Protection Act and Regulations; Disability Services Act; Health Act and Regulations and Heritage Regulations; - relevant sections of the BCA; - state and local regulatory requirements; - legal responsibilities of building designers; - sustainable building practices; - essential safety measures for buildings; - construction materials and finishes; - construction and structural principles; - design theories and principles; - workplace procedures and documentation requirements for building project administration, and; - digital software used in the production of presentation materials and documentation.

VU22470 Conduct, interpret and apply a Bushfire Attack Level (BAL) assessment

Locations:Werribee, Sunshine, Learning Links Geelong..

Prerequisites:Nil.

Description:This unit specifies the outcomes required to conduct, interpret and apply Bushfire Attack Level (BAL) assessments to the design and construction of buildings. This includes relevant theoretical knowledge of fire, understanding of the regulatory framework, assessing a location and education of, and consultation with, clients about the benefits of achieving the required fire resistance. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

However, this unit forms part of a minimum qualification requirement for registration with the Victorian Building Authority as a building designer (architectural).

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - use appropriate communication and interpersonal techniques with colleagues, clients and others; - accurately record and report workplace information, and maintain documentation; - comply with legislation, regulations, standards, codes of practice and established safe practices and procedures for undertaking and applying a BAL assessment to the design and construction process;- analyse, interpret and integrate information;- identify problems and apply appropriate response procedures, and; - planning and organising skills to prepare resources required for site assessment. Students will also be expected to demonstrate the following knowledge: - applicable Commonwealth, state or territory licensing, legislative, regulatory or certification requirements and codes of practice relevant to the full range of processes for evaluating fire potential and prevention;- organisational and site standards, requirements, policies and procedures for undertaking and applying a BAL assessment to the design and construction process;- purpose and processes associated with undertaking a BAL assessment;- underlying principles for incorporating the outcomes from a BAL assessment into the design and construction process;- principles of cultural diversity and access and equity; - environmental protection requirements; - established communication channels and protocols; - problem solving techniques; - environmental risks and hazard prevention; - procedures for recording, reporting and maintaining workplace records and information, and;- appropriate mathematical procedures for estimation and measurement.

VU22472 Apply electrotechnology principles in an engineering work environment

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit of competency describes the knowledge and skills required to select, set-up and use a range of test equipment to measure voltage, current and resistance. This involves testing for continuity, insulation and identifying commonly used electrical/electronic devices for the supply of power and for the control of machines and plant in an engineering environment

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - recognising and interpreting electrical symbols, diagrams and schematics; - recognising potential electrical hazard in an engineering workshop environment; - operate electrical devices and equipment commonly used in an engineering workshop; - recognising electrical protection devices commonly found in an engineering workshop, and; - isolating subsection of

an electrical circuit in a workshop environment. Students will also be expected to demonstrate the following knowledge: - basic electricity; - simple practical circuits; - series, parallel and series-parallel DC circuits; - electrical distribution in buildings and premises, and; - electrical/electronic systems.

VU22474 Apply principles of strength of materials to engineering problems

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit of competency describes the knowledge and skills required to assess the strength of materials used in engineering applications. The unit includes an awareness of the impact of stress, strain, deformation, and properties of sections, shear force and testing.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - determining material strength requirements and selecting the appropriate test regime; - seeking expert advice on test requirements where appropriate; - performing strength tests in accordance with relevant OHS/WHS requirements and workplace procedures; - discussing and dealing with unexpected situations in the testing process, and; - recording test results in accordance with workplace procedure. Students will also be expected to demonstrate the following knowledge: - stress and strain of engineering materials; - centrally loaded connections; - simple beams (point and distribute loads); - classification of materials; - properties of engineering materials; - materials testing methods of engineering materials; - engineering materials, and; - effects of mechanical and thermal processes on the properties of materials.

VU22475 Apply scientific principles to engineering problems

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit of competency describes the knowledge and skills required to apply scientific principles to solve problems common to all engineering fields. This includes quantities and units, vector and scalar quantities, kinematics dynamics, heat and temperature, constitution of matter and error and uncertainty.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communicating and working with other team members; - reading skills to interpret job instruction, technical documents and OHS/WHS procedures; - clarifying engineering problems; - obtaining resources and materials; - interpreting graphs and charts; - making appropriate assumptions; - recording analysis/design results, and; - presenting a formal report. Students will also be expected to demonstrate the following knowledge: - basic chemistry; - valencies of common ions and radicals; - molecular and ionic equations; - Avogadro's Number and the mole concept; - solubility and precipitation, solution

concentration; - the Gas Laws; - chemical laboratory techniques; - electromagnetic waves; - the SI System of Units; - linear motion; - circular motion; - work, energy, power; - simple machines; - dynamics of linear motion; - momentum; - heat and temperature, and; - error and uncertainty. .

VU22476 Plan for the implementation of mechanical drive systems

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit of competency describes the knowledge and skills required to plan for the implementation of mechanical drive systems. This includes using catalogues and drawing of components including shafts, couplings, belts, chains, gears variable speed drives, brakes, clutches, bearings, winch equipment, reciprocating drives/linear to rotational.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communicating and working with other team members in an engineering environment; - reading skills to interpret design brief, job instruction, technical documents, plans and OHS/WHS procedures; - preparing an implementation brief; - drawing a mechanical drive system, and; - completing documentation. Students will also be expected to demonstrate the following knowledge: - mechanical drive components, and; - drafting mechanical drive systems.

VU22478 Design and prototype components and/or small structures using engineering design

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit of competency describes the knowledge and skills required to design and prototype engineering components or small structures in an engineering context. This involves preparation of concept proposals, drawings, plans and models.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communicating and working with other team members; - reading skills to interpret design brief, job instruction, technical documents, plans and OHS/WHS procedures; - setting up and producing a model or prototype according to job requirements, and; - preparing and reviewing relevant documentation. Students will also be expected to demonstrate the following knowledge: - design fundamentals; - engineering objectives in design; - detail design; - prototype production, and; - final design documentation.

VU22479 Apply fluid mechanic principles in mechanical engineering

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit of competency describes the knowledge and skills required to apply fluid mechanic principles in mechanical engineering. This includes the principles and applications of fluids, fluid components, fluid status, fluid flow, fluid power, and forces developed by flow in fluids. To perform calculations to determine changes, forces etc. fluid flow and head loss in pipes and through open channels, to determine operational aspects of a pump in a system and to describe the basic types of fluid machinery.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communicating and working with other team members; - reading skills to interpret job instructions, technical documents and OHS/WHS procedures; - carrying out computations using fluid power principles; - solving engineering problems using fluid power principles, and; - preparing and reviewing relevant documentation. Students will also be expected to demonstrate the following knowledge: - basic properties of fluids; - components; - fluid statics; - fluid power; - forces developed by flowing fluids; - Reynold's Number and flow regime; - head loss in pipes and fittings; - pipe networks; - channel flow; - fluid machinery, and; - pumping systems.

VU22482 Use advanced mathematics for engineering

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit describes the knowledge and skills required to apply basic mathematics to engineering studies. This includes numbers, algebra, sequences and series, functional relationship (linear, polynomial, quadratic, exponential, logarithmic and circular), introduction to 2D vectors and introductory to differential and integral calculus of those functions.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - apply set of numbers and algebraic skills to manipulate and process mathematical information; - identify different types of functions and mathematically analysing their behaviour and apply to solve simple engineering problems; - use the techniques of sequences and series to solve simple mathematical problems; - use the techniques of two dimensional vectors to solve mathematic and applied problems; - apply basic techniques of calculus; - identify and define problems; - collect and analyse data, and; - report and present data and quantitative information. Students will also be expected to demonstrate the following knowledge: - numbers; - algebra; - sequences and series; - functions and relations; - linear relations; - quadratic relations; - cubic polynomials; - other functions and relations; - exponential functions and logarithms; - circular functions; - introduction to 2D vectors; - differentiation, and; - kinematics applications, anti-differentiation.

VU22487 Apply surveying for civil engineering projects

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit of competency describes the knowledge and skills required to design and establish survey control for engineering and construction purposes. This includes the measurement and calculation of survey data, drawing of sketch plans, collection and processing of topographical data for detail mapping and related computational skills.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communicating and working with other team members; - reading skills to interpret task related documentation, job instructions, drawings and OHS/WHS procedures; - carrying out site reconnaissance in preparation for the surveying task; - operating surveying equipment and performing the survey; - making computations and recording the results, and; - preparing a report and completing other relevant documentation. Students will also be expected to demonstrate the following knowledge: - theodolite - basic operation, testing and maintenance; - three dimensional survey control using total stations (or theodolite and EDM); - radiations in three dimensions using total stations and/or theodolite and EDM/Data recorder; - mapping of engineering/construction sites using total stations and/or theodolite and EDM/Data recorder; - computing co-ordinates and bearings and distances as related to grids and general set out works for construction works and building site set out, and; - setting out for construction works using theodolite and tapes.

VU22488 Perform measurements and layout tasks on construction site

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit of competency sets out the knowledge and skills required to perform basic measurement and layout tasks on construction sites, including the use of levels and distance measuring techniques.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - consulting and communicating with others; - identifying and following relevant OHS/WHS procedures; - reading and understanding documentation and work requests; - planning survey activity; - carrying out construction/engineering site reconnaissance; - checking surveying equipment; - performing surveying measurements; - preparing surveying and related documentation; - constructing longitudinal/cross sections and determine associated grades and levels in typical drainage and pipeline situations; - construction site levelling and detail survey using automatic level stadia tachometry (application limited to small sites), and; - producing a scaled and orientated sketch of

engineering site annotated with features. Students will also be expected to demonstrate the following knowledge: - surveying fundamentals; - reconnaissance of construction/engineering sites; - detail measurement on a construction/engineering site; - third order levelling- two peg test; - 'rise and fall' method; - height of collimation, and; - grid contouring and volumes.

VU22489 Produce reinforced concrete drawings

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit of competency sets out the knowledge and skills required to produce typical drawings for the detailing of reinforced concrete components of a building, in accordance with standard practice in AS1100.501 and AS3600.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - consulting and communicating with project personnel; - identifying and following relevant OHS/WHs requirements and procedures; - reading and interpreting building codes and Australian Standards 1100.501; - drafting concrete outlines using elevation, sectional views and details; - applying labelling and dimensioning of reinforcement components; - producing completed technical drawings; - using appropriate system of bar marking to identify reinforcement; - displaying bars and fabric; - preparing bar schedules and calculating steel quantities; - extracting data from AS3600 Concrete Structures Code; - determining splice and anchorage lengths; - drawing details of various types of construction and expansion joints used in reinforced concrete structures, and; - preparing and updating related documents. Students will also be expected to demonstrate the following knowledge: - AS3600 Concrete Structures Code, AS2807.1 Residential Reinforced Concrete Code, CIA Reinforced Concrete Detailing Manual and current local practice in placement of reinforcement; - drawing conventions for concrete outline using plans, sections, views and details; - labelling and dimensioning requirements of reinforcement; - drawing conventions; - systems of bar marking to identify reinforcement; - display of bars and fabric; - bar schedules and calculation of steel quantities, and; - AS3600 Concrete Structures Code to determine splice and anchorage lengths for various conditions.

VU22490 Produce structural steel drawings

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit of competency describes the knowledge and skills required to produce drawings for structural steel elements, in accordance with accepted practice and Australian Standards. The unit includes interpreting and applying relevant sections of the Australian Standard, and Australian Institute of Steel Construction (AISC) handbook, making calculations, setting up drafting equipment and preparing the drawing/s in line with job specifications.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting

of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - consulting and communicating with other project personnel; - identifying and following relevant OHS/WHs procedures; - reading and interpreting AS4100, ASIC Handbook, relevant building codes; - specify requirements; - performing calculations to determine span, channel and beam sizes etc; - producing technical structural drawings in accordance to AS 1100 using manual or computer aided drafting equipment, and; - preparing and updating supporting documentation. Students will also be expected to demonstrate the following knowledge: - steel sections handbooks in the identification of steel members and derivation of dimensions; - relevant data from Steel Structures Code AS4100; - relevant data from AISC Standardised Structural Steel Connections Handbook; - structural steel line diagrams; - basic design information to correctly draw, label and dimension structural steel connections; - relevant: symbols; terminology; linework; lettering; - detailing: base plates; column/bearer and beam/bearer joints; trusses; gusset plates; girts, purlins and bracing; - application of: centre of gravity lines; gauge lines; edge distances; bolt pitches; hole sizes; - detailing weld types and requirements for field and site welding; - specifications of appropriate protective coatings; - member lengths, and; - member marker system.

VU22535 Apply advanced statics principles to engineering problems

Locations:Sunshine.

Prerequisites:MEM23007A - Apply calculus to engineering tasks/MEM23109A - Apply engineering mechanics principles

Description:This unit of competency describes the knowledge and skills required to apply advanced static concepts and principles to solve complex engineering problems. It includes two and three dimensional force analysis and associated diagrams for structures and mechanical componentry.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identifying and following relevant OHS/WHs procedures; - interpreting industry codes, regulations and technical documentation; - selecting the most appropriate computational method to analyse and solve the engineering problem; - solving engineering problems involving the analysis of two dimensional force and couple systems; - representing forces and moments as three dimensional Cartesian vectors; - analysing and solving engineering problems involving basic three dimensional applications; - analysing and solving problems involving free body diagrams of two and three dimensional structures and assemblies; - constructing shear force and bending moment diagrams for structures and assemblies subjected to two and three dimensional force systems; - presenting results in graphs, charts and tables to requirements, and; - working and communicating with others project team members. Students will also be expected to demonstrate the following knowledge: - two dimensional force analysis; - three dimensional force analysis; - free body diagrams of two and three dimensional systems, and; - shear force, bending moments and torque diagrams for two and three dimensional force systems.

VU22536 Apply advanced dynamics principles to engineering problems

Locations:Sunshine.

Prerequisites:VU22475 - Apply scientific principles to engineering problems

Description:This unit of competency describes the knowledge and skills required to apply advanced dynamics to solve problems common to all engineering fields. This includes friction, centrifugal force, balancing, mechanical vibrations, impulse, momentum, impact, systems of bodies in motion, and simple, compound and epicyclic gearing.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identifying and following relevant OHS/WHS procedures; - interpreting industry codes, regulations and technical documentation; - recognising the underlying dynamic principles to solve engineering problems; - selecting the most appropriate computational method to analyse and solve the mechanical engineering problem; - applying advanced dynamics to engineering problems; - quoting and recording assumptions made in the solution; - presenting results in graphs, charts and tables to requirements; - writing technical reports, and; - working and communicating with other project team members. Students will also be expected to demonstrate the following knowledge: - friction; - centrifugal force; - balancing; - mechanical vibrations; - impulse, momentum and impact; - systems of bodies in motion, and; - gearing.

VU22538 Design mechanical engineering systems

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit of competency describes the knowledge and skills required to design mechanical engineering systems. This includes use of codes, catalogues and design handbooks to extract information to make appropriate calculations and/or selections. This is based on skills encompassing project management, client liaison, design options, tender documentation and technical reporting.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - consulting and communicating with project team members; - identifying and following relevant OHS/WHS procedures; - performing functional analysis; - performing calculations; - selecting components; - carrying out design tasks; - testing design, and; - preparing and completing documentation. Students will also be expected to demonstrate the following knowledge: - design principles and procedures: stress and strain; factor of safety; fits and tolerances; Australian Standards; material specifications and drawing requirements; - lever designs; - keys and splines; - couplings: types and analysis of components; - stresses including: shear; bearing and bending; - standard proportions of flanged couplings and knuckle joints; - journal bearings; - rolling contact bearings; - bolted connections; - welded connections; - helical springs (round wire); - translation screws; - design documentation, and; - design skills including: manual and/or CAD

drawing and drafting; AS 1100 parts 1 -10; design aids; interpreting reference manuals and other documentation; mechanical formulae, calculations and measurement within the scope of this unit and engineering materials. .

VU22539 Design mechanical machines

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit of competency describes the knowledge and skills required to design rotating machines, using catalogued and standard machine component parts and assemblies.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - consulting and communicating with other team members; - identifying and following relevant OHS/WHS procedures; - performing measurements and calculations; - preparing machine design solutions in response to project brief, and; - preparing design documentation detailing component specifications. Students will also be expected to demonstrate the following knowledge: - basic principles of strength analysis; - tensile, shear/torsional and bending strength; - drive shaft materials for given conditions; - fatigue, shock, stress raisers and endurance and stress; - spline and pin sizes and formulae; - fatigue failure theory; - factor of safety; - fits and tolerances; - Australian Standards; - material specifications; - drawing requirements; - shaft types; - calculations and formulae; - design documentation, and; - design skills including: manual and/or CAD drawing and drafting; AS 1100 parts 1 -10; design aids; interpreting reference manuals and other documentation; mechanical formulae, calculations and measurement within the scope of this unit and engineering materials.

VU22540 Generate design solutions

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to create sound design solutions in an industry context which are economically viable, environmentally conscious, ergonomically appropriate and equitable for those producing the product as well as the end user. The unit begins with a general overview of industrial design and the role of the designer and includes the starting point of a design brief, research and analysis of ideas and resources, plus the development of innovative concepts. It also includes a requirement for critical and informed collaboration with others about one's own work.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - researching skills to inform the design solution; - communicating and literacy skills to collaborate with relevant

stakeholders, request advice, receive feedback and work with a range of people about the design requirements and solutions; - numeracy skills to perform, calculate, take measurements, assess sizes, determine costs; - engineering design skills to develop solutions in response to a defined need, and; - personal and professional presentation. Students will also be expected to demonstrate the following knowledge: - a wide range of sources of information pertaining to the development of the design; - appropriate communication methods to encourage collaboration about the concept for own work; - the theoretical and philosophical context for design development; - other design practitioners and their development of concepts for own work; - the elements and principles of design and how they may be used in the development of the concept for own work; - copyright, moral rights and intellectual property issues and legislation which assist the development and critical discourse of the concept for own work, and; - literacy skills sufficient to research and evaluate a wide range of source materials for the development of the concept for own work.

VU22541 Implement advanced materials science principles to engineering applications

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit of competency sets out the knowledge and skills required to apply advanced principles of materials science to engineering problems applications. This includes the identification and description of structure and properties of materials, metallography, heat treatment processes for metals, strengthening mechanisms, surface engineering and failure mechanisms.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - consulting and communicating with others involved with the work tasks; - reading and interpreting technical information such as material data sheets; - interpreting and producing graphs and tables; - performing metallographic investigations and material testing tasks; - performing a range of computations related to material suitability for a specified application, and; - producing graphs and charts related to material performance. Students will also be expected to demonstrate the following knowledge: - structure of crystalline materials; - imperfections in crystalline materials; - microscopic examination; - diffusion: mechanisms and applications; - dislocations and strengthening mechanisms; - review of recrystallisation and grain growth; - structure and properties of ceramic materials - structure and properties of polymeric materials; - phase diagrams; - iron-carbon alloys; - heat treatment of plain carbon steels; - heat treatment of alloy carbon steels; - heat treatment of aluminium alloys; - surface engineering of metal alloys; - composite materials: fibre reinforced materials; laminate; MMC; CMC; sandwich panel and strength of materials for fibre composite structures, and; - failure of materials.

VU22542 Use advanced 2D & 3D computer aided drafting (CAD) techniques

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit of competency describes the knowledge and skills required to use computer aided drafting (CAD techniques to prepare complex 2D and 3D

representations of products or components for engineering applications. The unit includes the creation of 2D and 3D views, solid modelling and rendering techniques, manipulations of shapes, movement through space, editing, files management and producing hardcopy output.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - consulting and coordinating drawing task with other relevant personnel; - setting up and using a CAD system; - applying the key features of a CAD program to prepare complex 2D and 3D images; - produce hardcopy of drawing images, and; - saving files in various formats to enable retrieval in other software applications. Students will also be expected to demonstrate the following knowledge: - designing applications; - areas, perimeters, volumes, angles, starting, ending, other controlling points; - using other commercial programs; - editing, file manipulation, design drafting; - inbuilt design and data handling; - spreadsheets, bill of material, data base, programming languages; - manipulation of shapes; - complex lines and arcs, splines, special single entity multiple lines, unique involute profiles, Archimedean profiles; - multiple three dimensional views; - setting up the environment on screen, top view, front and side views, three dimensional views; - movement through space; - drawing on any created views, relocating coordinate system as necessary; - creation of three dimensional complex views by manipulation of drawing planes and location of geometric shapes; - use of editing function to facilitate modification of geometric shapes in completion of a three dimensional view; - display of three dimensional view: wire line, solid face, isometric, perspective and orthographic; - use of assembly drawing file for plotting; - theory of the terminology associated with modelling; - region modelling techniques; - solid modelling techniques; - rendering types and preferences; - rendering techniques and surface finish options; - producing hard copies of 3D models, and; - saving 3D models in various formats for retrieval into CAD drawings or other application software.

VU22547 Produce an engineering design for drainage pipes and culverts

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit of competency describes the knowledge and skills required to apply principles of design for a minor culvert for a rural road using appropriate drainage standards. This includes the application of basic concepts in engineering hydrology to estimate flood flow magnitude and basic culvert and drainage design practices.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communicating and working with other team members; - reading skills to interpret task related documentation, relevant data, job instructions, drawings and OHS/WHS procedures; - carrying on site

reconnaissance to gather surveying data, measurements, photographs and other required information in preparation for the culvert design and drainage task; - making computations and recording the results; - assembling gathered information and data and preparing a culvert and drainage design solution; - reviewing design in consultation with others and finalising the proposal, and; - completing required workplace documentation. Students will also be expected to demonstrate the following knowledge: - hydrological cycle; - meteorology; - rain gauging; - rain gauging results recorded and graphed over the period of duration of the module; - stream flow; - stream gauging practical project; - flood estimation; - hydraulic structures; - data collection; - development of a logical plan of action in approaching design task; - the information required to undertake design; - major and minor floods; - control measures for floods of greater magnitude; - rational method for design of peak discharge; - calculation of design discharge from single use catchment given the area, runoff coefficient and time of concentration; - weighted coefficient of runoff for a multi-use catchment; - the design discharge from multi-use catchment given areas, coefficient and time of concentration; - coefficient of run off based on percentage of impervious area; - rural catchment areas; - calculation of design discharge; - culvert design; - urban runoff and flow; - determination of flow time in gutters or channels (D.D.M. chart); - determination of time of entry; - pipe and pipe layout; - pit locations; - locate easement drainage; - catchment areas; - time of concentration; - calculate peak discharge; - pipe design, and; - review of pipeline shock losses.

VU22548 Produce an engineering design for a stormwater reticulation scheme

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit of competency describes the knowledge and skills required to apply principles of design for a stormwater reticulation scheme using appropriate design standards. The unit includes conducting an on-site reconnaissance, data collection and analysis, application of hydrology principles, use of relevant charts from drainage design manual and other design aids.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communicating and working with other team members; - reading skills to interpret task related documentation, relevant data, job instructions, drawings and OHS/WHS procedures; - carrying on site reconnaissance to obtain surveying data, take measurements and photographs and gather other required information in preparation for stormwater reticulation scheme; - making computations and recording the results; - assembling gathered information and data and preparing a design solution; - setting up and using design aids; - reviewing design in consultation with others and finalising the proposal, and; - completing required workplace documentation. Students will also be expected to demonstrate the following knowledge: - data collection relevant to stormwater reticulation scheme: - urban runoff and flow - time of entry - pipe and pipe layout; - pit locations; - catchment areas; - time of concentration, and; - design aids.

VU22549 Produce an engineering design for a sewerage reticulation scheme

Locations:Sunshine.

Prerequisites:Nil.

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Description:This unit of competency sets out the knowledge and skills required to apply principles of design for an engineering sewerage reticulation scheme using appropriate design standards. The unit includes conducting an on-site reconnaissance, data collection and analysis, application of hydrology principles, sewerage reticulation design procedures and use of relevant charts from drainage design manual.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communicating and working with other team members; - reading skills to interpret task related documentation, relevant data, job instructions, drawings and OHS/WHS procedures; - carrying on site reconnaissance to obtain relevant data, such as survey measurements and site photographs and other required information in preparation for sewerage reticulation scheme; - making computations and recording the results; - assembling gathered information and data and preparing a design solution; - setting up and using design aids; - reviewing design in consultation with others and finalising the proposal, and; - completing required workplace documentation. Students will also be expected to demonstrate the following knowledge: - instrumentalities; - job brief; - horizontal alignment; - sewerage authority drawings; - vertical alignment; - fixing of vertical alignment; - working drawings; - testing; - septic tanks; - package plants, and; - small treatment plants.

VU22550 Produce an engineering design for a reinforced concrete structure

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit of competency describes the knowledge and skills required to produce a design for a flexural reinforced concrete structure consistent with requirements of a project brief. The unit includes the design principles of flexural reinforced concrete members such as suspended slabs, beams, columns and footings as well as using appropriate design aids.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - consulting and communicating with other team members involved in the design project; - identifying and following relevant OH&S procedures; - reading and interpreting a design brief and related documentation; - using design reference material; - preparing a design project plan; - producing a design for a reinforced concrete structure that meets the requirements of design brief and relevant Australian standards, and; - preparing and updating design documentation. Students will also be expected to demonstrate the following knowledge: - loads; - moments; - shear forces; - ultimate strength theory for bending using rectangular stress block; - moment capacity; - rectangular beam design from first principles; - design aids for rectangular beam design; - strength

equations; - T-beams and L-beams; - length for tension and compression reinforcement; - reinforcement; - shear, and; - shear reinforcement and appropriate design aids.

VU22551 Produce an engineering design for a steel structure

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit of competency describes the knowledge and skills required to complete an engineering project including the analysis and design of simple steel structures from first principles using appropriate design aids. The unit includes a ranges of relevant engineering calculations and design principles for a range of steel structure components.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - consulting and communicate with others; - identifying and following relevant OHS/WHs procedures; - calculating: loads on beams and frames, geometric properties of beam sections, effective lengths of beams, effective lengths of columns with and without lateral restraints, stresses caused by biaxial bending in a beam and effective lengths of members in pin-jointed frames; - designing: column for concentric load or eccentric load, bolted, welded and flange plate connections, base plate for a simple connection or for a moment connection, structural members subjected to tensile forces, members in pin jointed frames using safe load tables, welded plate girder, load bearing stiffeners, structural member in combined tension and bending and checking for local web crushing and buckling. Students will also be expected to demonstrate the following knowledge: Loads on structures: - AS 1170 Part 1 to determine design dead and live loads; - loads on beams, where loads are transmitted through panel areas; - loads on frames where loads are transmitted through panel areas; - wind loads on buildings as per AS 1170 Part 2; Beams (plated): - geometric properties of (plated) beam sections; - plated beam bending, shear and deflection; Column design: - effective lengths of columns with and without lateral restraints; Concentric load; Eccentric load; Connections: - bolted connection for concentric load; - welded connection for concentric and eccentric loads; - flange plate connections using continuous and intermittent welds; Column base plates: - base plate for a simple connection; - base plate for a moment connection; Biaxial bending: - stresses caused by biaxial bending in a beam; Tension members: - structural members subjected to tensile forces; Pin Jointed frames: - effective lengths of members in pin-jointed frames; - members in pin jointed frames using safe load tables; Welded plate girders: - welded plate girder; - local web crushing and buckling, and; - load bearing stiffeners.

VU22552 Produce advanced engineering drawings for a reinforced concrete structure

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit of competency describes the knowledge and skills required to produce advanced reinforced concrete drawings, in accordance with required practices and conventions as outlined in AS1100.501 and AS3600.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic

and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - consulting and communicating with other project personnel; - identifying and following relevant OHS/WHs requirements and procedures; - reading and interpreting building codes and Australian Standard 1100.50; - drafting concrete outlines using elevations and sectional views; - applying labelling and dimensioning conventions for reinforced concrete components; - specify requirements; - preparing bar schedules and calculating steel quantities; - applying the appropriate design criteria and in line with AS 3600, and; - preparing and updating related documents. Students will also be expected to demonstrate the following knowledge: - AS 3600 and CIA Reinforced Concrete Detailing Manual in the placement of reinforcement; - concrete outlines using plans, sections, elevations and details; - labelling and dimensioning conventions for reinforcement; - drawing symbols; - display of bars and fabric; - appropriate cover; - bar marking to identify reinforcement; - AS 3600 to determine, and; - construction requirements.

VU22553 Produce advanced engineering drawings for a steel structure

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit of competency describes the knowledge and skills required to complete typical structural steel drawings in accordance with accepted practice as outlined in AS1100.501. The unit includes interpreting and applying relevant sections of AS4100 and Australian Institute of Steel Construction (AISC) Handbook, performing calculations and preparing dimensioned detailed structural drawings of steel members in accordance with job specifications.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - consulting and communicating with other project personnel; - identifying and following relevant OHS/WHs procedures; - using steel section tables; - applying relevant data from AS 4100; - performing calculations to determine span, beam sizes, spacing, footing plates etc.; - extracting relevant information and data from the AISC Handbook, and; - producing structural steel drawing. Students will also be expected to demonstrate the following knowledge: - section tables; - data from AS 4100 and design capacity tables for structural steel in the selection and specification of bolts and welds; - structural steel members using plans, sections, elevations and details; - design data; - drawing standards; - detailing; - dimensioning; - weld types; - protective coatings, and; - construction requirements.

VU22559 Design timber structures

Locations:Sunshine.

Prerequisites:Nil.

Description:This unit of competency describes the knowledge and skills required to analyse the requirements from a project brief and design a timber structure using

appropriate design aids.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - identifying and following relevant OHS/WHS procedures;- recognising types of construction timber;- selecting timber appropriate for design;- interpreting and applying Australian Standard AS1170;- calculating loads and stresses;- preparing a timber structure design which meets the requirements of a project brief, and;- working and communicating effectively with others team members. Students will also be expected to demonstrate the following knowledge: - design principles and types for timber structure;- timber classifications and specifications;- Australian standard AS1720;- commercial timber sizes;- loads on structures;- design of: beams, columns, connections, and;- tension members.

VU22574 Investigate job opportunities

Locations:Footscray Park, Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to identify suitable job opportunities and their requirements and employment support services.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - literacy skills to access and interpret relevant information;- planning and organising skills to develop a personal employment support services resource, and;- problem solving skills to: match own existing skills to those required; identify opportunities for skill development; review and adjust job selection where required. Students will also be expected to demonstrate the following knowledge: - reliable sources of information on: jobs and their requirements; available employment support services. .

VU22575 Identify workplace expectations

Locations:Footscray Park, Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to identify the attributes and behaviours sought by employers, the rights and responsibilities of employees and personal protective behaviours that support personal safety in the workplace.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

expected to demonstrate the following required skills: - reliable sources of relevant information. Students will also be expected to demonstrate the following knowledge: - self management skills to conduct a self review of own attributes;- identify the ways in which different personal protective behaviours can be used in the workplace to support personal safety, and;- align appropriate solutions with potential workplace issues.

VU22576 Undertake a work placement

Locations:Footscray Park, Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to select and undertake a work placement to support the development of work ready skills.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - participate in discussions with an appropriate support person;- participate in an interview if required;- ask questions to clarify information in the workplace;- report issues as required;- determine travel requirements and appropriate personal items;- review the work placement;- self management skills to review own performance, and;- numeracy skills to determine travel arrangements that support punctuality. Students will also be expected to demonstrate the following knowledge: - requirements of a typical workplace, and;- interview format, where required.

VU22577 Develop independent travel skills

Locations:Footscray Park, Footscray Nicholson.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to identify and select appropriate transport options and alternative arrangements to support punctual workplace attendance.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - literacy skills to interpret travel information such as timetables and route maps. - numeracy skills to determine: travel times; costs if applicable; stop numbers if applicable. - planning and organising skills to develop a travel plan. - problem solving skills to: select the most appropriate travel option; determine options to respond to unplanned events, and;- self management skills to: recognise and implement appropriate responses to unplanned events; review and adjust travel experience as required. Students will also be expected to demonstrate the following knowledge: - advantages and disadvantages of different modes to transport to enable selection of the most appropriate option.

VU22578 Recognise letters of the alphabet and their sounds

Locations:Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning

Links..

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to recognise the letters of the alphabet, both written and spoken. It also identifies the skills and knowledge to recognise and produce the single sounds and common sound combinations in English and their relationships with spelling.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - letters as the building blocks of written and spoken words; - differences between names and sounds of letters; - orientation of letters; - common sounds of the English language; - basic blended sounds of the English language; - letters are represented in different forms such as upper and lower case; - a small number of personally relevant, simple, common high frequency nouns such as own name and address; - a small number of personally relevant, simple, common high frequency function words such as a, and, the, I, is, of, you, it; - connections between spoken and written forms of the names and sounds of letters; - the same sounds of English can be represented by a range of spellings; - problem solving skills to apply strategies to recognise and produce highly familiar words, and; - speaking skills to produce common single sounds and sound combinations of English.

VU22579 Use strategies to participate in learning

Locations:Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to recognise and use a limited range of extremely familiar learning strategies to participate in learning.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - a small number of common high frequency nouns related to names, times, places and learning materials such as pen, paper; - basic time modifiers such as today, tomorrow, next week; - a small number of very common high frequency simple imperative forms related to the learning activities such as Repeat, Copy, Check; - simple interrogative question forms such as where, when, who; - closed questions, such as 'Do you have a pen?'; - simple expressions to ask for help or support to talk about learning needs; - simple paralinguistic features to convey meaning in communicating language learning needs; - two digit numbers, time and dates related to time and location of classes, and; - conventions of an Australian classroom such as punctuality and non-attendance.

VU22580 Recognise and copy extremely familiar words

Locations:Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Links..

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to recognise and copy letters and common letter combinations of the alphabet and copy extremely familiar words.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - common letter combinations of the English language and their written representation; - letters are represented in different forms such as upper and lower case; - letters have distinct shapes; - a small number of personally relevant, simple, common high frequency nouns, and; - words have spaces between them.

VU22581 Participate in extremely familiar spoken exchanges

Locations:Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to participate in extremely familiar spoken exchanges. This includes providing simple information and responding to simple requests.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - personally relevant extremely familiar nouns and adjectives to talk about familiar personal information such as son, daughter, good, bad; - common high frequency regular present tense; - simple paralinguistic feature such as body language to convey meaning and acknowledge understanding; - use pronunciation which is heavily influenced by first language; - simple formulaic expressions related to greetings and forms of address, such as good morning, hello, goodbye, Mr, Mrs, and; - simple formulaic instructions related to classroom activities.

VU22582 Recognise and copy numbers from 1 to 100

Locations:Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to recognise and copy numbers from 1 to 100 and recognise common monetary values related to highly familiar activities.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting

of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - concept of number before and number after; - sign and symbols related to numbers and money such as \$; - concept of combination of single digits to form numbers from 1 to 100; - highly limited range of strategies to assist in recognising and counting number figures from 1 to 100; - problem solving skills to recognise whole number figures from 1 to 100; - personally relevant highly familiar vocabulary such as dollar/s, plus, number; - recognise and use concept of addition and associated vocabulary and symbol +; - application of simple learning strategies to recognise numbers such as copying, saying, matching, sequencing, and; - use pronunciation which is heavily influenced by first language.

VU22584 Develop language learning objectives with support

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required by EAL learners who have had little or no formal education to plan and implement language learning activities in a formal learning environment with the assistance of a support person.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - a small number of basic, common high frequency nouns and adjectives to discuss; - basic time modifiers, such as today, tomorrow, next week; - a small number of very common high frequency simple imperative forms related to the learning environment, such as Don't forget, Check; - simple interrogative question forms, such as where, when, what, who, why; - yes/no questions; - simple connectives to talk about immediate personal learning needs, information and interests; - simple modal can, 'Can I read a story?'; - simple expressions to ask for help or support to talk about learning needs, and; - simple paralinguistic features to interpret and convey meaning in communicating language learning needs.

VU22585 Use beginning language learning strategies with support

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required by EAL learners with very little or no experience of formal learning environments to develop beginning language learning strategies and basic English language oral communication, reading and writing skills.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

expected to demonstrate the following required skills and knowledge: - use of a sound-based writing system in English; - the shapes of letters in printed form, in both upper and lower case; - basic phonemes of English language to support pronunciation; - a small number of simple, common high frequency verbs and nouns related to immediate learning context; - a small number of very common high frequency simple imperative forms related to the learning environment; - sounds and stresses of personally relevant English words; - basic interrogative question forms; - appropriate forms of address and greetings in a learning context; - conventions of an Australian classroom, such as working in groups; - basic polite forms, and; - writing conventions from left to right and top to bottom.

VU22586 Communicate basic personal details and needs

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required by EAL learners with little or no formal education to communicate basic personal information and needs. It focuses on participating in basic conversations, and responding to basic requests for personal information.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - a small number of basic common high frequency verbs, nouns and adjectives related to immediate personal needs, information and interests; - a limited number of formulaic expressions; - basic interrogative forms; - basic time expressions related to immediate personal needs and information; - letters of the alphabet; - basic modal can; - small number of very common high frequency simple tense forms; - limited basic high frequency connectives to talk about immediate personal needs, information and interests; - basic adjectives to describe objects and express basic likes and dislikes; - common adjectives after be; - regular plural forms, such as I have two sons; - simple paralinguistic features to interpret and convey meaning, such as body language in communicating likes and dislikes; - pronunciation of a limited range of words and phrases can be understood with some effort by the listener; - very limited use of tone and intonation to convey meaning; - appropriate forms of address, such as use of first names or titles Mr, Mrs; - basic common polite expressions, such as please, thank you, sorry, and; - two to four digit numbers related to personal information, such as flat/house number, birth date or number of children.

VU22587 Give and respond to basic information and instructions

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the basic skills and knowledge required by EAL learners to engage in short spoken interactions. It focuses on engaging with another person and responding to short, basic everyday spoken information and simple everyday instructions in familiar and immediate social contexts.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - a small number of basic, common high frequency verbs, nouns and adjectives; - a limited number of formulaic expressions related to common topics; - basic interrogative question forms; - basic time modifiers; - basic modal can in relation to giving and responding to instructions; - small number of very common high frequency basic tense forms; - a small number of high frequency basic connectives; - basic adjectives after the verb to be; - basic vocabulary limited to everyday literal words to give simple descriptions and instructions; - basic common adverbs, such as to give and respond to instructions; - common prepositional phrases to give verbal description; - regular plural forms; - simple paralinguistic cues, such as body language to clarify, interpret and convey meaning; - pronunciation of a limited range of words and phrases that can be understood with some effort by the listener; - very limited use of tone and intonation to convey meaning; - appropriate forms of address, such as use of first names, titles, and; - basic common polite expressions.

VU22588 Read and write short basic messages and forms

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required by EAL learners to read and write short, basic digital and/or paper based messages, and to understand and complete basic forms for immediate personal needs.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - a small number of basic, common high frequency words and some formulaic phrases related to immediate personal needs to read and write messages and forms; - a small number of simple adjectives and adverbs to describe objects, places, people and situations in messages; - simple time modifiers, such as today, tomorrow, later in basic messages; - the alphabet and common sound units (phonemes and their graphemes); - simple modal can used in basic messages; - a limited number of very common high frequency basic tense forms; - a limited number of question forms; - high frequency basic connectives, such as and to read and write basic forms and messages, such as 'name and address'; - basic short sentence structure (subject-verb-object); - basic prepositional phrases in messages and forms; - connection between familiar words and pictures/signs; - basic conventions in messages; - basic conventions in forms; - two and three digit numbers, such as one, three, four, and; - basic time, such as 2:30, dates.

VU22589 Read and write short, basic factual texts

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites: Nil.

Description: This unit of competency describes skills and knowledge required by EAL

learners who have little or no formal education to read short, basic, factual digital and/or paper based texts including directions or instructions, and to copy basic factual information for immediate personal needs.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - a small number of basic, common high frequency nouns and some formulaic and simple phrases related to immediate personal needs and information requirements; - a small number of basic adjectives and adverbs to describe objects and follow basic instructions; - the alphabet and common sound units (phonemes) and the letters that commonly represent them (their common graphemes) to decode and copy basic words and text in upper or lower case as required, such as to make a list of new words learned and revise them; - a small number of very common high frequency imperatives including irregular verbs (do, go) and negative forms used in basic written instructions; - high frequency basic connectives, for example and to read basic factual texts; - familiar content words in basic written instructions; - common prepositional phrases in basic factual written instructional texts; - regular plural forms; - basic question forms to ask for assistance from a support person to check writing and copy correctly where required; - use supporting visual information, such as diagrams to follow written instructions; - writing conventions from left to right and top to bottom; - copying basic information into appropriate formats; - high frequency sums of money in a written text, such as advertising material; - time (analogue and digital); - temperatures in weather report, and; - to understand quantities in a written text, such as 250 grams of flour.

VU22590 Plan language learning with support

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required by EAL learners to identify current language learning skills, and plan future language skills development with an appropriate support person.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - a limited number of words, phrases and expressions to discuss immediate language learning needs and preferences which include some simple linguistic terms; - simple everyday adjectives, adverbial expressions; - simple past and present, future forms to talk about language learning plan; - a limited range of common high frequency simple imperative forms related to the learning environment, such as practise pronunciation every day; - simple question forms to discuss language learning; - limited range of simple connectives to talk about language learning, such as and, but, because; - simple modals, such as must, have to; - simple paralinguistic features to interpret and

convey meaning and acknowledge understanding in communicating language learning needs, and; - common polite expressions used in discussions with support persons, such as Thank you for your help, Could you help me?

VU22591 Participate in short simple exchanges

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required by EAL learners to participate in short, simple conversations which involve the exchange of personal information, and make and respond to simple requests and inquiries directly related to immediate personal and social needs.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - a limited number of simple words, phrases and expressions related to immediate needs in familiar transactions and social situations; - simple, every day adjectives to make simple requests; - simple time and place words and phrases; - a limited range of simple high frequency connectives; - a limited range of simple discourse markers; - a limited range of common high frequency verb tense forms; - simple relationships expressed by subordination, such as in when and if clauses for example If I study English, I will get a job; - simple personal singular pronouns, such as I, you he/she; - simple possessive adjectives, such as my, your, his/hers; - simple questions and statements; - simple frequently used modifying words and phrases, such as nearly, very, almost; - some simple phrasal verbs, such as get off, pick up, pull up; - use simple paralinguistic features, such as body language; - intonation of questions, statements and commands, such as to convey feelings; - use pronunciation, stress and intonation which is generally intelligible with high frequency words in familiar, supportive contexts; - common polite expressions, such as please, thank you, excuse me, could you, and; - a limited range of common colloquialisms, such as no worries, see ya!

VU22592 Give and respond to short, simple verbal instructions and information

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the basic skills and knowledge required by EAL learners to give and respond to simple instructions or directions and respond to and provide simple spoken information related to immediate personal and social needs.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

number of simple words, simple structures, phrases and expressions related to simple descriptions and instructions; - simple every day adjectives, such as to convey attitudes, opinions and feelings; - simple time and place words and phrases in simple descriptions and instructions; - a limited range of simple high frequency connectives; - a limited range of simple discourse markers to convey instructions and information; - a limited range of common high frequency verb tense forms; - simple personal singular pronouns; - simple possessive adjectives; - simple questions and statements; - intonation of questions, statements and instructions; - simple frequently used modifying words; - some simple phrasal verbs; - simple paralinguistic cues, such as body language to interpret and convey meaning and acknowledge understanding; - intonation of questions, statements and commands, such as to convey feelings; - pronunciation, stress and intonation which is generally intelligible with high frequency words in familiar, supportive contexts; - appropriate familiar forms of address, use of first names, titles; - a limited range of common colloquialisms; - a limited range of common polite expressions, and; - basic numerical information related to simple position and movement, measurement, amounts or sizes to enable simple instructions or directions to be followed.

VU22593 Read and write short simple messages and forms

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required by EAL learners to read and write short, simple digital and/or print messages and forms directly related to immediate personal and social needs.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - a limited range of simple content words relevant to immediate personal and social needs to read and write messages and forms; - a limited range of phrases and formulaic expressions used in simple messages and forms; - a limited range of simple adjectives and adverbs; - a limited range of simple adverbial phrases; - a limited range of high frequency tenses; - some simple phrasal verbs, such as get off, pick up, come over; - simple modals such as could, must, have to, for example I have to let you know; - simple contracted forms, such as I'll see you; - simple connectives, such as and, or, but, because in simple messages; - the alphabet in upper and lower case; - basic structural features in simple short messages; - follow sequential or conditional instructions to complete forms, such as Go to section B; - simple question forms; - reading skills to access simple bilingual dictionary and/or simple English picture dictionary to check unfamiliar words; - appropriate forms of address, such as use of first names, titles Mr, Mrs, Ms or familiar forms of address in formal/informal messages; - conventions to complete simple messages, such as openings, salutations, layout; - conventions in forms, such as dates, titles, simple abbreviations such as N/A, symbols and graphics; - use of models to guide writing in messages and forms; - writing conventions from left to right and top to bottom, and; - simple common polite expressions, such as How are you? Are you OK?

VU22594 Read and write short, simple informational and instructional texts

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning

Links..

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required by EAL learners to read and write short, simple informational and instructional texts directly related to immediate personal and social needs.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - a limited range of simple content words, phrases and expressions relevant to immediate needs; - a limited range of simple phrases and formulaic expressions used in simple instructions and information texts; - a limited range of simple adjectives and modifying devices to provide detail in informational texts; - a limited number of simple adverbial phrases; - a limited range of common high frequency tenses; - a limited range of simple phrasal verbs; - simple modals; - simple contracted forms; - simple connectives, such as and, or, but, because; - the alphabet in upper and lower case; - regular and irregular plural forms; - basic structural features of informational texts; - simple question forms; - reading skills to access simple bilingual dictionary and/or simple English dictionary to check unfamiliar words; - appropriate register in writing according to the audience and the purpose of the text; - conventions to complete short simple informational texts, and; - writing conventions from left to right and top to bottom.

VU22596 Use basic digital technology language and skills

Locations:Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites:Nil.

Description:This unit describes the knowledge and skills required by EAL learners to access and use a range of digital language learning options.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - simple terminology and expressions in spoken and written English related to using digital devices, functions and programs; - spoken, online and print instructions related to using technology and accessing digital programs for language learning, such as simple imperative forms; - short, simple verbal and on screen written instructions related to digital devices and their functions; - terminology and instructions related to WHS and computer use; - expressions used in instructions and advice in use of technology; - intonation of questions, statements and commands; - simple question forms; - use pronunciation, stress and intonation which is generally intelligible with high frequency words in familiar, supportive contexts; - a range of common polite expressions, and; - conventions, navigation and layout in digital texts.

VU22597 Locate health and medical information

Locations:Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites:Nil.

Description:This unit describes the language skills and knowledge required by EAL learners to describe simple health matters, to read simple medical advice, and to seek assistance in a medical emergency.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - simple terminology and expressions related to human anatomy, health, injuries, ailments and symptoms; - spoken and written language and expressions related to accessing health support and services; - a limited range of simple personal singular pronouns, simple possessive adjectives; - question forms; - simple paralinguistic features, such as body language; - intonation of questions, statements and commands; - use of pronunciation, stress and intonation which is generally intelligible with high frequency words in familiar, supportive contexts, and; - numeracy skills such as basic measurements, quantities and frequency related to information on medicine labels.

VU22599 Identify settlement options

Locations:Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites:Nil.

Description:This unit describes the language skills and knowledge required by EAL learners to access information and to seek assistance in relevant settlement contexts.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - simple words, phrases and expressions related to immediate needs in familiar transactions and social situations related to settlement, such as housing, health, banking, and other support services; - simple adverbs and adjectives and adverbial time expressions, such as before, after; - a limited range of simple high frequency connectives, such as and, or, but, because; - a limited range of common high frequency verb tense forms; - some simple phrasal verbs, such as take out, look into; - simple question forms to seek clarification, repetition or explanation; - intonation of questions, statements and commands; - simple paralinguistic features, such as body language; - use pronunciation which is generally intelligible with high frequency words and phrases in familiar, supportive contexts; - common polite expressions, such as please, thank you, excuse me, could you; - a limited range of common colloquial expressions, and; - simple expressions to open and close exchanges.

VU22601 Participate in simple conversations and transactions

Locations:Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning

Links..

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required by EAL learners to participate in simple conversations and discussions on everyday topics, and to engage in routine transactions related to personal consumption of goods and services.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - talk about familiar personal, community, social and topical matters, such as personal details, simple social events; - communicate about everyday goods and services; - simple sentence structures; - a range of common high frequency verb tenses and forms, including simple reported speech; - a range of modals and modal forms (positive and negative); - a range of common phrasal verbs; - a range of conjunctions; - a range of high frequency discourse markers and cohesive devices; - adjectives, adverbs and some adverbial phrases; - prepositions and prepositional phrases; - simple paralinguistic features, such as body language, to interpret and convey meaning and acknowledge understanding; - some awareness of how tone, stress and intonation modify meaning; - use of mostly intelligible pronunciation with adequate stress and intonation characterised by hesitation and circumlocution; - politeness conventions in conversation, and; - some awareness of register.

VU22602 Give and respond to simple spoken information and directions

Locations:Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required by EAL learners to understand and convey simple spoken information, and to follow and give routine directions and instructions.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - vocabulary to exchange information about familiar personal, community, social and topical issues, such as environment, simple current events; - simple sentence structures, such as simple and compound sentences; - simple questions, such as to seek clarification in a conversation; - a range of common high frequency verb tenses and forms, including simple reported speech; - a range of modals and modal forms (positive and negative); - a range of conjunctions; - a range of high frequency discourse markers and cohesive devices; - adjectives, adverbs and some adverbial phrases; - prepositions and prepositional phrases; - paralinguistic features of conversations and transactions to support understanding and communication; - some awareness of how tone, stress and intonation modify meaning; - use mostly intelligible pronunciation with adequate stress and intonation which may be characterised by some hesitation

and circumlocution; - politeness conventions in conversation; - some awareness of register, and; - everyday numbers in familiar instructions and directions.

VU22603 Read and write simple personal communications and transactional texts

Locations:Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required by EAL learners to read and write simple digital and/or print communications, and understand and complete digital and/or print transactional texts directly related to everyday routine social needs.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - vocabulary and expressions for a range of everyday topics related to personal interests, community participation and transactions; - simple sentence structures for simple, compound and complex sentences; - simple question forms, such as to make requests; - a limited range of adjectives and adverbs; - a limited number of adverbial phrases such as, as soon as possible; - a limited number of prepositions and prepositional phrases; - a range of common high frequency tense and aspect forms to describe present, past and future; - a limited range of common phrasal verbs; - some modals and modal forms (positive and negative); - a limited range of connectives such as when, but, if, although, so, When we finish lunch we will watch a movie; - a range of high frequency discourse markers and cohesive devices such as by the way, anyway, after that; - reading skills to access EAL resources online and print based such as dictionaries, thesauruses; - some high frequency idiomatic expressions; - conventions and common text formats of letters for routine social purposes such as specific occasions, for example birthdays, sympathy; - some understanding of register in communications; - some awareness of tone, intention and attitude of writer, and; - proof read and make some corrections to own work with support.

VU22605 Read and write simple descriptive and narrative texts

Locations:Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required by EAL learners to read and write simple routine digital and/or print descriptive and narrative texts.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - vocabulary and expressions for a range of everyday topics related to personal needs and interests and social and community participation, such as family, weather,

environment, simple current events, food, health, work and education; - simple sentence structures, for simple, compound and complex sentences; - simple question forms; - a limited range of adjectives, adverbs; - a limited number of adverbial phrases; - a limited number of prepositions and prepositional phrases; - a range of common high frequency tense and aspect forms to describe present, past and future; - a limited range of common phrasal verbs used in descriptive and narrative texts; - some modals and modal forms (positive and negative); - a limited range of connectives; - a range of high frequency discourse markers and cohesive devices; - reading skills to access online and print based EAL resources, such as dictionaries, thesauruses; - some high frequency idiomatic expressions; - author's voice in descriptive and narrative text; - some awareness of register in descriptive and narrative texts; - some narrative devices, and; - some awareness of tone and intention of writer.

VU22606 Access the internet and email to develop language

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required by EAL learners to identify and use the fundamental features of the internet and email for language learning.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - terminology related to digital devices, functions, programs and internet; - spoken and written language related to accessing internet and internet programs for language learning; - simple verbal and on screen written instructions; - some modal forms, such as used in email communications; - a limited number of prepositions and prepositional phrases related to accessing digital technology; - a limited number of connectives used in instructions and routine email communications; - a limited number of adjectives, adverbs and adverbial phrases as used in routine instructions and communication; - simple sentence structures for email communication; - a range of common informal expressions, conventions and protocols used in internet use and email communication; - some understanding or register in email communications; - basic digital technology skills, such as keyboard functions, including location of letters, shift key, symbols and enter key, and; - simple on screen graphics, menus and navigational tools.

VU22607 Explore community services

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required by EAL learners to identify key community services to support everyday life.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each

unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - vocabulary and expressions to identify location, directions; - vocabulary of days, dates, time and frequency, such as monthly; - language of timetables and transport terminology; - vocabulary and expressions related to community services and recreational activities; - common tense and aspect forms to describe community services; - prepositions and prepositional phrases; - simple question forms; - paralinguistic features to support understanding and communication; - use mostly intelligible pronunciation with adequate stress and intonation characterised by hesitation and circumlocution, and; - politeness conventions in seeking information, such as showing interest, asking questions.

VU22608 Explore transport options

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes skills and knowledge required by EAL learners to identify local transport options and the requirements for using them.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - vocabulary and expressions related to using transport, transport safety and regulations; - spoken, written and visual language and information related to using various modes of transport; - sentence structures for simple, compound and complex sentences; - some modals and modal forms (positive and negative); - paralinguistic features to support understanding and communication; - use mostly intelligible pronunciation with adequate stress and intonation characterised by hesitation and circumlocution, and; - some colloquial language related to transport.

VU22609 Explore current issues

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the knowledge and skills required by EAL learners to explore local or international current issues.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - vocabulary and expressions for a range of topical issues; - expressions for giving reasons or simple opinions; - simple sentence structures; - simple question forms; - a range of common high frequency tense and aspect forms to describe present, past and future;

- some modals and modal forms (positive and negative); - a limited range of common phrasal verbs; - a limited range of connectives; - a range of high frequency discourse markers and cohesive devices; - a limited range of adjectives, adverbs and some adverbial phrases; - a limited number of prepositions and prepositional phrases; - use mostly intelligible pronunciation with adequate stress and intonation characterised by hesitation and circumlocution; - simple paralinguistic features, such as body language, to interpret and convey meaning and acknowledge understanding in discussions; - some awareness of how tone, stress and intonation modify meaning when giving opinions on an issue; - some high frequency idiomatic expressions; - some awareness of tone, style, attitude, intention of writer; - some colloquial expressions, and; - awareness of different cultural expectations.

VU22610 Engage in casual conversations and straightforward spoken transactions

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required by EAL learners to participate effectively in casual conversations and discussions on a range of topics, and to engage in straightforward transactions.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - vocabulary and expressions for a range of straightforward topics related to social, community, recreational, vocational or study purposes; - sentence structures, such as simple, compound and complex sentences; - a range of verb tenses and aspects which may include present perfect continuous, past perfect, present and past simple passive, conditional; - a range of modal forms, such as including negative form of need to and have to; - a range of phrasal verbs; - a variety of adjectives, adverbs and adverbial phrases; - a range of discourse markers appropriate to spoken information and instructional texts, conjunctions; - a range of modifying words and phrases to explain and qualify ideas; - question forms and strategies, such as use of paralinguistic features; - use of tone, stress and intonation to modify meaning; - generally intelligible pronunciation with effective use of stress and intonation although speaking may be characterised by hesitations and circumlocution; - register appropriate to the context; - a limited range of colloquial and idiomatic expressions; - detection and expression of opinions and attitudes in spoken texts, and; - recognition of some inferred meaning, such as logical, contextual, paralinguistic, such as use of voice for effect (intonation and emphasis), facial expressions.

VU22611 Give and respond to a range of straightforward information and instructions

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required by EAL learners to understand and convey detailed spoken information, and to respond to and give a set of verbal instructions.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - vocabulary and expressions to participate in a range of straightforward short talks/exchanges of information as both listener and speaker; - sentence structures, such as simple, compound and complex sentences; - variety of question types to clarify misunderstandings and ambiguous points in interactions; - a range of verb tenses and aspects, which may include present perfect continuous, past perfect, present and past simple passive, conditional; - a range of modal forms, such as including negative form of need to and have to; - a range of phrasal verbs; - a variety of adjectives, adverbs and adverbial phrases; - a range of discourse markers appropriate to spoken information and instructional texts, conjunctions; - a range of modifying words and phrases to explain and qualify ideas, express opinions and attitudes; - the gist of audio and audio-visual informational texts and interviews which are clear and straightforward; - question forms and strategies (such as paralinguistic) to clarify misunderstandings and ambiguous points; - the use of tone, stress and intonation to modify meaning; - generally intelligible pronunciation with effective use of stress and intonation, although speaking may be characterised by some hesitations and circumlocution; - use of register appropriate to the context; - a limited range of colloquial and idiomatic expressions; - detection and expression of opinions and attitudes in spoken texts, and; - recognition of some inferred meaning.

VU22613 Read and write straightforward informational and instructional texts

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required by EAL learners to read and write formal and informal written communications related to straightforward information and instructions.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - vocabulary and expressions for a range of topics related to social, community, recreational, vocational, or study purposes; - common collocations; - sentence structures for simple, compound, and complex sentences; - question forms to use in seeking feedback on draft writing; - paragraph structure; - definite and indefinite article; - a variety of adjectives and adverbs; - a range of adverbial phrases, prepositions and prepositional phrases; - a range of tense and aspect forms; - reported speech in informational texts; - a range of phrasal verbs; - a range of modals and modal forms, including negative form of need to and have to; - a range of conjunctions, including subordinating and coordinating; - a range of discourse markers and cohesive devices

to structure text; - reported speech (questions/instructions) with a variety of tenses; - the use of analysis of structure and discourse features as an aid to reading; - reading skills to use EAL supporting texts; - a limited range of idiomatic expressions and colloquialisms; - formal and informal registers used in describing processes and giving information in different contexts, and; - conventions of written processes and informational texts.

VU22614 Read and write straightforward descriptive and narrative texts

Locations:Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required by EAL learners to read and write straightforward digital and/or print descriptive and narrative texts.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - vocabulary and expressions for a range of straightforward topics in descriptive and narrative texts; - common collocations; - sentence structures for simple, compound and complex sentences; - question forms to use in seeking feedback on draft writing; - paragraph structure; - definite and indefinite article; - a variety of adjectives and adverbs; - a range of adverbial phrases, prepositions and prepositional phrases; - a range of tense and aspect forms; - a range of phrasal verbs; - a range of modals and modal forms; - a range of conjunctions (subordinating and coordinating); - a range of discourse markers and cohesive devices to structure text; - reported speech, such as in narratives with a range of tenses; - use analysis of structure and discourse features as an aid to reading; - reading skills to use EAL supporting texts; - a limited range of idiomatic expressions and colloquialisms; - descriptive and narrative style in writing; - conventions of written descriptive and narrative texts; - use model texts to guide production of written texts; - recognition of some inferred meaning in texts using a range of cues; - detect and express opinions and attitudes in texts, and; - processes of planning, drafting and review.

VU22615 Investigate issues in the Australian environment

Locations:Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required by EAL learners to research, and present information in an oral presentation and a written report in the context of identifying and investigating issues in the Australian environment.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - some specialised vocabulary to describe and outline selected environmental issue; - a range

of verb tenses and aspects; - most modal forms; - dependent clauses introduced by words such as although, when, if, while; - a range of discourse markers, connectives and cohesive devices to link ideas and concepts, add information or contrast ideas; - a range of strategies to clarify and state own viewpoint; - features of text organisation, such as topic sentence, supporting details and linking devices; - pronunciation, stress patterns and intonation which do not obscure meaning but may require occasional clarification; - a range of registers, styles and conventions used in spoken discourse; - distinctions between fact and opinion, understatement, exaggeration in spoken and written texts; - a range of verbal and non-verbal strategies and conventions to convey and respond to information; - use of stress and intonation to modify meaning, such as to convey emphasis on important information, and; - detect and respond to opinions, attitudes in group interaction.

VU22617 Investigate features of the education system in Australia

Locations:Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required by EAL learners to examine the Australian education system, its structure and cultural features.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - some specialised terminology related to the Australian education system and their cultural features; - sentence structures; - paragraph structure; - a range of tense and aspect forms; - a range of discourse markers, connectives and cohesive devices to link ideas and concepts, add information or contrast ideas; - a range of modals and modal forms, such as should, could, must to express tentativeness or obligation; - definite and indefinite article; - a range of strategies that can be used to clarify and state own viewpoint; - conventions for note taking; - a range of registers, styles and conventions used in spoken and written discourse; - distinctions between fact and opinion, understatement, exaggeration in spoken and written texts, and; - a range of verbal and non-verbal strategies and conventions used in discussions.

VU22618 Investigate Australian art and culture

Locations:Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required by EAL learners to investigate and become familiar with aspects of Australian art and culture including the visual arts and film, and concepts of Australian identity.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

a range of vocabulary related to arts and culture including some specialised vocabulary to describe details of the visual arts; - knowledge of techniques used by artists and film makers to convey meaning and achieve purpose; - a range of verb tenses and aspects; - a number of phrasal verbs, adverbs, adverbial phrases and adjectives to convey ideas, express opinions and attitudes; - a range of strategies to clarify and state own viewpoint; - methods to record notes, such as dot point lists, paraphrasing; - generally intelligible pronunciation with effective stress and intonation, although speaking may be characterised by hesitations and circumlocution; - understanding that a visual text reflects an author's culture, experiences and value system; - a range of verbal and non-verbal strategies and conventions in spoken and written discourse; - aspects of Australia's cultural diversity related to art and culture; - varieties of Australian English; - discourse strategies to participate in group interactions; - use of tone, stress and intonation to modify meaning, such as to convey emphasis on important information, and; - a limited range of colloquial expressions and some common idioms in informal interactions.

VU22619 Analyse and participate in complex conversations

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required by EAL learners to participate effectively in a range of sustained casual conversations and formal exchanges.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - vocabulary and expressions for a wide range of topics related to social, community, recreational, vocational, or study purposes; - a wide range of common collocations; - simple, compound and complex sentences with a range of subordinate clauses; - a wide range of verb tenses and verb forms, including active and passive; - most modal forms; - reported speech, questions and instructions using a range of verb forms; - a wide range of phrasal verbs; - a wide range of adjectives, adverbs, adverbial phrases and prepositional phrases; - a wide range of discourse markers; - a wide range of conjunctions (subordinating and coordinating); - uses intelligible pronunciation; - use tone, intonation and stress to influence meaning in spoken language; - a wide range of registers, styles and conventions in spoken discourse; - a wide range of common idioms and colloquial expressions; - an awareness of English varieties; - recognition of a range of cues for inferred meaning, such as logical, contextual and paralinguistic (pause, stress, use of silence, facial expression), and; - distinguishes fact and opinion, irony, understatement, exaggeration in spoken texts.

VU22620 Give and respond to a wide range of oral presentations and instructions

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required by EAL learners to interpret extended spoken texts, give extended presentations, and give and respond to multi-step instructions and complex procedures.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - vocabulary and expressions for a wide range of topics related to social, community, recreational, vocational or study interests; - a wide range of common collocations; - simple, compound and complex sentences with a range of subordinate clauses; - a wide range of verb tenses and verb forms, including active and passive; - most modal forms; - reported speech, questions and instructions using a range of verb forms; - a wide range of phrasal verbs; - a wide range of adjectives, adverbs, adverbial phrases and prepositional phrases to describe and convey information and expand on ideas; - a wide range of discourse markers; - a wide range of conjunctions (subordinating and coordinating); - intelligible pronunciation; - use of tone, intonation and stress to influence meaning in spoken language; - a wide range of registers, styles and conventions used in spoken discourse; - a wide range of common idioms and colloquial expressions; - an awareness of English varieties; - a range of verbal and paralinguistic strategies; - recognition of a range of cues for inferred meaning, such as logical, contextual and paralinguistic (pause, stress, use of silence, facial expression), and; - ability to distinguish fact and opinion, irony, understatement, exaggeration in spoken texts.

VU22621 Read and write complex communications and transactional texts

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required by EAL learners to read and write a range of complex or extended written communications and transactional texts, which may be in printed and/or digital format.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - vocabulary and expressions for a wide range of topics related to social, community, recreational, vocational or study needs; - understanding of a wide range of collocations; - a wide range of texts containing simple, compound and complex sentences with a range of subordinate clauses; - a wide range of verb tenses and verb forms, including active and passive; - reported speech (questions / instructions) with a range of reporting verbs (such as admit, confirm, mention) and verb forms; - most modals and modal forms; - definite and indefinite article; - a wide range of phrasal verbs; - a wide range of adjectives, adverbs, and adverbial phrases; - a wide range of conjunctions (subordinating and coordinating), including relative pronouns; - a wide range of discourse markers to sequence and structure text; - a wide range of adverbial phrases, prepositions and prepositional phrases; - prose texts containing coherently linked paragraphs and communicating complex relationships between ideas; - a wide range of registers and styles appropriate for communication and transactional texts; -

recognition of a range of cues for inferred meaning; - ways of detecting the writer's tone, intention and attitude; - a range of common idiomatic and colloquial expressions; - distinguish fact and opinion, irony, understatement, exaggeration in texts, and; - formality requirements for extended communication and transactional texts in electronic and print forms.

VU22622 Read and write complex instructions and advisory texts

Locations:Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required by EAL learners to analyse and write complex instructional and advisory texts.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - vocabulary and expressions for a wide range of topics related to personal, social, community, recreational, vocational or study needs; - understanding of a wide range of collocations; - a wide range of instructional and advisory texts containing simple, compound and complex sentences; - a wide range of verb tenses and verb forms, including active and passive; - reported speech (questions/instructions) with a range of reporting verbs and verb forms; - most modals and modal forms; - definite and indefinite article; - a wide range of phrasal verbs; - a wide range of adjectives, adverbs, and adverbial phrases; - a wide range of conjunctions (subordinating and coordinating); - a wide range of discourse markers to sequence and structure text, such as numbered instructions, first, second, first; - a wide range of adverbial phrases, prepositions and prepositional phrases; - prose texts containing coherently linked paragraphs and communicating complex relationships between ideas; - a wide range of registers and styles; - recognition of a range of cues for inferred meaning; - ways of detecting the writer's purpose and attitudes; - a range of common idiomatic and colloquial expressions; - distinguish fact and opinion, irony, understatement, exaggeration in texts, and; - formality requirements for complex instructions and advisory texts in electronic and print forms.

VU22624 Research features of Australian Government

Locations:Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required by EAL learners to research features of Australian government and write an opinion piece on a current issue related to government.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

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

range of specialised vocabulary relevant to Australian system of government; - use of a wide range of simple, compound and complex sentences with a range of subordinate clauses; - use of a wide range of verb tenses; - use of most modal forms; - use of a wide range of discourse markers; - use of a wide range of conversational/discourse linkers and conjunctions in discussions; - linguistic features of informative texts and texts expressing an opinion; - use of a range of strategies to compare and synthesise ideas and information from several texts; - some knowledge of aspects of the national political culture including colloquial language and irony as it relates to spoken and written texts relevant to government; - detection of attitude, mood, intentions and inferred meaning by using a range of cues, and; - different sources will present different perspectives, and recognises how text, language and structure influence the reader to adopt particular views and positions.

VU22627 Research current issues

Locations:Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required by EAL learners to research, discuss and write a report on a current issue of significance in Australia.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - vocabulary for a range of topics related to current issues; - sentence structures, such as simple, compound and complex sentences; - a wide range of verb tenses and aspects; - reported speech with a range of tenses; - a wide range of conversation discourse markers, conjunctions; - a wide range of modifying words and phrases to explain and qualify ideas; - use of intelligible pronunciation with stress and intonation patterns; - a wide range of discourse markers, connectives, pronouns and cohesive devices to link ideas and concepts, add information or contrast ideas; - understanding that different sources will present different perspectives, and recognising how text, language and structure influence the reader to adopt particular views and positions; - a wide range of registers, styles and conventions in spoken and written discourse; - a wide range of colloquial and idiomatic expressions; - knowledge of a range of cues (syntactic, semantic, logical, contextual) to work out meaning of text; - distinguishing fact and opinion, irony, understatement, exaggeration in texts; - ways of detecting the writer's tone, intention and attitude; - detecting opinions in spoken and written texts, and; - using stress and intonation to convey opinion.

VU22628 Participate in simple conversations and transactions for employment

Locations:Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites:Nil.

Description:This unit describes skills and knowledge required by EAL learners to speak and listen to simple texts which are routine and relevant to employment.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge

and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - vocabulary to talk about familiar issues such as workplace events, weather, environment, simple current events; - simple sentence structures, such as simple and compound sentences; - forms of questioning, such as to seek clarification in conversations; - a range of common high frequency verb tenses and forms, including simple reported speech; - a range of modals and modal forms (positive and negative), such as, should, would, could, might, need to; - a range of common phrasal verbs, such as Can you finish this before you go home?; - a range of conjunctions, such as, when, but, if, although, so, When I left school, I got a job here; - a range of discourse markers and cohesive devices, such as, first, then, by the way, anyway, so, after that; - adjectives, adverbs and some adverbial phrases, such as, as soon as possible; - prepositions and prepositional phrases, such as, on the weekend, at the end of Ramadan; - paralinguistic features of conversations and transactions to support understanding and communication; - beginning awareness of how tone, stress and intonation modify meaning; - mostly intelligible pronunciation with adequate stress and intonation characterised by hesitation and circumlocution; - politeness conventions in conversation; - some awareness of register; - a range of common colloquialisms, and; - everyday numbers in familiar instructions and directions where applicable.

VU22629 Read and write simple texts for employment

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required by EAL learners to read and write a range of simple, routine digital and print informational and instructional texts relevant to employment.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - vocabulary and expressions which include most aspects of everyday life; - simple sentence structures for simple, compound and complex sentences; - simple question forms to clarify meaning; - a limited range of high frequency discourse markers and cohesive devices, such as, first, then, after that; - a limited range of adjectives, adverbs; - a limited number of adverbial phrases, such as, as soon as possible; - a limited number of prepositions and prepositional phrases, such as, in, at, on, under, over; - a range of common high frequency tense and aspect forms to describe present, past and future; - reported speech found in routine digital and print workplace communications; - a limited range of common phrasal verbs used in instructional and informational texts, such as Turn off the computer; - some modals and modal forms (positive and negative), such as, should, would, could, might, need to; - a limited range of connectives, such as when, but, if, although, so, Ring the boss when you get in; - a range of high frequency discourse markers and cohesive devices, such as, after that; - reading skills to: access online and print based EAL resources, such as dictionaries, thesauruses; proofread own writing; - some high frequency idiomatic

expressions; - some understanding of register in communications, and; - some awareness of tone, intention and attitude of writer.

VU22630 Observe and report on activities in a workplace

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required by EAL learners to plan and organise practical workplace observations, collect and record observations, report observations to others, evaluate the experience, and reflect on own learning goals for the Australian workplace. The focus of the workplace observation is on development of language skills in the context of work.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - vocabulary to discuss workplace observation and to describe workplace activities; - simple sentence structures; - a range of common high frequency verb tenses and forms, including simple reported speech; - a range of modals and modal forms (positive and negative); - a range of common phrasal verbs to discuss workplace procedures; - a range of conjunctions; - a range of high frequency discourse markers and cohesive devices; - adjectives, adverbs and some adverbial phrases, such as, as soon as possible; - prepositions and prepositional phrases; - simple paralinguistic features, such as, body language, to interpret and convey meaning and acknowledge understanding; - some awareness of how tone, stress and intonation modify meaning; - mostly intelligible pronunciation with adequate stress and intonation characterised by hesitation and circumlocution; - politeness conventions in conversation; - some awareness of register, and; - use and choice of address forms.

VU22631 Prepare to work effectively in an Australian workplace

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the language skills and knowledge required by EAL learners to participate effectively in an Australian workplace.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - describe and discuss skills required in the workplace; - talk about familiar social matters, for example personal details, simple social events; - communicate about workplace; - simple sentence structures; - a range of common high frequency verb tenses and forms, including simple reported speech and imperative forms; - a range of modals and modal forms (positive and negative); - a range of common phrasal verbs, such as Can you switch on the air conditioning?; - a range of conjunctions; - a range of

high frequency discourse markers and cohesive devices; - adjectives, adverbs and some adverbial phrases; - prepositions and prepositional phrases, such as at the end of the shift; - simple paralinguistic features, such as body language, to interpret and convey meaning and acknowledge understanding; - some awareness of how tone, stress and intonation modify meaning; - use mostly intelligible pronunciation with adequate stress and intonation characterised by hesitation and circumlocution; - politeness conventions in conversation; - some awareness of register in relating to others in the workplace, such as supervisors, and; - some idiomatic expressions and colloquialisms typically used in the workplace, such as Can you grab these boxes?

VU22632 Participate in a range of straightforward interactions for employment

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required by EAL learners to speak and listen in a range of straightforward informal and formal employment interactions involving discussion and instructions.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - vocabulary which is sufficiently broad to encompass straightforward employment-related needs; - a range of verb tenses and aspects; - question forms, such as to get others to clarify misunderstandings and ambiguous points; - a range of modal forms, such as including negative form of need to and have to; - a range of phrasal verbs; - a variety of adjectives, adverbs and adverbial phrases; - a range of conversation discourse markers, conjunctions; - a range of modifying words and phrases to explain and qualify ideas and express opinions and attitudes; - how tone, stress and intonation modify meaning; - generally intelligible pronunciation with effective use of stress and intonation although speaking may be characterised by hesitations and circumlocution; - register appropriate to the context; - a limited range of colloquial and idiomatic expressions; - recognition of some inferred meaning, such as logical, contextual, paralinguistic, for example use of voice for effect (intonation and emphasis), facial expressions; - detect and give opinions and attitudes in oral texts, and; - verbal communication includes meanings which are not always explicit.

VU22633 Read and write straightforward texts for employment

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required by EAL learners to read and write a range of straightforward digital and/or print texts relevant to employment.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting

of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - vocabulary and expressions for a range of straightforward texts related to employment; - common collocations; - sentence structures for simple, compound and conditional sentences; - question forms, such as to request information; - paragraph structure in formal communications; - definite and indefinite article; - a variety of adjectives and adverbs used in workplace documents; - a range of adverbial phrases, prepositions and prepositional phrases; - a range of tense and aspect forms; - reported speech used in communications and other work related texts; - a range of phrasal verbs; - a range of modals and modal forms, including negative form of need to and have to; - a range of discourse markers and cohesive devices to structure text; - reported speech; - reading strategies; - reading skills; - a limited range of idiomatic expressions and colloquialisms; - variation of register in workplace communications; - language and conventions appropriate for social communication purposes; - use model texts to guide production of written texts; - recognition of some inferred meaning by using a range of cues, such as syntactic, semantic, logical, contextual; - awareness of tone and intention of writer; - detect and express opinions and attitudes in texts, and; - plan, draft, proof read and redraft written texts.

VU22634 Organise and participate in a practical placement

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required by EAL learners to select, plan, participate in and evaluate a practical work placement. The unit focuses on an introduction to the Australian workplace, relevant terminology, and work tasks. It covers negotiation of a placement, participation in the workplace, workplace health and safety, evaluation, and record keeping.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - vocabulary to talk about familiar topics, such as industry and workplace requirements, own skills, knowledge and experience in relevant industry or workplace; - vocabulary which is sufficiently broad to encompass straightforward employment-related needs; - conventions in conversation; - draw on prior knowledge together with knowledge of textual cues and text structures to predict content and meaning of information related to the workplace; - read and interpret signs and other visual texts in the workplace; - a range of modals and modal forms; - generally intelligible pronunciation with effective use of stress and intonation although speaking may be characterised by hesitations and circumlocution; - a range of registers, styles and conventions used in spoken discourse in the workplace; - a range of verbal and nonverbal strategies and conventions in conversation; - features of text organisation related to personal documentation; - aspects of Australia's culturally diverse workplaces; - common colloquialisms related to the workplace, and; - recognition of some inferred meaning.

VU22635 Present and listen to complex oral presentations in an employment or professional context

Locations:St Albans, Werribee, Geelong Learning Links..

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required by EAL learners to present and listen to complex oral presentations in English in an employment or professional context.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - vocabulary and expressions relevant to employment related topics or interests; - a wide range of common collocations; - simple, compound and complex sentences with a range of subordinate clauses; - a wide range of verb tenses and verb forms, including active and passive; - most modal forms; - a wide range of phrasal verbs which include a number of particles; - a wide range of adjectives, adverbs, adverbial phrases and prepositional phrases to describe and convey information and expand on ideas; - a wide range of discourse markers to develop ideas and their relationship to each other, to interpret and convey meaning, signal intention; - a wide range of conjunctions; - use intelligible pronunciation; - demonstrates generally appropriate flow of speech though may have occasional repetition, hesitation or self-correction; - use tone, intonation and stress to influence meaning in spoken language; - a range of registers, styles and conventions used in oral presentations in an employment or professional context; - a wide range of common idioms and colloquial expressions as they relate to spoken texts relevant to presentations in an employment or professional context; - an awareness of English varieties; - a range of verbal and paralinguistic strategies; - recognition of a range of cues for inferred meaning, and; - distinguish fact and opinion, irony, understatement, exaggeration in oral texts.

VU22636 Give and follow a range of complex instructions in an employment context

Locations:St Albans, Werribee, Geelong Learning Links..

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required by EAL learners to analyse and give complex spoken instructions in a work context.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - vocabulary and expressions for a wide range of topics related to employment interests; - a wide range of common collocations; - simple, compound and complex sentences with a range of subordinate clauses; - a wide range of verb tenses and verb forms; - most modal forms; - a wide range of questions and instructions using a range of verb forms; - a wide range of phrasal verbs; - a wide range of adjectives, adverbs, adverbial phrases and prepositional phrases; - a wide range of discourse markers; - a wide range of conjunctions (subordinating and coordinating); - use tone, intonation

and stress to influence meaning in spoken language; - a wide range of registers, styles and conventions used in spoken discourse; - a wide range of common idioms and colloquial expressions; - an awareness of English varieties; - recognition of a range of cues for inferred meaning, such as logical, contextual and paralinguistic (body language), and; - knowledge of aspects of Australian workplace culture which may impact on how instructions can be delivered, such as politeness forms.

VU22638 Critically read and write formal letters and complex prose texts for professional purposes

Locations:St Albans, Werribee, Geelong Learning Links..

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required by EAL learners to critically read and write formal letters and complex prose texts in a professional context. Texts may be in printed and/or digital format.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - varied vocabulary and terminology including jargon related to professional interests; - understanding of a wide range of common collocations; - a wide range of simple, compound and complex sentences with a range of subordinate clauses; - a wide range of verb tenses and verb forms; - reported speech (questions/instructions) with a range of reporting verbs and verb forms; - a wide range of conditionals and modals; - definite and indefinite article; - a wide range of phrasal verbs, adjectives, adverbs, adverbial phrases and adjectives; - a wide range of conjunctions; - conjunctions of time; - a wide range of discourse linkers to develop ideas and their relationship to each other, to interpret and convey meaning, signal intention; - understands that different sources will present different perspectives, and recognises how text, language and structure influence the reader to adopt particular views and positions; - principal conventions of formal letters and complex prose texts; - a wide range of registers and style appropriate to a professional context; - recognition of a range of cues for inferred meaning; - ways of detecting the writer's tone, intention and attitude; - distinguish fact and opinion, irony, understatement, exaggeration in texts; - idioms and colloquialisms relevant to the professional context, and; - formality requirements for formal letters and complex prose texts in electronic and print forms for a wide variety of purposes related to professional purposes.

VU22639 Critically read, write and edit complex descriptive texts in a professional context

Locations:St Albans, Werribee, Geelong Learning Links..

Prerequisites:Nil.

Description:This unit describes skills and knowledge required by EAL learners to critically read and write complex English language descriptive texts, apply knowledge of discourse and language use, and edit a written text in a professional context.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each

unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - varied vocabulary and terminology including jargon related to employment and/or professional interests; - understanding of a wide range of common collocations; - a wide range of simple, compound and complex sentences with a range of subordinate clauses; - a wide range of verb tenses and verb forms; - reported speech (questions/instructions) with a range of reporting verbs and verb forms; - a wide range of conditionals and modals; - definite and indefinite article; - a wide range of phrasal verbs, adjectives, adverbs, adverbial phrases and adjectives; - a wide range of conjunctions; - a wide range of discourse linkers to develop ideas and their relationship to each other; - understands that different sources will present different perspectives' - principal conventions of descriptive texts; - a wide range of registers and styles appropriate to a professional context; - recognition of a range of cues for inferred meaning; - ways of detecting the writer's tone, intention and attitude; - distinguish fact and opinion, irony, understatement, exaggeration in texts; - idioms and colloquialisms relevant to the professional context; - formality requirements for complex descriptive texts in electronic and print forms for a wide variety of purposes related to a professional context, and; - recognise, select and interpret mathematical information embedded in descriptive texts used in a professional context where required.

VU22640 Give straightforward oral presentations for study purposes

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required by EAL learners to participate in further study contexts that involve the presentation and discussion of ideas and information in straightforward formal presentations and formal group interactions.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - vocabulary for a range of straightforward topics in a study context; - a range of verb tenses and aspects; - dependent clauses introduced by words such as although, when, if, while; - a range of discourse markers and conjunctions to link ideas and concepts, add information or contrast ideas in formal presentations; - a range of modal forms; - a range of phrasal verbs, adverbs, adverbial phrases and adjectives; - generally intelligible pronunciation with effective stress and intonation, although speaking may be characterised by hesitations and circumlocution; - processes of planning, drafting and editing to prepare interactions and presentations; - register required in formal interactions and presentations in further study contexts; - conventions to participate in oral group interactions such as turn taking, rebuttals and interruptions; - a limited range of colloquial expressions and some common idioms in informal interactions; - use of tone, stress and intonation to modify meaning such as to convey emphasis on important information; - recognition of cues for inferred meaning, and; - detect and respond to opinions, attitudes in oral group interaction.

VU22641 Participate in a range of straightforward interactions for study purposes

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required by EAL learners to participate in a range of straightforward interactions for study purposes. This involves making straightforward verbal requests and suggestions, relating and responding to verbal instructions, and participating in group work and informal group discussions.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - vocabulary for a range of straightforward topics in a study context; - a range of verb tenses and aspects; - a range of discourse markers and conjunctions to link ideas and concepts, add information or contrast ideas in formal interactions; - a range of modal forms; - a range of phrasal verbs, adverbs, adverbial phrases and adjectives to convey ideas, express opinions and attitudes, such as I feel really strongly about this; - reported speech; - generally intelligible pronunciation with effective stress and intonation, although speaking may be characterised by hesitations and circumlocution; - different registers required in different study contexts/fields; - a limited range of colloquial expressions and some common idioms in informal interactions; - recognition of cues for inferred meaning, such as logical, contextual and paralinguistic (pause, stress, use of silence, facial expression), and; - detect and respond to opinions, attitudes in spoken group interaction.

VU22642 Read and write straightforward texts for study purposes

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required by EAL learners to develop reading, note-taking and writing skills to produce straightforward texts based on study needs. Texts may be in printed and/or digital format.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - vocabulary for a range of straightforward topics related to study purposes; - understanding of common collocations; - sentence structures; - a range of tense and aspect forms; - a range of discourse markers, connectives and cohesive devices to link ideas and concepts, add information or contrast ideas; - a range of modal forms; - definite and indefinite article; - reported speech with present tense; - a range of adverbial phrases, prepositions and prepositional phrases to convey the relationship between ideas, time and location; - a range of phrasal verbs to create meaning in further study texts;

- paragraph structure; - commonly used registers related to further study writing; - some knowledge of aspects of the local culture as it relates to research, referencing and writing texts which draw on research for further study purposes; - a limited range of colloquial expressions and some common idioms in texts in a further study context; - recognition of cues for inferred meaning; - ways of detecting the writer's tone, intention and attitude; - conventions of a range of text-types relevant to further study such as formality requirements in electronic and/or print forms, and; - use of model texts to guide production of a range of straightforward texts relevant to further study.

VU22643 Listen and take notes for study purposes

Locations:Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required by EAL learners to develop listening and note-taking skills from straightforward spoken texts relevant to study purposes.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - vocabulary for a range of straightforward topics in a study context; - a range of tense and aspect forms; - a range of discourse markers, connectives and cohesive devices used in spoken English to link ideas and concepts, add information or contrast ideas; - dependent clauses introduced by words; - a range of modal forms including negative, such as with need to, have to; - a range of adverbial phrases, prepositions and prepositional phrases to convey the relationship between ideas, time and location; - understands how tone, stress and intonation modify meaning; - some knowledge of aspects of the local culture as it relates to speeches, lectures and other spoken texts relevant to further study; - a limited range of colloquial expressions and some common idioms in texts in a further study context, and; - recognition of cues for inferred meaning, such as logical, contextual and paralinguistic (pause, stress, use of silence).

VU22644 Use language analysis strategies and study skills

Locations:Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites:Nil.

Description:This unit describes skills and knowledge required by EAL learners to analyse language in study-related texts and develop study skills.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - vocabulary, linguistic structures and features of a range of straightforward texts used in further

study including language reference texts, and; - terminology to describe lexical, semantic, grammatical features of written and spoken English texts.

VU22645 Give complex presentations for study purposes

Locations:Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required by EAL learners to participate in further study contexts which involve the presentation and discussion of ideas and information in complex formal presentations and group discussions.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - varied vocabulary and terminology specific to the identified topic or further study area; - a wide range of common collocations, such as make progress, be interested in; - a wide range of simple, compound and complex sentences with a range of subordinate clauses; - a wide range of verb tenses and verb forms, active and passive; - most modal forms; - reported speech, questions and instructions using a range of verb forms; - a wide range of phrasal verbs which include a number of particles; - a wide range of adjectives, adverbs, adverbial phrases and prepositional phrases to describe and convey information and expand on ideas; - a wide range of conversational/discourse linkers to develop ideas and their relationship to each other; - a wide range of conjunctions; - uses intelligible pronunciation; - use tone, intonation and stress to influence meaning in spoken language; - a wide range of registers and style used in spoken presentations and formal interactions in further study contexts; - some knowledge of aspects of the local culture including colloquial language and irony as it relates to spoken texts relevant to further study; - an awareness of English varieties; - non-verbal strategies and paralinguistic features of speech; - recognition of a range of cues for inferred meaning, and; - distinguish fact and opinion, irony, understatement, exaggeration in spoken texts.

VU22646 Participate in complex spoken discourse for study purposes

Locations:Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required by EAL learners to respond to a wide range of complex spoken interactions and interpret and discuss ideas and opinions with others in informal study contexts.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - a wide range of vocabulary and terminology specific to the identified topic or study area; - a wide range of common collocations; - a wide range of simple, compound and complex

sentences with a range of subordinate clauses; - a wide range of verb tenses and verb forms, active and passive; - most modal forms; - reported speech, questions and instructions using a wide range of verb forms; - a wide range of phrasal verbs which include a number of particles; - a wide range of adjectives, adverbs, adverbial phrases and prepositional phrases; - a wide range of discourse markers; - a wide range of conversational/discourse linkers and conjunctions; - intelligible pronunciation; - tone, intonation and stress to influence meaning in spoken language; - a wide range of registers, styles and conventions used in spoken discourse in further study contexts; - some knowledge of aspects of the local culture; - an awareness of English varieties; - paralinguistic features including pitch, intonation and stress to; - recognition of a range of cues for inferred meaning, attitude, mood, and intentions, such as logical, contextual and paralinguistic (body language, facial expression), and; - distinguish fact and opinion, irony, understatement, exaggeration in oral texts.

VU22647 Take notes from complex spoken texts for study purposes

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required by EAL learners to participate in further study contexts by taking notes from complex and extended spoken texts.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - vocabulary for a range of complex texts in a study context; - a wide range of simple, compound and complex sentences with a range of subordinate clauses within complex and sustained spoken texts; - a wide range of verb tenses and verb forms (active and passive); - most modal forms, questions and instructions using a range of verb forms; - reported speech, using a range of verb forms to relate supporting evidence, acknowledge or confirm views or arguments; - a wide range of phrasal verbs which include a number of particles, such as take part in, take apart; - a wide range of adjectives, adverbs, adverbial phrases and prepositional phrases; - a wide range of discourse markers used in lectures; - a wide range of conversational/discourse linkers to develop ideas and their relationship to each other, to interpret and convey meaning, signal intention, such as accordingly, subsequently, consequently; - how paralinguistic features of speech (tone, intonation and stress) convey meaning in complex spoken texts; - a wide range of registers and styles used in complex spoken texts in further study contexts; - some knowledge of aspects of the local culture; - an awareness of English varieties; - note-taking methods used in further study contexts, such as paraphrasing rather than noting verbatim; - recognition of a range of cues for inferred meaning, such as logical, contextual and paralinguistic, and; - distinguish fact and opinion, irony, understatement, exaggeration, sarcasm in spoken texts.

VU22648 Read and write complex texts for study purposes

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required by EAL learners to develop reading, note-taking and writing skills in English, and to produce a range of

complex texts relevant to study purposes and the field of study.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - vocabulary and expressions including jargon and some specialist terminology for a range of topics related to research study needs; - a wide range of texts for further study purposes; - a wide range of verb tenses and verb forms, active and passive; - a wide range of conditionals; - definite and indefinite article; - reported speech, using a range of verb forms to relate supporting evidence, acknowledge or confirm views or arguments; - a wide range of phrasal verbs, adverbs, adverbial phrases and adjectives to create meaning in research texts; - a wide range of adverbial phrases, prepositions and prepositional phrases; - a wide range of collocations; - a wide range of conjunctions; - a wide range of discourse markers, connectives, pronouns and cohesive devices to link ideas and concepts, add information or contrast ideas; - differences between paraphrasing, plagiarising and direct quotes in written texts; - understands that different sources will present different perspectives; - a wide range of registers related to specific fields of study; - ways of detecting the writer's tone, intention and attitude; - different roles required of the author in further study texts; - recognition of a range of cues for inferred meaning, such as logical and contextual; - distinguish fact and opinion, irony, understatement, exaggeration in texts; - formality requirements for complex texts related to further study, and; - use of appropriate referencing style.

VU22649 Use critical reading skills to analyse study tasks

Locations: Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required by EAL learners to analyse written study task requirements by using critical analysis of instructional or advisory language related to the successful completion of study tasks.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - vocabulary and expressions including jargon and some specialist terminology for a range of topics related to vocational or study needs; - linguistic structures and features of instructions; - simple, compound and complex sentences with a range of subordinate clauses; - a wide range of verb tenses and forms, conditionals and modals; - a wide range of phrasal verbs, adverbs, adverbial phrases and adjectives used in advisory, instructional texts relevant to study tasks; - a wide range of discourse markers, connectives, pronouns and cohesive devices to link ideas and concepts or contrast ideas in study tasks; - a wide range of common collocations; - recognise and analyse specific registers related to description of study tasks; - recognise processes in analysing instructions for study tasks such as identifying directive words; - recognition

of a range of cues for inferred meaning, such as logical, contextual and visual, and; - conventions and formats relevant to different types of study tasks.

VU22650 Use language analysis skills to review own texts

Locations:Footscray Nicholson, St Albans, Werribee, Sunshine, Geelong Learning Links..

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required by EAL learners to use language analysis to review own written and spoken texts for further study purposes.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills and knowledge: - metalanguage to describe and discuss a wide range of lexical, semantic, grammatical features of written and spoken English texts; - metalanguage to access and use a range of EAL resources, such as dictionaries, thesaurus, and; - differences in language features between written and spoken texts.

VU22669 Perform energy sector installations of extra low voltage (ELV) single path circuits

Locations:Werribee, Sunshine.

Prerequisites:Nil.

Description:This unit describes the performance outcomes, skills and knowledge required to wire extra low voltage (ELV) single path circuits and terminate associated accessories. This includes ELV powered devices such as security controls, integrated systems and audio/visual systems. It encompasses safe working practices and following work processes that satisfy electrical principles for safety and functionality. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - installing cables in single path ELV circuits in a simulated workplace training environment; - terminating cables and accessories to manufacturer's specifications and requirements; - applying cable support and protection methods; - following safe work practices; - applying sustainability principles and practices in the workplace, and; - cleaning up the workplace after job completion. Students will also be expected to demonstrate the following knowledge: - relevant OHS/WHS regulations; - risk control measures; - safe working practices for wiring/cabing and terminating accessories for single path extra-low voltage circuits; - cable protection and support methods and accessories; - types of cables used in the electrotechnology industry and their application; - basic cable and conductor terminations; - relevant electrical standards, regulations and

codes related to extra-low voltage work, and; - sustainability principles and practices related to electrotechnology work.

VU22670 Provide an overview of the electrotechnology industry

Locations:Werribee, Sunshine.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge required to gain an overview of the electrotechnology industry including the various streams of the industry, services and products provided, employment opportunities and the training pathways for entry into the industry. The unit also examines the role and training requirements to become an electrotechnology tradesperson, preparing a personal resume and participating in a face to face job interview.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - locate and interpret information on the scope and coverage of the electrotechnology industry; - recognise the application of advanced technologies in the electrotechnology industry; - define the streams/sectors of electrotechnology industry including the services/products offered and the employment opportunities in each sector; - recognise the qualification levels in the AQF including those general offered by VET providers and those general offered by universities; - map out a typical training pathway for person preparing to be a electrotechnology tradesperson; - prepare a personal resume for employment in the electrotechnology industry, and; - participate in a face to face job interview. Students will also be expected to demonstrate the following knowledge: - information gathering techniques; - diversity of the electrotechnology industry; - range of employment opportunities within the electrotechnology industry; - training pathway for the electrotechnology industry; - training focus of vocational education and training (VET) providers; - apprentice supervision guidelines; - electrical licensing (i.e. Energy Safe Victoria - ESV); - refrigerant licensing (i.e. Australian Refrigeration Council - ARC); - communication and media cabler register (i.e. Australian Communications and Media Authority - ACMA), and; - job application and interviewing techniques.

VU22671 Use test instruments in the electrotechnology industry

Locations:Werribee, Sunshine.

Prerequisites:Nil.

Description:This unit describes the performance outcomes, skills and knowledge required to identify, safely connect and use analog and digital test instruments to test a range of extra low voltage (ELV) components and circuits.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - set up and use a range of analog and digital test instruments commonly applied in the electrotechnology

industry to test ELV components and circuits; - demonstrate safe working habits when testing ELV components and circuits; - read and interpret operating instructions for electrical testing instruments, and; - read and interpret test results to determine serviceability of ELV components and circuits. Students will also be expected to demonstrate the following knowledge: - test instruments commonly used to test ELV components and circuits; - WHS/OHS requirements applicable when working with electrical components and circuits, and; - interpretation of analog and digital scales and dials of test instruments.

VU22672 Carry out basic electrotechnology project

Locations:Werribee, Sunshine.

Prerequisites:Nil.

Description:This unit describes the performance outcomes, skills and knowledge required to plan, carry out and finalise a basic electrotechnology project. The unit includes defining the scope of the project, developing a project action plan with timelines, preparing design sketches and working drawings, determining and accessing the required resources, carrying out the build process, demonstrating the working model and evaluating the process. It is intended this unit of competency will be achieved through participation in a small project team consisting of three to four persons.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - work cooperatively with other team members to achieve a project outcome; - develop a project action plan with timelines and budget; - plan and organise project materials and resources; - build a electrotechnology project in line project plan; - apply safe work practices in an electrotechnology environment, and; - evaluate project outcomes and identify areas for improvement. Students will also be expected to demonstrate the following knowledge: - basic electrotechnology principles and practices; - basic drawing and sketching skills; - safe work practices in an electrotechnology environment; - elements for good project planning and monitoring, and; - principles for working effectively with other to achieve a defined outcome.

VU22673 Carry out basic network cabling for extra low voltage (ELV) equipment and devices

Locations:Werribee, Sunshine.

Prerequisites:Nil.

Description:This unit describes the performance outcomes, skills and knowledge required to run cabling for the connection of extra low voltage (ELV) networking equipment and devices. The unit includes the identification of ELV cabling, cabling skills including runs, connections and terminations, testing of circuits, use of hand tools and following work practices that satisfy electrical and telecommunication principles for safety and functionality.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting

of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - apply ELV cabling skills in accordance to job instructions and separation requirements; - connect network equipment and devices using standard cable termination techniques; - connect and use test equipment to test for correct operation of cable connections and terminations, and; - demonstrate work practices that satisfy electrical principles for safety and functionality. Students will also be expected to demonstrate the following knowledge: - types of ELV cables including but not limited to: structured pair, figure 8 and co-axial; - relevant WHS/OHS regulations and safe work practices in the electrotechnology industry; - cabling rules, principles and techniques; - networking equipment and devices; - procedures for dealing with unexpected situation when working with ELV cables, and; - cabling regulations.

VU22726 Respond to a range of communications

Locations:Footscray Park.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to respond to a range of communications including written and oral texts for different exam contexts and requirements.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - communication skills to use pronunciation which does not interfere with meaning; - identify and select grammatical structures and language related to text response; - take notes to summarise main points and supporting information according to required format; - select appropriate register to respond to written and oral texts; - apply conventions to establish and maintain exchanges; - draw on a range of de-coding and meaning-making strategies to make sense of texts; - draw on prior knowledge to make sense of texts; - connect ideas and information related to topic of text; - use grammatical forms for different purposes such as giving explanations and providing opinions; - respond to cross cultural interpretations of common language concepts, and; - self management skills to identify appropriate strategies that support effective skill demonstration, such as time management, skimming and scanning, re-reading for meaning, asking questions to clarify where required. Students will also be expected to demonstrate the following knowledge: - key vocabulary related to a range of topics and issues; - differences between facts and opinions; - interactional strategies to maintain and respond to exchanges; - relationship between register, audience and purpose; - difference between formal and informal registers; - layout related to specific text types; - generic grammatical forms including personal pronouns and a range of tenses; - process of planning, drafting and proofreading; - a wide range of discourse markers, connectives, pronouns and cohesive devices to link ideas and concepts or contrast ideas, such as in spite of the fact that, and; - common cross cultural interpretations of common language concepts.

VU22727 Develop and apply numeracy skills

Locations:Footscray Park.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to develop and apply

numeracy skills in exam contexts to respond to recruitment related numeracy assessment.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - fractions and mixed numbers; - decimals and directed numbers; - select the mathematical process appropriate for each different calculation and to test the accuracy of results; - estimate to check calculations and reasonableness of outcomes; - use a range of mathematical symbolism to represent mathematical thinking and processing; - respond to cross cultural interpretations of common numerical concepts, and; - self management skills to identify appropriate strategies that support effective skill demonstration, such as time management, skimming and scanning and re-reading for meaning. Students will also be expected to demonstrate the following knowledge: - methodology for conducting calculations; - units of metric measurement and conversions between metric units; - units of time and their representation; - decimals and common fractions in relation to measurement and time; - abbreviations associated with measurement and time; - mathematical vocabulary such as addition/plus; subtraction/minus; multiplication/times; - common cross cultural interpretations of common numerical concepts, and; - key features, conventions and symbols of data in numerical texts such as scales and axes, columns.

VU22728 Develop swimming skills

Locations:Footscray Park.

Prerequisites:Nil.

Description:This unit describes the knowledge and skills required to identify the ways in which swimming skills are applied in an occupational context and to use one or more swimming strokes to swim a minimum of 100 metres.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - agree and confirm own requirements; - identify safety requirements; - clarify and follow instructions; - identify own level of swimming skill; - undertake any required practice sessions agreed in program, and; - review own progress and seek assistance when required. Students will also be expected to demonstrate the following knowledge: - safety requirements when undertaking a swimming program.

VU22729 Develop and maintain personal fitness

Locations:Footscray Park.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to develop and maintain personal fitness levels and to identify strategies to support personal well being.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic

and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - the impact of factors such as sleep patterns, nutrition and exercise on physical and personal well-being, and; - the potential psychological impacts of working in law enforcement or as a first responder. Students will also be expected to demonstrate the following knowledge: - discuss and agree a fitness program with a fitness instructor; - follow and clarify instructions as required; - review and adjust a maintenance plan as required, and; - self management skills to recognise potential factors affecting personal well-being.

VU22786 Develop personal effectiveness

Locations:Industry, Footscray Nicholson, City King St, Sunshine, Geelong Learning Links.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to develop strategies that enhance the interpersonal and communication skills and self-confidence that support personal effectiveness for a range of purposes. It focuses on helping participants build their self-esteem and confidence, develop group cohesiveness and identify personal goals.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - contribute and clarify ideas within a group; - seek and provide feedback and use verbal and non verbal communication techniques appropriate to group interaction; - discuss personal goals; - literacy skills to access and use resources and information related to personal goals; - improve personal effectiveness; - identify and address potential barriers; - self management skills to monitor and review goals; - co-operate with others as part of a group, and; - contribute to discussions. Students will also be expected to demonstrate the following knowledge: - the relationship between different aspects of personal effectiveness and constructive life/work outcomes, and; - the role of personal goals in improving personal effectiveness.

VU22787 Prepare for employment

Locations:Industry, Footscray Nicholson, City King St, Sunshine, Geelong Learning Links.

Prerequisites:Nil.

Description:This unit describes the skills and knowledge to prepare for employment. It focuses on developing knowledge of Australian workplaces, their work practices and requirements and potential employment opportunities to assist participants in making decisions about possible career paths.

Required Reading:The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment:Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each

unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - seek information from various sources about employment opportunities; - work with support persons to identify and prepare for employment opportunities; - access, interpret and evaluate employment information about different industries and workplaces; - write a personal action plan; - digital literacy skills to access and navigate digital information sources to research workplaces and employment opportunities; - numeracy skills to identify basic industrial conditions such as rates of pay, hours of work and leave entitlements, and; - problem solving and self management skills to identify and address employment related self development needs. Students will also be expected to demonstrate the following knowledge: - sources of information to locate information about a range of industries and workplace operations; - basic workplace policies and procedures to identify operating requirements, and; - resources to identify employment opportunities. .

VU22788 Develop an action plan for career planning

Locations: Industry, Footscray Nicholson, City King St, Sunshine, Geelong Learning Links.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge to undertake basic career planning activities. It focuses on identifying pathways to employment or further education and training through the preparation of an individual action plan.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - seek and respond to feedback on action plan; - participate in interactions to determine and assess skills and clarify information collected; - literacy skills to access, gather and interpret employment and training information and organize and document information in an action plan; - numeracy skills to identify appropriate time frames for completion of activities in action plan; - problem solving skills to identify and assess skills, match them to potential jobs and develop a personal action plan towards an employment pathway, and; - self management skills to seek feedback and monitor and adjust action plan. Students will also be expected to demonstrate the following knowledge: - purpose of a personal action plan in identifying career pathways; - sources of information about jobs and education and training programs, and; - difference between a personal action plan and a portfolio of skills. .

VU22789 Participate in job seeking activities

Locations: Industry, Footscray Nicholson, City King St, Sunshine, Geelong Learning Links.

Prerequisites: Nil.

Description: This unit describes the skills and knowledge required by participants to research, evaluate and apply for suitable employment. It focuses on participating in the job seeking process and evaluating the outcomes.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of workbooks produced by the Polytechnic and/or via the Polytechnic e-learning system.

Assessment: Assessment tasks will be designed to reinforce and extend knowledge and skill competence within set and controlled parameters in accordance with each unit's learning outcomes and performance criteria requirements, including the setting of work based practical application tasks designed to provide evidence of competence outcomes, within periodic and scheduled timelines. Students will be expected to demonstrate the following required skills: - read, interpret and evaluate information from a range of employment sources; - write a job application using conventional language and spelling; - make inquiries concisely, clearly and at the appropriate time; - make timely and appropriate telephone contact using clear and concise language; - participate in a job interview using appropriate communication techniques to answer questions, clarify information and seek information; - numeracy skills to identify date, time, location of job interviews and to meet application requirements such as closing date for application and length of resumé; - digital literacy skills to access information about job opportunities and to prepare an electronic resumé and job application; - select and apply personal presentation style appropriate to the position; - evaluate information on job opportunities, select relevant information to match strengths and organisational needs and match own skills to selection criteria; - follow up work information through a variety of means; - access and organise documentation required to support a job application; - seek and respond to feedback on job application, and; - evaluate own performance in order to make improvements. Students will also be expected to demonstrate the following knowledge: - key steps in the job seeking process to enable effective participation in the process; - language and conventions of writing job applications to enable these to be developed effectively; - different approaches in obtaining information about jobs to enable understanding of suitable modes of contact, and; - strategies for different types of interviews to enable effective preparation.

WRS011 Work Related Skills Foundation Unit 1

Locations: Footscray Nicholson, Sunshine, Harvester Technical College..

Prerequisites: Nil.

Description: The purpose of this unit is to focus on the development of appropriate skills and knowledge in order to provide the necessary OH&S preparation for the workplace.

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

Assessment: To receive an S in this unit, students must show competence in all six learning outcomes through satisfactory demonstration of all the elements. The conditions related to the assessment of the learning outcomes may differ according to the particular learning environment, mode of delivery and content.

WRS012 Work Related Skills Foundation Unit 2

Locations: Footscray Nicholson, Sunshine, Harvester Technical College..

Prerequisites: Nil.

Description: This unit provides a focus for the development of work related and pre-vocational skills in the context of practical work related experiences, through: integrating new learning about work skills with prior knowledge and experiences enhancing the development of employability skills through work related contexts developing basic critical thinking skills that apply to problem solving in work situations developing basic planning and work related organisational skills developing transferable skills for work related contexts.

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

Assessment: To receive an S in this unit, students must show competence in all six learning outcomes through satisfactory demonstration of all the elements. The

conditions related to the assessment of the learning outcomes may differ according to the particular learning environment, mode of delivery and content.

WRS021 Work Related Skills Intermediate Unit 1

Locations: Footscray Park, Footscray Nicholson, Werribee, City King St, Sunshine.

Prerequisites: Nil.

Description: The purpose of this unit is to provide a focus for more complex development of appropriate skills and knowledge in order to provide the necessary OH&S preparation for the workplace.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

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

WRS022 Work Related Skills Intermediate Unit 2

Locations: Footscray Park, Footscray Nicholson, Werribee, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit provides a focus for more complex development of work related and pre-vocational skills in a context appropriate to the task.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

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

WRS031 Work Related Skills Senior Unit 1

Locations: Footscray Park, Footscray Nicholson, Werribee, City King St, Sunshine.

Prerequisites: Nil.

Description: The purpose of this unit is to provide a focus for complex development of appropriate skills and knowledge in order to provide the necessary OH&S preparation for the workplace.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

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

WRS032 Work Related Skills Senior Unit 2

Locations: Footscray Park, Footscray Nicholson, Werribee, City King St, Sunshine.

Prerequisites: Nil.

Description: This unit provides a focus for the development of work related and vocational skills in a workplace context or appropriate simulation.

Required Reading: The qualified trainer and assessor will provide teaching and learning materials as required in the form of Victoria Polytechnic produced workbooks and/or via the Victoria Polytechnic e-learning system.

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

